



Cardiovascular Medicine, P.C.

EMPLOYEE HANDBOOK

This page left blank intentionally

STATEMENT OF CONFIDENTIALITY- (Employer Retain)

I understand that as an employee of Cardiovascular Medicine, P.C. (the Practice), I will have access to protected health information ("PHI"), as well as confidential and proprietary information regarding the Practice, its employees, business transactions and relationships. Proprietary information and trade secrets are not to be disclosed outside of the company and must only be disclosed within the company on a need-to-know basis. I understand and acknowledge that it is my legal and ethical responsibility to protect the privacy, confidentiality and security of all confidential information relating to the Practice, its patients, and business activities, in accordance with applicable laws and Practice policy.

By signing this Confidentiality Agreement, I agree to the following terms and conditions:

_____ 1) I shall keep confidential all PHI, regardless of the format (oral, written, or electronic) and I shall use or disclose PHI only as permitted by HIPAA or other applicable federal, state, or local laws, rules or regulations. I shall also keep all proprietary information regarding the Practice, its employees, business transactions and relationships strictly confidential. I will not disclose this information to anyone inside or outside the Practice except to those who are authorized by law or Practice policy to receive such information.

_____ 2) I understand that my access to PHI may be monitored, and I will be held responsible for all attempts at access using my password regardless of who is attempting such access. Therefore, I will safeguard my password at all times and not share it with anyone for any reason. Also, I will not use another person's password to access PHI. I will not photograph, print or otherwise copy PHI, including copying PHI to electronic storage media, unless specifically authorized to do so by Practice Management or pursuant to my duties and responsibilities for the Practice.

_____ 3) I understand that I may have access to PHI beyond what I need to carry out my specific duties and responsibilities. I acknowledge that this does not authorize me to access such PHI in the absence of a legitimate need to do so. I will limit access to PHI to what is specifically necessary to carry out my specific duties and responsibilities.

_____ 4) I understand that access to PHI of Practice employees, friends and family members is subject to the same use and disclosure requirements under HIPAA. I will not access PHI of Practice employees, friends or family members beyond what is specifically necessary to carry out my duties and responsibilities.

_____ 5) In addition to patient information, employees are also expected to use the utmost discretion concerning other confidential information such as that pertaining to fellow employees or the operation of the office. An employee who has access to such information shall not share it with anyone unless required by the performance of their job duties.

_____ 6) I understand that if I should be a patient of the Practice while also being an employee of Cardiovascular Medicine, that I may not access my own record at any time. I acknowledge that access to my record may be monitored by Management for inappropriate use and disclosure. I acknowledge that I am entitled to copies of my medical record by submitting a written request to the Informatics Department.

_____ 7) I understand that posting PHI or other confidential or proprietary information about the Practice on social media is never permitted.

_____ 8) I understand that failure to comply with applicable laws on confidentiality may result in, where applicable, the **imposition of civil and/or criminal liability/fines** under Federal or State laws, pursuant to, but not limited to, HIPAA, the Federal and State Alcoholism and other Drug Dependency Acts, Abused and Neglected Child Reporting Act, Medical Patients Privacy and Confidentiality and Health Care Act, AIDS Confidentiality Act, and Mental Health and Development Disability Confidentiality Act.

_____ 9) I understand that my responsibility to maintain the confidentiality of information as described in this Confidentiality Agreement shall remain in effect even after my employment ends with Cardiovascular Medicine.

_____ 10) Violations of this agreement will result in disciplinary action, which may include discharge.

I have read and understand the contents of this statement and I agree to comply with this Confidentiality Statement, as well as, all applicable laws and Practice policies and procedures on confidentiality and privacy.

Print Name: _____

Signature: _____ **Date:** _____

EMPLOYEE ACKNOWLEDGEMENT FORM - (Employer Retain)

The employee handbook describes important information about employment with Cardiovascular Medicine, P.C. and I understand that I should consult my Supervisor or HR Coordinator concerning any questions that I may have regarding these policies.

Since the information and benefits described within the policies may be subject to change, I acknowledge that revisions may occur. All such changes will be communicated to me and I understand that revised information will supersede, modify, or eliminate existing policies. This handbook replaces all previous handbooks for Cardiovascular Medicine, P.C. as of August 2018.

I understand this handbook does not act as a contract. I understand employment with Cardiovascular Medicine, P.C. is "employment-at-will".

I have reviewed the policies in this handbook and all of my questions have been answered. I understand that it is my responsibility to read and comply with these policies and any revisions made to them. I understand violations of these policies will not be tolerated.

Employee's Signature

Date

Employee's Name (printed)

STATEMENT OF PRIVACY- (Employer Retain)

As an employee of Cardiovascular Medicine, P.C., I understand that it is the policy of Cardiovascular Medicine, P.C. that all personnel must preserve the integrity and the confidentiality of medical and other sensitive information pertaining to our patients and protected health information (PHI). All Officers, Employees and Agents of Cardiovascular Medicine, P.C. must ensure the confidentiality of this information to the highest degree possible. Patients should feel secure when providing PHI.

To that end, Cardiovascular Medicine, P.C. and its Officers, Employees, and Agents will:

- Collect and use medical information only:
 - To provide proper diagnosis and treatment.
 - With the individual's knowledge and consent/authorization.
 - To receive reimbursement for services provided.
 - For research and similar purposes designed to improve the quality and to reduce the cost of health care.
 - As a basis for required report of health information.
- Not use or supply PHI for non-healthcare uses, such as, direct marketing, employment, or credit evaluation purposes, other than authorized by the Health and Human Services Privacy Regulations.
- Ensure the accuracy, timeliness, and completeness of data to allow access by authorized personnel when needed.
- Complete and authenticate medical records in accordance with the law, medical ethics, and accreditation standards.
- Maintain medical records for the legally required retention periods.
- Not alter or destroy an entry in a record. Errors will be designated as such while leaving the original entry intact. A new entry with corrected data will be created.
- Implement reasonable, cost-effective measures to protect the integrity and confidentiality of all data maintained about patients.
- Take appropriate steps when releasing PHI to prevent unauthorized re-disclosures, such as specifying that the recipient may not further disclose the information without patient consent or as authorized by law.
- Remove patient identifiers when appropriate, such as in statistical reporting and in medical research studies.
- Recognize the sensitivity of certain medical information, such as HIV/AIDS information, mental health and developmental disability information, alcohol and drug abuse information and recognize the potential harmful effects of disclosure of such information.
- Recognize that patients have a right of access to information contained in the medical record owned by Cardiovascular Medicine, P.C., and permit such access.
- Provide patients a Notice of Information Practices that details their rights, our duties, and the use and disclosure of PHI.
- Provide patients an opportunity to request correction of information they may deem to be inaccurate data in their records, in accordance with the requirements of the privacy regulations.
- Permit patients to request restriction on the use and disclosure of their PHI and to request alternate forms of communication.

I understand that all Officers, Agents and Employees of Cardiovascular Medicine, P.C. must adhere to this policy and that violations will not be tolerated. Violations of this policy are grounds for disciplinary action up to and including termination of employment and criminal or professional sanctions in accordance with the law.

I have read and understand the contents of this policy and accept my responsibilities as outlined above.



Employee Signature

Presidential Endorsement

Date _____

STATEMENT OF CONFIDENTIALITY- (Employee Retain)

I understand that as an employee of Cardiovascular Medicine, P.C. (the Practice), I will have access to protected health information ("PHI"), as well as confidential and proprietary information regarding the Practice, its employees, business transactions and relationships. Proprietary information and trade secrets are not to be disclosed outside of the company and must only be disclosed within the company on a need-to-know basis. I understand and acknowledge that it is my legal and ethical responsibility to protect the privacy, confidentiality and security of all confidential information relating to the Practice, its patients, and business activities, in accordance with applicable laws and Practice policy.

By signing this Confidentiality Agreement, I agree to the following terms and conditions:

_____ 1) I shall keep confidential all PHI, regardless of the format (oral, written, or electronic) and I shall use or disclose PHI only as permitted by HIPAA or other applicable federal, state, or local laws, rules or regulations. I shall also keep all proprietary information regarding the Practice, its employees, business transactions and relationships strictly confidential. I will not disclose this information to anyone inside or outside the Practice except to those who are authorized by law or Practice policy to receive such information.

_____ 2) I understand that my access to PHI may be monitored, and I will be held responsible for all attempts at access using my password regardless of who is attempting such access. Therefore, I will safeguard my password at all times and not share it with anyone for any reason. Also, I will not use another person's password to access PHI. I will not photograph, print or otherwise copy PHI, including copying PHI to electronic storage media, unless specifically authorized to do so by Practice Management or pursuant to my duties and responsibilities for the Practice.

_____ 3) I understand that I may have access to PHI beyond what I need to carry out my specific duties and responsibilities. I acknowledge that this does not authorize me to access such PHI in the absence of a legitimate need to do so. I will limit access to PHI to what is specifically necessary to carry out my specific duties and responsibilities.

_____ 4) I understand that access to PHI of Practice employees, friends and family members is subject to the same use and disclosure requirements under HIPAA. I will not access PHI of Practice employees, friends or family members beyond what is specifically necessary to carry out my duties and responsibilities.

_____ 5) In addition to patient information, employees are also expected to use the utmost discretion concerning other confidential information such as that pertaining to fellow employees or the operation of the office. An employee who has access to such information shall not share it with anyone unless required by the performance of their job duties.

_____ 6) I understand that if I should be a patient of the Practice while also being an employee of Cardiovascular Medicine, that I may not access my own record at any time. I acknowledge that access to my record may be monitored by Management for inappropriate use and disclosure. I acknowledge that I am entitled to copies of my medical record by submitting a written request to the Informatics Department.

_____ 7) I understand that posting PHI or other confidential or proprietary information about the Practice on social media is never permitted.

_____ 8) I understand that failure to comply with applicable laws on confidentiality may result in, where applicable, the **imposition of civil and/or criminal liability/fines** under Federal or State laws, pursuant to, but not limited to, HIPAA, the Federal and State Alcoholism and other Drug Dependency Acts, Abused and Neglected Child Reporting Act, Medical Patients Privacy and Confidentiality and Health Care Act, AIDS Confidentiality Act, and Mental Health and Development Disability Confidentiality Act.

_____ 9) I understand that my responsibility to maintain the confidentiality of information as described in this Confidentiality Agreement shall remain in effect even after my employment ends with Cardiovascular Medicine.

_____ 10) Violations of this agreement will result in disciplinary action, which may include discharge.

I have read and understand the contents of this statement and I agree to comply with this Confidentiality Statement, as well as, all applicable laws and Practice policies and procedures on confidentiality and privacy.

Print Name: _____

Signature: _____ **Date:** _____

EMPLOYEE ACKNOWLEDGEMENT FORM - (Employee Retain)

The employee handbook describes important information about employment with Cardiovascular Medicine, P.C. and I understand that I should consult my Supervisor or HR Coordinator concerning any questions that I may have regarding these policies.

Since the information and benefits described within the policies may be subject to change, I acknowledge that revisions may occur. All such changes will be communicated to me and I understand that revised information will supersede, modify, or eliminate existing policies. This handbook replaces all previous handbooks for Cardiovascular Medicine, P.C. as of August 2018.

I understand this handbook does not act as a contract. I understand employment with Cardiovascular Medicine, P.C. is “employment-at-will”.

I have reviewed the policies in this handbook and all of my questions have been answered. I understand that it is my responsibility to read and comply with these policies and any revisions made to them. I understand violations of these policies will not be tolerated.

Employee's Signature

Date

Employee's Name (printed)

STATEMENT OF PRIVACY- (Employee Retain)

As an employee of Cardiovascular Medicine, P.C., I understand that it is the policy of Cardiovascular Medicine, P.C. that all personnel must preserve the integrity and the confidentiality of medical and other sensitive information pertaining to our patients and protected health information (PHI). All Officers, Employees and Agents of Cardiovascular Medicine, P.C. must ensure the confidentiality of this information to the highest degree possible. Patients should feel secure when providing PHI.

To that end, Cardiovascular Medicine, P.C. and its Officers, Employees, and Agents will:

- Collect and use medical information only:
 - To provide proper diagnosis and treatment.
 - With the individual's knowledge and consent/authorization.
 - To receive reimbursement for services provided.
 - For research and similar purposes designed to improve the quality and to reduce the cost of health care.
 - As a basis for required report of health information.
- Not use or supply PHI for non-healthcare uses, such as, direct marketing, employment, or credit evaluation purposes, other than authorized by the Health and Human Services Privacy Regulations.
- Ensure the accuracy, timeliness, and completeness of data to allow access by authorized personnel when needed.
- Complete and authenticate medical records in accordance with the law, medical ethics, and accreditation standards.
- Maintain medical records for the legally required retention periods.
- Not alter or destroy an entry in a record. Errors will be designated as such while leaving the original entry intact. A new entry with corrected data will be created.
- Implement reasonable, cost-effective measures to protect the integrity and confidentiality of all data maintained about patients.
- Take appropriate steps when releasing PHI to prevent unauthorized re-disclosures, such as specifying that the recipient may not further disclose the information without patient consent or as authorized by law.
- Remove patient identifiers when appropriate, such as in statistical reporting and in medical research studies.
- Recognize the sensitivity of certain medical information, such as HIV/AIDS information, mental health and developmental disability information, alcohol and drug abuse information and recognize the potential harmful effects of disclosure of such information.
- Recognize that patients have a right of access to information contained in the medical record owned by Cardiovascular Medicine, P.C., and permit such access.
- Provide patients a Notice of Information Practices that details their rights, our duties, and the use and disclosure of PHI.
- Provide patients an opportunity to request correction of information they may deem to be inaccurate data in their records, in accordance with the requirements of the privacy regulations.
- Permit patients to request restriction on the use and disclosure of their PHI and to request alternate forms of communication.

I understand that all Officers, Agents and Employees of Cardiovascular Medicine, P.C. must adhere to this policy and that violations will not be tolerated. Violations of this policy are grounds for disciplinary action up to and including termination of employment and criminal or professional sanctions in accordance with the law.

I have read and understand the contents of this policy and accept my responsibilities as outlined above.



Employee Signature

Presidential Endorsement

Date _____

Table of Contents

- I. Introduction/Mission and Vision
 - A. Employment At-Will
 - B. Equal Opportunity Employer
 - C. Anti-Harassment

- II. Employment
 - A. Employee Status
 - B. Professional License/Registration
 - C. Outside Occupations
 - D. Time Keeping
 - E. Attendance and/or Tardiness
 - F. Meal Periods/Break
 - G. Travel
 - H. Discipline
 - I. Resignation/Retirement
 - J. Military/National Guard Duty
 - K. Work Reduction

- III. Ethics and Conduct
 - A. Confidentiality
 - B. Employee Visitors
 - C. Workplace Violence

 - D. Tobacco Free
 - E. Changes in Personnel Information
 - F. Personal Appearance
 - G. Personal Electronic Communication
 - H. Computer Network Resources Usage
 - I. Social Media
 - J. Solicitations
 - K. Reports of Grievances
 - L. Reports of Compliance Issues

- IV. Employee Benefits and Services
 - A. Employee Evaluation/Compensation/Advancement
 - B. Professional Development
 - C. Group Benefits
 - D. Pension
 - E. Paid Leave Program (Earned Time)
 - F. Bereavement Leave
 - G. Family and Medical Leave
 - H. Jury Duty
 - I. Medical Care Services for Employees
 - J. Miscellaneous Benefits
 - K. Lactation/Breastfeeding Policy
 - L. Pregnancy Leave

- V. Safety
 - A. Notices/Bulletin Board
 - B. OSHA Compliance
 - C. Safety
 - D. First Aid
 - E. Drug and Alcohol Testing

I. INTRODUCTION

All Employees of Cardiovascular Medicine, P.C. are expected to actively support the mission and vision of the practice.

MISSION STATEMENT

**Cardiovascular Medicine, P.C. Will Provide
Compassionate, Comprehensive, Cardiovascular Care
To All Those In Need**

VISION STATEMENT

**Cardiovascular Medicine, P.C. Will Deliver
High Quality, Cost Effective, & Timely Cardiovascular Services
To All Patients through
Prevention, Diagnosis, Treatment, Education, and Research**

The policies outlined in this handbook are intended to serve as a guide to the employee. For clarification or additional information on any of the policies stated below, please consult with your immediate supervisor, Human Resources Coordinator, or the Practice Administrator.

History

Cardiovascular Medicine, P.C. was founded in 1976 by Dr. Philip Habak. Dr. Habak's dedication to providing the highest quality of patient care quickly took hold of the community and initiated the evolution of Cardiovascular Medicine, P.C.

Within 15 years of opening its doors, CVM, P.C. moved from a single doctor practice to one of four cardiologists and experienced three relocations during that time, including a move from the Midtown Plaza to the St. Luke's (now Genesis East) campus.

Cardiovascular Medicine, P.C. continued to flourish becoming a premier choice for the prevention and treatment of heart disease. Between 1992 and 2001, 16 more cardiologists joined the Cardiovascular Medicine, P.C. team allowing for the commencement of a cholesterol management program, anticoagulation and in-house pacemaker clinics, diagnostic centers in Iowa and Illinois, satellite offices in Rock Island, Silvis and at Trinity North and several outreach sites including Geneseo, DeWitt, Kewanee, Clinton, Durant and Maquoketa.

Due to its professional growth and cardiovascular testing capabilities, Cardiovascular Medicine, P.C. again relocated to its current location, the Heart Institute on the Genesis East campus in August 2001. Since making the Heart Institute its home, Cardiovascular Medicine, P.C. continued to welcome more physicians, offer vascular services and open additional outreach sites in Galesburg, Burlington, Aledo and Monmouth.

In 2005, Cardiovascular Medicine, P.C. and the well-established Quad City Heart Center integrated resulting in the addition of six cardiologists and enhancing the efficiency and quality of its patient care and services.

To date, Cardiovascular Medicine, P.C. consists of a team of over 25 cardiologists, providing patient care out of four offices and several outreach clinics. Nurse Practitioners and Physician Assistants

have also become a vital part of the practice. Their skills and expertise have added value to Cardiovascular Medicine, P.C.'s team.

During its growth, incorporation of different cardiovascular testing, advances in technology and successful integration with Quad City Heart Center, Cardiovascular Medicine, P.C. has never lost sight of Dr. Habak's original vision of providing the highest quality of patient care. Cardiovascular Medicine, P.C. patients will always be the HEART of its practice.

Cardiology 101

A cardiologist is a physician who specializes in cardiology, which is a medical specialty concerned with the diagnosis and treatment of heart disease. Many of the physicians at Cardiovascular Medicine, P.C. have the following individual areas of expertise within the cardiology field:

Non-invasive Cardiologists specialize in the diagnosis and treatment of heart disease using non-invasive modalities including nuclear stress tests and echocardiography.

Invasive Cardiologists perform diagnostic catheterization. If an intervention (i.e. angioplasty) is required, this physician will ask a partnering Interventionalist to perform.

Interventional Cardiologists perform diagnostic catheterization and intervention including angioplasty and stent placement to blocked heart vessels.

Peripheral Interventionalists specialize in the diagnosis and treatment of blood vessels in the legs, kidneys and neck. This may include angioplasty and stent placement in these vessels.

Cardiac Electrophysiologist is a cardiologist who specializes in the diagnosis and treatment of heart rhythm abnormalities. This may include the implantation of a permanent pacemaker or defibrillator.

All of the physicians at Cardiovascular Medicine, P.C. are cardiologists. Many of the physicians have developed expertise in one area of cardiology and have devoted their practice to that specific area.

Cardiologists' commitment to their profession is evidenced by their achievement of an extensive regimen of schooling. On average, cardiologists will spend 15-17 years as a "student," perfecting their skills before practicing their medicine. A cardiologist's education includes:

- *4 years of College (most commonly with a pre-med or science major)*
- *4 years of Medical School*
- *1 year Internship*
- *3 years of Internal Medicine Residency*
- *3 years of Cardiology Fellowship*
- *1-2 years of Specialty Fellowship (Electrophysiology, Coronary Intervention, Peripheral Intervention)*

Cardiologists are board-certified in one or more of the following certifications, Internal Medicine, Cardiovascular Disease, Electrophysiology, Interventional and Nuclear Cardiology.

The cardiologists at Cardiovascular Medicine, P.C. have worked very hard to attain their education, status and ability to practice. This dedication shines through in the quality patient services provided by our team of cardiologists each and every day.

A. EMPLOYMENT AT-WILL

Employment with Cardiovascular Medicine, P.C. is voluntarily entered into, and you are free to resign at will at any time, with or without cause. Similarly, Cardiovascular Medicine, P.C. may terminate the employment relationship at will at any time, with or without cause, except for reasons specifically prohibited by federal, state, and local laws. This concept is called “employment-at-will.”

Nothing in these policies should be construed as constituting a contract between Cardiovascular Medicine, P.C. and its employees. No employee of Cardiovascular Medicine, P.C. has the right to grant benefits or enter into an employment contract. Only the Board of Directors has such authority and any such grant or contract must be in writing, signed by the President of the Corporation.

This document setting forth current policies and benefits supersedes all prior policies and benefits. Any and all policies and benefits, except for its policy of employment-at-will, may be amended or cancelled at any time, at Cardiovascular Medicine, P.C.’s sole discretion without advance notice.

B. EQUAL OPPORTUNITY EMPLOYER

Cardiovascular Medicine, P.C. is an equal opportunity employer. Employment decisions are based on merit, qualifications, abilities and business needs, and not on race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, marital status, genetic information, or any other characteristic protected by law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Cardiovascular Medicine, P.C. complies with the provisions of the Americans with Disabilities Act (ADA) and will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability, or religious practice. Reasonable accommodations can be made for a qualified disabled individual, provided that the individual is qualified to safely perform the essential duties of their job and provided that the accommodations do not impose an undue hardship on the Practice. Requests for accommodation should be made to the Human Resources Coordinator, or the Practice Administrator.

You have a right to work in an environment free from harassment, whether based on race, sex, or any other characteristics. Harassment may be verbal, physical, written, or visual. Any employee who feels he or she has been harassed should contact their immediate supervisor, Human Resources Coordinator, or the Practice Administrator. You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

C. ANTI-HARASSMENT

Non-Discrimination and Harassment

Cardiovascular Medicine, P.C. is committed to a work environment in which all individuals are treated with respect and dignity. You have the right to work in a professional atmosphere that

promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Cardiovascular Medicine, P.C. expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Equal Employment Opportunity

It is the policy of Cardiovascular Medicine, P.C. to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, genetic information, age, disability, marital status, national origin, citizenship or any other characteristic protected by law. Cardiovascular Medicine, P.C. prohibits any such discrimination or harassment.

Retaliation Is Also Prohibited

Cardiovascular Medicine, P.C. encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Cardiovascular Medicine, P.C. to investigate such reports.

Cardiovascular Medicine, P.C. prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering, whistling or touching; insulting or obscene comments or gestures;
- display in the workplace of sexually suggestive objects or pictures; and
- other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- epithets, slurs or negative stereotyping;
- threatening, intimidating or hostile acts;
- degrading jokes; and
- written or graphic material that degrades or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Individuals and Conduct Covered

These policies apply to all conduct with employees, whether related to conduct engaged in with fellow employees or someone not directly connected to Cardiovascular Medicine, P.C. (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Consensual Relationships

CVM does not prohibit consensual romantic relationships between employees, but it does impose the following restrictions:

- CVM recognizes potential conflicts that may arise when supervisors and managers engage in romantic or sexual relationships with subordinates and encourages the supervisor or manager to disclose the existence of such a relationship. Additionally, supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.

Any romantic relationship between a supervisor and subordinate employee must be disclosed to Human Resources Management. Human Resources will assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship. The recommendation can require the nonsupervisory employee to transfer to another department or facility, however, Cardiovascular Medicine management has the final determination based on business requirements. If a transfer is not possible, the dating couple can be required to determine which partner will resign. If a transfer to another facility or department is possible, the supervisor-partner is prohibited from having any involvement in professional decision-making affecting the partner who transfers.

Reporting an Incident of Harassment, Discrimination or Retaliation

If you believe that you have been the victim of such conduct, you should discuss your concerns with your immediate supervisor, Human Resources Coordinator, or the Practice Administrator. In addition, if you believe you are being subjected to such conduct, you should promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem.

Complaint Procedure

Informal Procedure

If for any reason you do not wish to address the offender directly, or if such action does not successfully end the offensive conduct, you should notify your immediate supervisor, Human Resources Coordinator, or the Practice Administrator, who may, if the individual so requests, talk to the alleged offender on the individual's behalf.

If you report harassment, discrimination or retaliation, you should be aware; however, that Cardiovascular Medicine, P.C. may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible and may start the process at the formal level.

Formal Procedure

As noted above, if you believe you have been the victim of conduct prohibited by this policy statement or believe you have witnessed such conduct, you should immediately discuss your concerns with your immediate supervisor, Human Resources Coordinator, Administrative staff, or the Practice Administrator. Cardiovascular Medicine, P.C. encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained.

Any reported allegations of harassment, discrimination or retaliation will be investigated as soon as reasonably possible. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

These matters will be dealt with in the most confidential manner to protect the best interest of all parties. Cardiovascular Medicine, P.C. will take every measure to this procedure confidential, however, this cannot be guaranteed in every situation. Cardiovascular Medicine, P.C. asks all employees to respect the privacy of those involved during the investigation.

In the event of harassment or retaliation against the person filing the complaint or the alleged offending party, the employee responsible for the harassment or retaliation will be subject to disciplinary action up to and including termination.

Conclusion

Cardiovascular Medicine, P.C. has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation. Cardiovascular Medicine, P.C. will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

If you have any questions or concerns about these policies, you should talk with your immediate supervisor, Human Resources Coordinator, or the Practice Administrator.

II. EMPLOYMENT

A. EMPLOYEE STATUS

1. FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATIONS

EXEMPT – The Fair Labor Standards Act requires that certain positions be classified as exempt due to the nature of the work performed. Exempt employees are paid on a salary and/or commission basis and do not receive overtime pay.

NON-EXEMPT – Employees working in positions classified as non-exempt by the Fair Labor Standards Act are entitled to overtime pay at the rate of one and a half times their regular rate for all hours worked over 40 hours in a single workweek. Non-exempt employees may be employees that are paid on an hourly or salaried basis and subject to overtime provisions.

See your immediate supervisor or the Practice Administrator for any questions concerning your classification.

2. CARDIOVASCULAR MEDICINE, P.C. CLASSIFICATIONS

Notwithstanding the FLSA classifications, Cardiovascular Medicine, P.C. further classifies its employees as follows:

Salaried: Executive, administrative, professional employee, or a non-provider who is exempt from Fair Labor Standards Act (FLSA) requirements.

Full-time: Hourly employees regularly scheduled to work at least 37-1/2 hrs/wk for twelve months per year. To maintain a full-time status, employees should have paid leave accrued to supplement shortfalls in their scheduled workweek. Failure to do so may result in a loss of full-time status and accompanying benefits.

Scheduled Part-time: Hourly employees maintaining a consistent scheduled workweek consisting of less than 37-1/2 hrs/wk for twelve months per year. To maintain a scheduled part-time status, employees should have paid leave accrued to supplement shortfalls in their scheduled workweek. Failure to do so may result in a change of employee status. Part-time employees are eligible for all benefits required by State and Federal law.

Flexible Part-time: Hourly employees maintaining a flexible workweek consisting of less than 30 hrs/wk averaged for twelve months per year. To maintain a flexible part-time status, employees need to work the hours expected. Employees in this status are not eligible for the paid leave benefit program.

Occasional: Hourly employees with flexible hours and work when needed. Employees in this status are not eligible for the paid leave benefit program. To maintain an occasional status an employee must work a minimum of 192 hours per year. To qualify for performance reviews an employee must work a minimum of 288 hours per year.

Advanced Practice Providers: Physician's Assistant/Nurse Practitioner working specifically with/for an individual physician(s) or division. These employees may be either full or part- time. May be exempt from various office-based policies.

Temporary/Seasonal: Hourly employees committed/available to work for short periods of time depending on availability of hours. This status is exempt from pay increases and all benefits with no guaranteed routine review.

B. PROFESSIONAL LICENSE/REGISTRATION

All credentialed, registered, certified or licensed professionals employed at Cardiovascular Medicine, P.C. are required to maintain their professional license and registration certification as required per job description. New employees requiring credentials for their position, may be given limited time to pass required testing; or confirm submission of proper documents to obtain credentials. New employees requiring dual state licenses will be given 60 days to confirm the submission of required dual licenses or certification applications. Nurses without the license to operate in the state of employment will be required to apply for a temporary license prior to hire. Failure to submit applications timely, or maintain appropriate licensure or certification may be grounds for disciplinary action up to and including termination. CVM will remain compliant with Federal, State, Industry, and Insurance regulations which may modify position requirements and/or job descriptions.

Proof of licensure/certification must be provided to the supervisor for the employee's personnel file, annually or upon request.

C. OUTSIDE OCCUPATIONS

Employees may engage in other employment provided it does not interfere with the duties of his or her job description as a Cardiovascular Medicine, P.C. employee, impair the ability of the employee to perform the duties, or represent a conflict of interest. Outside employment will not be considered an excuse for poor performance, absenteeism, tardiness, or refusal to work overtime. Should the outside employment cause or contribute to any of these situations, the employee may be asked to make a decision as to which position he/she wishes to maintain, and it may result in disciplinary action, up to and including termination. Employee must advise supervisor in writing that he or she has or wants a second job.

D. TIME KEEPING

Employees paid at an hourly rate are required to utilize the Cardiovascular Medicine, P.C. electronic time-keeping system to record hours worked. Cardiovascular Medicine, P.C. requires the same for Exempt employees for the purpose of benefit administration.

Employees are to clock in at the beginning of their assigned work schedule, in and out for lunch if applicable, and clock out at the end of their assigned work schedule, and when leaving the worksite for personal reasons upon approval. Employees should be clocked in when performing job functions.

Cardiovascular Medicine, P.C. time-keeping system computes time worked to the nearest quarter hour. This includes regular hours and overtime hours worked. The following table illustrates how actual minutes are converted to the nearest quarter hour for time-keeping purposes.

<u>Actual minutes worked</u>	<u>Nearest quarter hour</u>
1-7.99 min.	none.
8-22.99 min.	1/4 hr.

23-37.99 min.	1/2 hr.
38-52.99 min.	3/4 hr.
53-59.99 min.	1 hr.

This table applies to payroll calculation only and in no way modifies the requirement for punctuality and the adherence to the assigned work schedule. Employees should be certain that they understand when their assigned day is to start and when it is to finish.

If an error is made in clocking, it must be brought to the attention of the supervisor within one business day. Failure to clock in or out, or clock for another employee, will not be tolerated and may be grounds for disciplinary action, up to and including termination.

Fair Labor Standards Act (FLSA)

It is Cardiovascular Medicine, P.C.'s policy to comply with the salary basis requirements of the FLSA. Therefore, Cardiovascular Medicine, P.C. prohibits all managers/supervisors from making any improper deductions from the salaries of exempt employees. Cardiovascular Medicine, P.C. wants its employees to be aware of this policy and that Cardiovascular Medicine, P.C. does not allow deductions that violate the FLSA.

If an employee believes an improper deduction has been made to his/her salary, he/she should immediately report this information to his/her direct supervisor or to the Practice Administrator.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

E. ATTENDANCE AND/OR TARDINESS

Cardiovascular Medicine, P. C., expects that all employees will report for work punctually and regularly as scheduled. While CVM recognizes that circumstances may arise that prevent employees from reporting on time when scheduled for work, excessive tardiness and absenteeism have a negative impact on employee morale and Cardiovascular Medicine, P. C.'s ability to provide the highest quality of patient care services. Excessive absenteeism or tardiness, either excused or unexcused, is not acceptable. Regular attendance on the job is imperative to the performance of each employee. Failure to report to work may be grounds for termination.

Time Off Definitions:

- Sick Occurrence: 24 hours or less notification for time off
- Personal Occurrence: more than 24 hours notification but less than 2 weeks notification for time off
- Vacation Occurrence: 2 weeks or more notification for time off

Unplanned time off is expected to be less than 40 hours during the employee anniversary period.

When an employee must be absent due to unanticipated illness or other emergency (except those absences with prior approval), **the employee** is expected to personally notify their supervisor at least one hour before their scheduled starting time. Employees are expected to speak with the department lead, if unable to reach their own supervisor. Proper notification to Supervisor or Lead is identified by each department. For example, notification by phone may be required in one department while text messaging may be acceptable in another department. . In the event circumstances require that someone other than the employee must call, the employee should contact their supervisor as soon as practical. Employees are also expected to notify their supervisor by 4:00 pm on each day of absence,

of their expected ability to return to work the following day. Failure to notify properly may cause the absence to be counted as an unexcused absence. If an absence for illness extends three consecutive working days, a release to work form from a healthcare provider is needed to return to work.

Special situations related to attendance and punctuality may arise and require individual consideration e.g. pattern absenteeism. Examples of pattern absenteeism include:

- a pattern of being absent before or after days off, holidays, or other authorized absences
- a pattern of being absent on the same day of the week or following a payday
- a pattern of being absent when assigned certain duties or shifts

Employees who evidence pattern absenteeism may be subject to disciplinary action, up to and including termination.

In the event of an Act of God (tornado, hail storm, power outage, etc.) or inclement weather, employees must use their own discretion to determine if travel to or from work during these conditions is too dangerous. In these situations, if the Practice is open for business and the employee decides to not report for work, the employee must notify their supervisor according to Cardiovascular Medicine, P.C. guidelines and will be required to use available earned time to cover their absence.

Employees are expected to report for work with the proper equipment to perform their job-related duties, wear approved workplace attire, have personal grooming completed, personal items stored away properly, nourishments consumed, and in a mental and physical condition fit to perform their work-related duties. Employees are to be at their workstations at their regular scheduled starting time. Employees are expected to be engaged in performing their job-related duties during all scheduled work time.

All deviations from the employees assigned work hours must be communicated to and approved by the appropriate supervisor in a timely fashion. Failure to do so may result in disciplinary action.

It will be considered a voluntary resignation for employees failing to report to work without prior notice to supervisory staff for three consecutive workdays.

Employees have the opportunity to accrue paid leave to cover all absences. It is expected that employees will not take time off without adequate Paid Leave (earned time). Exceptions may be made to accommodate Federal and State laws. Failure to do so may result in disciplinary action, up to and including termination.

Tardiness will be handled as follows:

1. Tardies will be determined to be excused or unexcused at the discretion of the supervisor. Determining factors include, but are not limited to, frequency and rationale.
2. An unexcused tardy in any week may result in the employee being ineligible for accrual of earned time for that week.
3. Tardiness is defined as any time clock entry 1 minute after the assigned start time.

Cardiovascular Medicine, P.C. reserves the right to completely forego the penalty system of the Tardiness Policy. This policy is not intended to alter at-will nature of employees' employment, and employees can be terminated at any time, with or without cause.

F. MEAL PERIODS/BREAKS

Employee unpaid meal periods will be determined by the supervisor in accordance with state and federal regulations. Unpaid meal periods should be taken at the specified times unless otherwise requested by the supervisor. As employees are “off the clock” during unpaid meal periods, they are free to leave the premises. Employees choosing to stay on-site will eat in the designated break room. Breaks may be taken with the approval of the supervisor. During breaks staff remain “on the clock,” need to be accessible, and may not leave the Cardiovascular Medicine, P.C. suite/building.

Consumption of food in work areas needs to be limited, and follow the standards of a professional work environment.

G. TRAVEL

Based on job responsibilities, certain employees may be authorized to travel on company business to perform the duties of a position. In the event of travel, employees must have a valid driver’s license and must provide their own vehicle for transportation with appropriate insurance coverage. It is the employees’ responsibility to notify Cardiovascular Medicine, P.C. with any changes in driving status. While traveling on company business, authorized employees must adhere to all traffic, state and local laws and regulations at all times, including but not limited to, prohibition of drug and alcohol use, inappropriate use of cell phones, and speeding. Cardiovascular Medicine, P.C. may reimburse employees for mileage at the current IRS business mileage reimbursement rate to compensate employees for the automobile costs including fuel, insurance, and maintenance. Reimbursements are allowed for the following types of local travel: from one workplace to another; to a business associate; or to an approved business meeting/conference. Actual travel time will be paid at the employee’s base pay rate during normal business hours. Any time spent on personal business including lunches while traveling will be unpaid. It is the employee’s responsibility to submit proper mileage documentation and justification to supervisor in a timely manner.

H. DISCIPLINE

Discipline may be administered as a verbal warning, a written warning or a termination. Cardiovascular Medicine, P.C. may start any discipline at any level and may discharge any employee with or without cause.

I. RESIGNATION / RETIREMENT

Formal letters of retirement with a minimum of 90 days notice are requested for all non-exempt employees. Exempt employees are expected to provide a minimum of 6 months notice.

Formal letters of resignation with a minimum of two weeks notice are requested for all non-exempt employees. Exempt employees are expected to provide a minimum of one (1) month notice. Employees resigning with proper notice and fulfilling all scheduled hours and those with extenuating circumstances limiting their ability to work/give full notice, may be paid earned time at full value. Employees that do not provide proper notice will be paid earned time at half value. If the resigning employee does not work his/her scheduled time in the notice period, CVM may withhold the earned time for all, or a portion of the notice period. As a result, if CVM withholds the earned time for all, or a portion of the notice period because of the failure to work the scheduled hours, those earned time hours will not be on the employee’s final check.

J. MILITARY/NATIONAL GUARD DUTY

An employee who is called for training or active duty in the Uniformed Services of the United States is eligible for Military Leave, may take the necessary time off without pay to fulfill this obligation, and will be re-employed to the extent required by state and federal laws. An employee may apply unused accrued paid leave time to this leave if they wish.

K. WORK REDUCTION

Cardiovascular Medicine, P.C. is committed to the delivery of high quality, cost effective and timely cardiovascular services. In an effort to retain employees during low work volumes, Cardiovascular Medicine, P.C. reserves the right to request a temporary or permanent reduction in employees work schedules.

Temporary work reductions will be handled as follows:

1. Employees will be required to use accrued earned time available to cover absences.
2. Employees will continue to accrue earned time during the absence in accordance with the earned time policy.
3. Employees will not be disciplined if earned time is unavailable to cover the absences. However, a record of conversation will take place with the employee to track the occurrence.
4. Employees will not be paid if earned time is unavailable to cover absences.
5. Employees will be responsible to make timely health and dental premiums if there are insufficient earnings to cover their portion of the payment(s).
6. If temporary work reductions extend past eight consecutive weeks, the full-time or part-time employee status may be evaluated for a permanent reduction in hours.

III. ETHICS AND CONDUCT

Cardiovascular Medicine, P. C. is guided by core values of trust, honesty, and integrity. Conduct should be consistent with CVM's commitment to provide the highest level of quality patient care and a professional work environment for all employees. Cardiovascular Medicine, P.C. will not tolerate acts of unprofessional, unethical or illegal behavior in the workplace. CVM expects its employees to actively support the mission and vision of CVM, and practice the following Standards of Behavior. **Breach of this policy will not be tolerated and may result in disciplinary action, up to and including termination.**

CVM Standards of Behavior

Respect

Treat customers (patients, family members, visitors, and referring offices) with the utmost respect, dignity, courtesy, and confidentiality. It is essential to be tactful at all times and show initiative to serve the customer.

- Display kindness and offer help
- Listen thoughtfully, empathetically, and respond appropriately
- Respect guests' values, privacy, environment and confidentiality. Never discuss patients and their care in public areas such as hallways, elevators, etc.
- Recognize and respect differing cultures, viewpoints, and beliefs
- Refrain from personal conversations among employees within earshot of our guests

Treat colleagues as professionals deserving courtesy, honesty and respect. Teamwork and cooperation are essential.

- Be professional, courteous, honest and thoughtful in your interactions
- Assume only the best and speak positively about others
- Recognize and support the skills of individuals as well as team member's work
- Offer assistance whenever possible, be a team player and welcome newcomers
- Show initiative to willingly accept additional responsibilities whenever possible
- Support organizational and departmental changes

Communication

Listen attentively to customers in order to fully understand their needs.

- Smile and maintain eye contact
- Introduce self and your role in the patient's care
- Use guest's names when appropriate
- Listen and respond to both verbal and non-verbal messages
- Escort a guest to their destination when appropriate
- Use appropriate terms that can be understood
- Invite and answer questions timely

Use telephone etiquette

- Answer with a "smile" in your voice
- Ask callers permission to place them on hold
- Thank the caller for holding
- End all calls politely and offer additional assistance
- Respond to voicemail messages in a timely manner

A. CONFIDENTIALITY

All Cardiovascular Medicine, P.C. activities are to remain confidential. Patients, staff, physicians, and the corporation have a legal right to privacy. Proprietary information and trade secrets are not to be disclosed outside of the company and must only be disclosed within the company on a need-to-know basis or with prior written authorization.

Each employee must sign a Statement of Confidentiality and a Statement of Privacy in compliance with State and Federal Regulations including the Health Insurance Portability and Accountability Act of 1996. **Breach of confidentiality will not be tolerated and may result in disciplinary action, up to and including termination.**

B. EMPLOYEE VISITORS

While it may be a pleasant surprise to see an acquaintance or family member while at work, it is important to maintain a high level of professionalism within the office. Employees are expected to keep personal visits to a minimum, and friends and relatives should be discouraged from coming to Cardiovascular Medicine to visit an employee during working hours. For safety reasons, employees should not bring children into the work environment. In addition, children may be disruptive to co-workers and patients. Employees are expected to have back-up childcare in the event of illness, school closings, etc. Visitors to Cardiovascular Medicine employees (including former employees, employees who are not currently working, and family members of employees) are not permitted in work areas. Visitors should always be accompanied by a CVM employee unless in the patient waiting areas or public restrooms. All visitors to CVM are required to adhere to the Cardiovascular Medicine Visitor Policy for checking in at the reception desk and wearing a guest badge.

C. WORKPLACE VIOLENCE

Cardiovascular Medicine, P. C. does not tolerate acts of workplace violence committed by or against employees. Cardiovascular Medicine, P. C. strictly prohibits employees from making threats or engaging in violent acts. Violation of this policy will not be tolerated and may result in disciplinary action, up to and including termination.

Expected Employee Conduct

To ensure both safe and efficient operations, Cardiovascular Medicine, P. C. expects and requires all of its employees to display common courtesy and engage in safe and appropriate behavior while performing duties for Cardiovascular Medicine, P. C. Any involvement in incidents of physical violence or strenuous horseplay is considered dangerous and unacceptable behavior that violates this standard of appropriate behavior in the workplace. Employees should inform Human Resources of potential outside threats, for example, an order of protection.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Possessing, brandishing, or using a weapon while on Cardiovascular Medicine, P.C.'s premises or engaged in company business;
- Damaging property intentionally;
- Threatening to injure an individual or damage property; and/or
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Weapons Policy

To ensure the safety of our employees, and our patients, Cardiovascular Medicine, P.C. will not allow weapons of any sort on the Company property. "Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

"Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

D. TOBACCO FREE AND E-SMOKING POLICY

Cardiovascular Medicine, P.C. is proud to become a tobacco free health care organization, effective May 1, 2006. Pursuant the Smoke free Air Act in Iowa and Illinois, all Cardiovascular Medicine locations, including outreach sites, will adhere to a tobacco free policy. Tobacco use and e-smoking device use will be prohibited at all CVM sites, in CVM vehicle(s), or in employee vehicles parked in employee parking areas or traveling between CVM locations during scheduled working hours. This includes, but not limited to, vape pens, cigarettes, and smokeless tobacco. Violation of the tobacco free and e-smoking policy will not be tolerated and may be grounds for disciplinary action, up to and including termination.

E. CHANGES IN PERSONNEL INFORMATION

When there is a change in name, family status, address, phone number, payroll options, etc., employees are required to inform their supervisor so that accurate records can be maintained. It is the employee's responsibility to inform Human Resources of any qualifying life event.

F. PERSONAL APPEARANCE

Cardiovascular Medicine, P.C. is a professional medical environment. All employees, regardless of their employment location, are representatives of Cardiovascular Medicine, P.C. and must be particular with regard to their appearance. Outward appearance and behavior are reflective of an employee's desire to support the mission of the Practice.

Cardiovascular Medicine, PC holds the expectation that staff will adhere to the CVM Dress Code and present themselves in a professional manner at all times. Notice will be given if the CVM Dress Code changes. Tattoos need to be covered at all times. Non-natural hair colors (e.g. blue, purple) and extreme hair styles are not permitted. If an item of clothing is considered inappropriate for the office, the employee may be sent home (unpaid) to change clothes at the employee's own expense. A good rule of thumb to follow is if you are unsure if something is appropriate, choose something else.

Cardiovascular Medicine, PC shall reserve the right to amend the dress policy standards at any time. These standards may be altered or established to ensure the safety of employees, maintain an appearance of neatness and cleanliness among employees, adhere to OSHA regulations and portray a positive business image.

G. PERSONAL ELECTRONIC COMMUNICATION

This policy outlines the use of personal cell phones at work, personal phone calls at work, and the safe use of cell phones while driving.

Personal electronic communication devices (cell phones, etc.) must be on silent mode and not accessible during work hours based on the nature of our environment and the courtesy of others. Texting, and internet usage, including social media sites (Facebook, twitter, etc.), while on company time, regardless of location, is not allowed. Camera-equipped devices belonging to workforce members are not permitted to be used for photographic purposes on company premises. Flexibility with cell phone and camera usage will be provided in circumstances demanding immediate attention, such as emergencies or incident reporting, with prior Supervisory approval. CVM will not be liable for the loss of personal cellular phones brought into the workplace.

Personal phone calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A personal phone call includes, but is not limited to, conversations with family members and friends, and personal business (i.e., insurance, bank, other employers, personal physicians, etc.). CVM understands the need to have a brief and occasional personal phone call on the CVM phone. Flexibility will be provided in circumstances with prior Supervisory approval.

While driving, any workforce member utilizing a mobile phone for business purposes should pull to a safe location on the side of the road and adhere to all traffic, state and local laws and regulations at all times. When unable to pull on the side of the road, workforce members should utilize a hand free device as available. Workforce members should not engage in other distractions when driving, including but not limited to, usage of a laptop, internet, text messaging, or looking up phone numbers while driving.

Violations of this policy will be subject to discipline, up to and including termination.

H. COMPUTER NETWORK RESOURCES USAGE

Keeping Cardiovascular Medicine, P.C. network secure is a priority. Restrictions of Cardiovascular Medicine, P.C. computer network resources, including local area networks (LANs), the Internet, e-mail, and on-line information services are necessary to reduce potential liability, risk of inappropriate use, possible adverse perceptions by the public, and possible damages caused by computer-based viruses or non-approved applications running on Cardiovascular Medicine, P.C. computer network resources. Computer network resources are made available to staff as determined by the physicians and administration to improve communication and information exchange, and to provide information and research resources. LAN, Internet, e-mail, and on-line services are intended to be used for business purposes and are not to be used for entertainment, personal communications, and other personal use such as social media sites, illegal, harassing, libelous, or obscene purposes during or outside of business hours.

The e-mail and Internet system hardware is the practice's property. All messages or files composed, sent, or received on the system are, and remain, the property of the practice, not the private property of any employee. Therefore, employees should have no expectation of privacy and confidentiality when use of company provided equipment and services, including when use of personal devices on company provided "internet". This applies to all computer hardware, operating systems, data, application software of the practice, and stored electronic media.

All e-mail messages, downloaded Internet files, and downloaded newsgroup data are considered practice records and are not "private" or considered "confidential" to the employee in any way. Importantly, the practice may keep copies of Internet and email passwords.

Consistent with federal and state laws, the practice reserves the right to monitor, review, access and disclose all messages sent over its Internet system for any purpose. It is possible for deleted documents, messages, and newsgroup data to be retrieved from a variety of points in the network. Employees should assume that electronic evidence discovery could recover deleted or unsaved data. Users should be aware that any computer, whether networked or standalone, may be accessible to other users. The practice cannot guarantee the absolute privacy of internal or external e-mail communications. All Internet usage must be compliant with all federal, state, and local laws, and practice policies. All of the practice policies regarding violent, abusive or harassing behavior and sexual harassment apply to Internet and e-mail usage.

Personal use of e-mail or the Internet is not allowed without the consent of management and may result in disciplinary action up to and including termination.

I. SOCIAL MEDIA

Cardiovascular Medicine, P.C. respects the right of employees to maintain a blog or participate in other social media activities. However, it is the right and duty of the company to protect itself from unauthorized use and disclosure of information.

Social media is a term used to describe online tools employees may use to communicate, including:

- Blogs;
- Social networking sites (Facebook, Myspace, etc.)
- Message boards;
- Wikis (collaborative web sites such as Wikipedia);
- Video sharing (such as You Tube);
- Tweets; and
- Podcasts (multimedia files distributed over the internet)

Hourly employees who create or contribute to these social media sites are expected to abide by certain rules. The following activities are prohibited:

- Engaging in social media activity on work time, unless specifically authorized by Cardiovascular Medicine, P.C.
- Use of employer-owned equipment, including computers, company-licensed software or other electronic equipment to conduct social media activity, unless specifically authorized by Cardiovascular Medicine, P.C.
- Disclosing Cardiovascular Medicine, P.C.'s confidential or trade secret information, or any patient information (names, diagnosis, treatment, prognosis, etc.), on a social media site.
- Representing that you are speaking or acting on behalf of Cardiovascular Medicine, P.C., or that you are representing or presenting Cardiovascular Medicine, P.C.'s views unless specifically authorized by Cardiovascular Medicine, P.C. Employees must make clear that the views and positions described in their social media entries are their own and not those of Cardiovascular Medicine, P.C.
- Using a social media site to insult, harass, threaten, or post personal details of any Cardiovascular Medicine, P.C. employee, patient, or vendor. Such prohibitions do not apply to employee's National Labor Relations Act Section 7 rights to discuss wages, hours, and working conditions.
- Posting photographs of other employees, patients, or vendors, while on work time at Cardiovascular Medicine, P.C. or without prior written consent.

Where applicable law permits, the company reserves the right to monitor employee's use of any social media, and to take appropriate action with respect to inappropriate or unlawful postings. The need to monitor may arise in cases where Cardiovascular Medicine, P.C. has specific information about work-related misconduct or criminal activities, the unauthorized transfer of the employer's confidential and proprietary information and trade secrets, or Cardiovascular Medicine, P.C. need to comply with applicable federal, state, or regulatory requirements. Cardiovascular Medicine, P.C. will monitor social media to the fullest extent permitted by law, and will take disciplinary action, up to and including termination, against those who violate the policy. In monitoring social media, the company will not, in any way, interfere with any employee rights under Section 7 of the NLRA.

Reporting Violations

Cardiovascular Medicine, P.C. requests and strongly urges employees to report any violations or possible or perceived violations to the Supervisor or the Human Resources Coordinator. Violations include discussions of Cardiovascular Medicine, P.C. and its employees and patients, and any discussion of proprietary information related to social media.

Discipline for Violations

Cardiovascular Medicine, P.C. investigates and responds to *all* reports of violations of the social media policy. Violation of the company's social media policy may result in disciplinary action up to and including termination. Discipline or termination will be determined based on the nature and factors of any social networking post. Cardiovascular Medicine, P.C. reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

J. SOLICITATIONS

In the course of routine business, Cardiovascular Medicine, P.C. employees will have access to resources that may provide personal benefit. In accordance with state and federal regulations, solicitations of such benefits are prohibited. Cardiovascular Medicine, P.C. employees are not permitted to accept cash gratuities or gifts from patients or vendors. CVM employees are not permitted to accept gifts, including lunch, from pharmaceutical companies or medical device companies without prior Supervisory approval.

Acceptance of items of nominal value such as baked goods, other small food items, flowers, handmade or inexpensive decorative items or “knick-knacks” and the like, is permissible, although it should be strongly discouraged. Nominal gifts from vendors, such as a food tray, fruit, etc., provided to the practice as a whole should be directed to the supervisor.

In the interest of maintaining a proper business environment, and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any cause during paid time. Employees who are not on paid time may not solicit employees who are on paid time for any cause or distribute literature of any kind to them. The office e-mail system is designed to enhance business communication among staff and should not be used for solicitation or notification of non-company sponsored social events of any kind. This includes the announcement of Parties (purses, jewelry, candle, etc.), the operating of side businesses (Personal training, 31, Lawn services, etc.) and the advertising of merchandise (youth fundraisers, furnishings, appliances, tickets, etc.). Bulletin boards in break facilities will be made available for posting of solicitations and social events. It is the sole responsibility of the seller/buyer to post/review these postings.

K. REPORTS OF GRIEVANCES

1557 CIVIL RIGHTS GRIEVANCE PROCEDURE

1. Commitment to Nondiscrimination

Cardiovascular Medicine, P.C. is committed to providing equal opportunity for all and to ensure a workplace and work environment in which no person is subject to discrimination on the basis of race, color, national origin, sex, age or disability. This commitment includes but is not limited to full compliance with Section 1557 Affordable Care Act (42 U.S.C. 18116) and its implementing regulations at 45 CFR part 92, issued by the U.S. Department of Health and Human Services, which prohibits discrimination on the basis of race, color, national origin, sex, age or disability in certain health programs and activities. To that end, Cardiovascular Medicine, P.C. has designated the **Human Resources Coordinator** as its Section 1557 Compliance Coordinator (“Section 1557 Coordinator”).

Those wishing to examine Section 1557 and its regulations may do so at the office of the Section 1557 Coordinator at 1236 E Rusholme Street, Suite 300, Davenport, Iowa 52803 or fax 563-324-6941. Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, sex, age or disability may file a grievance under this procedure.

2. Purpose of Grievance Procedure

In pursuit of its commitment to compliance with Section 1557 requirements, Cardiovascular Medicine, P.C. has adopted the following internal grievance Procedure to provide for prompt and equitable resolution of complaints alleging any action prohibited by Section 1557. Any person who believes that he/she or another person has been subject to discrimination on the basis of race, color, national origin, sex, age or disability in certain health programs and activities carried out or involving Cardiovascular Medicine, P.C. may file a grievance under this Procedure.

3. Procedures for Filing, Investigating and Resolving Grievances

(a) Submission Deadline: Grievances must be submitted to the Section 1557 Coordinator within *60 days* of the date the person filing the grievance becomes aware of the alleged discriminatory action.

(b) Submission Guidelines: A grievance under this Procedure must be in writing and state: i. the name and address of the person filing; ii. a description of the problem or action alleged to be discriminatory; and iii. the remedy or relief sought.

(c) Internal Investigation: The Section 1557 Coordinator (or her/his designee) shall conduct an investigation of the grievance. This investigation may be informal, but it will be thorough and afford all interested persons an opportunity to submit relevant evidence.

(d) Records & Confidentiality: The Section 1557 Coordinator will maintain the files and records of Cardiovascular Medicine, P.C. relating to grievances under this Procedure. To the extent possible, and in accordance with applicable law, the Section 1557 Coordinator will also take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.

(e) Initial Determination: The Section 1557 Coordinator will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing, including a notice to the complainant of their right to pursue further administrative or legal remedies.

4. Appeals of Grievance Determinations

The person filing the grievance may appeal the decision of the Section 1557 Coordinator by writing to the Practice Administrator at 1236 E Rusholme Street, Suite 300, Davenport, Iowa 52803 within 15 days of receiving the Section 1557 Coordinator's decision. The Practice Administrator shall issue a written decision in response to the appeal no later than 30 days after its filing.

5. Grievor Rights to Pursue Other Remedies

The availability and use of this Procedure is not intended to and does not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, sex, age or disability in court or with the U.S. Department of Health and Human Services, Office for Civil Rights. A person can file a complaint of discrimination electronically through the Office for Civil Rights Complaint Portal, which is available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf> , or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201. Complaint forms are available at: [http:// www.hhs.gov/ocr/office/file/index.html](http://www.hhs.gov/ocr/office/file/index.html) . Such complaints must be filed within 180 days of the date of the alleged discrimination.

6. Accommodations

Cardiovascular Medicine, P.C. will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this Procedure. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings. The Section 1557 Coordinator will be responsible for such arrangements.

7. Protection from Retaliation

Employees are reminded that it is a violation of federal law and Cardiovascular Medicine, P.C. policy to fire, demote, reassign, discipline or subject to any other punishment or tolerate such adverse treatment from Cardiovascular Medicine, P.C. or its managers, supervisors and other representatives in retaliation for filing a grievance, participating in the investigation of a grievance or opposing discrimination.

L. REPORTS OF COMPLIANCE ISSUES

If any employee perceives what he or she believes to be an illegal or unethical act involving another employee or anyone acting on behalf of the organization, it is the responsibility of the employee to report the activity. The employee may make the report to his or her immediate supervisor; however, if the employee is not comfortable doing so, or if the employee believes that the immediate supervisor's response to the report is unsatisfactory, the employee may report the suspected wrongdoing to a more senior supervisor/manager or to the corporate compliance officer. The organization will make every effort to keep these reports confidential if requested to do so by the employee, although complete confidentiality cannot be guaranteed if the organization deems it necessary to investigate or take other action regarding the report.

No employee will be punished solely because the employee reported what he or she reasonably believes to be an act of wrongdoing. An employee whose report of misconduct contains an admission of personal wrongdoing, however, cannot be guaranteed protection against disciplinary action. In determining whether, and to what extent, to discipline an employee who reports wrongdoing for which the employee is partly or fully responsible, the organization will consider the fact that the employee volunteered the information as one factor favorable to the employee. An employee may be subject to discipline if the organization determines that the employee knowingly fabricated the report of wrongdoing, in whole or in part.

IV. EMPLOYEE BENEFITS AND SERVICES

A. EMPLOYEE EVALUATIONS/COMPENSATION/ADVANCEMENT OPPORTUNITIES

Cardiovascular Medicine, P.C. values open communication with staff. To provide a forum for feedback (Employee→CVM, CVM→Employee), employee performance may be evaluated within 90 days of employment and efforts are made to evaluate performance on each employee's anniversary date or when deemed appropriate.

Exempt Personnel: Twelve equal monthly payments scheduled on the last working day of each month.

Non-Exempt Personnel: Twenty-six biweekly pay periods are scheduled throughout the year. A normal pay period consists of two consecutive weeks running Monday through Sunday. Hourly personnel paychecks will be distributed within two weeks of the end of the pay period. If a payday falls on a holiday, paychecks will be issued within one working day of the holiday (either one day prior or one day after).

Overtime is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay will be computed at the rate of one and one half times the regular rate for hours exceeding a 40 hour/week. Overtime pay is based on actual hours worked. Time off on paid leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. All overtime must be approved by a supervisor.

In the course of one's employment, opportunities for change in duties or advancement may become available. These opportunities may be electronically posted for current staff review or may be filled internally or externally at the discretion of management. Employment decisions will be based on merit, qualifications, abilities and business needs.

B. PROFESSIONAL DEVELOPMENT

Employees may be directed to attend educational programs directly related to their job performance. Approval, compensation, and reimbursement of these programs will be at the discretion of management, in accordance with Federal Regulations. Employees voluntarily attending educational programs will not be compensated for attendance.

C. GROUP BENEFITS

Various welfare plans may be sponsored by Cardiovascular Medicine, P.C. Information regarding the benefits are available from the Plan Administrator during office hours each day. The waiting period for Health care benefits for eligible employees is the first of the month following 60 days of employment. This is subject to change, as the sponsored benefit plan retains the right to determine the qualifications and date of employee eligibility. Any questions or concerns regarding eligibility may be addressed to the Plan Administrator.

Special Enrollment/Continuation Rights: **Under HIPAA:**

The Health Insurance Portability and Accountability Act of 1996 provides Special Enrollment rights for benefit enrollment. If an employee declines enrollment for himself/herself or dependents (including a spouse) because of other health insurance coverage, the employee may in the future be able to enroll himself/herself or dependents in the Cardiovascular Medicine, P.C. plan, provided that enrollment is requested within 30 days after the other coverage ends. In addition, if the employee has a new dependent as a result of marriage, birth, adoption or placement for adoption, he/she may be able to enroll himself/herself and the dependents, provided that enrollment is requested within 30 days after the marriage, birth, adoption or placement for adoption.

Under COBRA:

The Federal Consolidated Omnibus Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Cardiovascular Medicine, P.C.'s health plan when a qualifying event would normally result in the loss of eligibility. Common qualifying events are resignation, termination of employment, death of an employee, reduction in employee's hours, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements. Cardiovascular Medicine, P.C. provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes

eligible for coverage under Cardiovascular Medicine, P.C.'s health insurance plan. The notice contains important information about the employee's rights and obligations.

All plans are established for the exclusive benefit of the employees and with the intention that they will continue indefinitely. However, the sponsoring employer does reserve the right to amend or terminate benefits at any time.

D. PENSION

The Cardiovascular Medicine, P.C. Profit Sharing Plan is available to all employees meeting plan eligibility requirements as defined in the Summary Plan Description. Details of the plan can be obtained from the Human Resources Coordinator.

The Plan was established for the exclusive benefit of the employees and with the intention that it will be continued indefinitely. However, the sponsoring employer does reserve the right to amend or terminate the Plan at any time.

E. PAID LEAVE PROGRAM (EARNED TIME)

Paid leave begins upon employment with Cardiovascular Medicine, P.C. Employees with full-time or part-time status are included under the paid leave program. These employees have a "weekly designated number of work hours."

Paid leave is a benefit that provides time off with pay for vacations, holidays, sickness, extended bereavement and personal time with Supervisor approval. Salaried, full-time, and part-time staff are limited to fourteen days of consecutive time off for vacation, personal time or extended bereavement purposes. The designated holidays are determined annually at the discretion of Cardiovascular Medicine, P.C. and will include but not limited to New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Designated holidays can be partial or full days. If the holiday falls on Saturday, it will be observed on the Friday before and if the holiday falls on a Sunday, it will be observed on Monday. Employees must use accrued paid leave time for these designated holidays.

"Designated number of work hours" is defined as the number of regular hours per week as assigned by the supervisor. These hours are determined at the time of hire and are adjusted as circumstances dictate. Temporary adjustments to working hours do not affect the designated work hours.

<u>Length of service</u>	<u>Paid leave per year</u>
Employment – 3 months	Designated work hours x .06
3 months – <5 years	Designated work hours x .093
5 years – <10 years	Designated work hours x .112
10+ years	Designated work hours x .131

Example: An employee with a 40 hour designated workweek, employed for 1 year, will accrue 3.72 hours (40 x 0.093) of paid leave per 40-hour week.

Rules governing paid leave/time off:

1. No paid time off will be **earned** if the designated work hours per week are not fulfilled with actual work hours and/or paid leave.
2. No paid time off will be **earned** if the employee has failed to adhere to their designated work hours/schedule that week. Examples of failure to adhere to designated work hours/schedule may include but will not be limited to: unexcused tardiness, unapproved overtime, unapproved early start, repeated occurrences of failure to punch, unapproved shortened or

extended lunch periods, etc. All current employees as of January 1st will receive 5 free unexcused tardy occurrences per calendar year before resulting in the loss of earned time accrual. All other employees starting after January 1st will receive a pro-rated amount based upon hire date. Exceptions approved by the supervisor (**in advance when possible**) will be excluded when considering if the employee has adhered to their designated work hours/schedule for the week.

3. If an employee works fewer than the weekly-designated number of work hours, available paid leave **must** be used to fulfill the weekly-designated number of work hours.
4. Employees are responsible for maintaining a sufficient paid leave balance to satisfy time off requests.
5. Employees requesting paid leave for the purposes of vacation are limited to a maximum of two consecutive weeks.
6. Employees can begin using earned time once he/she obtain a positive earned time balance.
7. Employees must take three consecutive workdays off through the employee's calendar year.
8. Paid leave may be accrued up to a number of hours equal to the employee's designated work hours per week x 6, not to exceed 240 hours per year. If an employee's unused paid leave exceeds the maximum accrual, the employee will be paid for the excess hours, at the rate of ½ the normal value (e.g. 30 hours of paid/earned time = 15 hours of pay) on a pay period following his/her annual review.
9. After one year of continuous employment, employees may request to redeem paid/earned time for additional income providing the following criteria is met:
 - a. Only uncommitted hours in excess of two weeks of an employee's "designated number of work hours" may be considered for redemption.
 - b. Committed hours include hours requested for vacation or personal time or holiday time in the upcoming thirty days
 - c. Paid/earned time taken as additional income will be paid at the rate of ½ the normal value (e.g. 30 hours of earned time = 15 hours of pay).
10. Employees resigning with proper notice and fulfilling all scheduled hours with worked hours during notice period may be paid at full value.

When applying for leave, except sudden illness, an employee must submit a REQUEST FOR LEAVE form prior to departmental scheduling. The supervisor will respond as to the approval or disapproval of the leave. Amount of paid leave available, seniority, previous requests, duration of leave, staffing requirements and time of request will be criteria generally considered in granting or not granting the leave.

F. BEREAVEMENT LEAVE

Additional bereavement paid time off is available for full-time and part-time employees meeting the established criteria. Employees who request and qualify for bereavement leave will be paid by Cardiovascular Medicine, P.C. for the hours they normally would work that day and/or days, maximum 8 hours per day.

Two days of wages will be paid in the event of the death of a parent (including step-parent), child (including step-child), sibling (including step-sibling) and current spouse.

One day of wages will be paid in the event of the death of a grandparent, grandchild, current mother-in-law, current father-in-law, current sister-in law, and current brother-in-law.

It is the employee's responsibility to request bereavement leave and provide verification of the event. If additional time off is needed, the time should be covered by accrued earned time.

Cardiovascular Medicine, P.C. will adhere to federal and state regulations including the Illinois Child Bereavement Leave Act. Cardiovascular Medicine, P.C. will provide up to ten working days of leave for the death of a child (2 days paid as noted above and 8 days unpaid). Employees may utilize paid leave time to supplement hours.

G. FAMILY AND MEDICAL LEAVE

If you have worked for Cardiovascular Medicine, P.C. a minimum of one (1) year, and have worked 1,250 hours or more during the twelve (12) months prior to requesting leave, you may be eligible for family and medical leave.

If you are eligible for family and medical leave, you are entitled to twelve (12) weeks of unpaid leave within any twelve (12) month period for the birth or adoption of a child, to care for a child, spouse, or parent with a serious health condition, or to care for your own serious health condition. After three (3) consecutive full work days of being absent due to a known qualifying condition, Cardiovascular Medicine, P.C. will notify the FMLA qualified employee of their rights to use this coverage.

It will be measured using the rolling backwards method for calculating the leave year. This means the leave period is measured backward from the date you use leave. Each time the leave is taken; the remaining leave entitlement will be the balance of the 12 weeks that has not been used during the immediately preceding 12 months. Married employee couples are restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition. The FMLA also entitles an employee to take up to 26 workweeks of FMLA leave in a single 12-month period for military caregiver leave.

When taking leave to care for a family member or your own serious health condition, Cardiovascular Medicine, P.C. may require that you provide documentation from a physician stating that the health condition is “serious” as well as documentation supporting time off requests.

Family and medical leave is unpaid leave. Cardiovascular Medicine, P.C. requires that you use all accrued but unused paid leave concurrently with your family and medical leave. While on leave, you will be responsible for paying the employee portion of your health insurance premium that was otherwise deducted from your paycheck.

Upon return from FMLA leave, if you fail to make your premium payments under the health insurance policy, Cardiovascular Medicine, P.C. can recapture your share of missed payments through payroll deduction by increasing the cost of your premium payments by 1 ½ times until the cost of your owed employee premiums are paid in full.

In the event that you elect not to return to work upon completion of an approved unpaid leave of absence, Cardiovascular Medicine, P.C. may recover from you the cost of any payments made to maintain your coverage, unless the failure to return to work was for reasons beyond your control. Benefit entitlements will be calculated as of the last paid workday prior to the start of the unpaid leave of absence.

Benefit accruals, such as paid leave, will be suspended during unpaid leave and will resume upon return to active employment.

To prepare for your absence during family and medical leave, Cardiovascular Medicine, P.C. requires thirty (30) days’ written notice of your intention to take leave be submitted to your supervisor. If, due to emergency or unforeseen circumstances, you are unable to provide thirty (30) days’ notice before taking leave, notice as soon as possible and practical is acceptable.

CVM is compliant with state leave acts (i.e. Iowa Pregnancy Leave Act) when FMLA does not apply. However, FMLA will run concurrently with state leave laws including workers compensation and disability benefits, when applicable.

To obtain more information regarding FMLA, contact the Human Resources Coordinator.

H. JURY DUTY

Jury duty is considered to be an important civic responsibility. If called for jury duty, employees will be paid by Cardiovascular Medicine, P.C. for half the hours they normally would work that day and/or days **up to one week**. Written confirmation from the court of your jury duty service is required in order to receive jury duty pay. Temporary / PRN employees are not reimbursed for jury duty absences. Paid time off for jury duty is pro-rated for part-time employees.

To reduce interruptions in work which may be caused by your absence, you are requested to promptly notify your Supervisor that you have been called for jury duty. You are required to report punctually for work during any day in which your services as a juror do not require your presence in court or when you are excused with more than two (2) hours remaining in your regular working day. Paid leave time may or may not be used to supplement these hours.

This leave may not be taken for personal court appearances or to testify as a witness.

I. MEDICAL CARE SERVICES FOR EMPLOYEES

Employees of the Practice and their family members are welcome to receive cardiovascular medical care and diagnostic testing services from practice providers if they so desire. Such services will be provided at the Practice's standard charges and billed according to standard procedures to the patient's health insurance carrier. Employees and their family members who wish to receive care from Cardiovascular Medicine, P.C. must complete the practice's normal registration forms and financial agreements. Employees who wish to review or receive copies of their own medical records must complete the appropriate Authorization for Release of Medical Information Form. Employees may not review or receive copies of their family members' medical records, including minor's, without such an Authorization completed by the applicable family member or valid person in interest. As Federal law and practice insurance carrier contracts prohibit "insurance only" or waiving of deductibles and co-pays in the absence of individually determined and documented financial need, employees and family members are required to pay such deductibles and co-payments for the services they receive, or to apply and be approved for waiver or reduction on the basis of financial need. At the time of medical treatment for CVM employees and their family members, CVM employees can voluntarily enter into a payment arrangement for services rendered via payroll deduction, to be paid off in a reasonable amount of time, not to exceed six months. Standard CVM accounts receivable procedures will follow if payroll deduction is subsequently cancelled or the amount due is not paid in full by the above timeframe.

J. MISCELLANEOUS BENEFITS

EMPLOYEE ASSISTANCE PROGRAM

Cardiovascular Medicine, P.C. currently provides all staff with access to an Employee Assistance Program (EAP). The EAP is an employer-sponsored benefit intended to provide confidential assessment, short-term counseling, referral and follow-up services that will help employees and members of their immediate family resolve personal problems. Additional information can be obtained through the Human Resources Coordinator.

K. LACTATION/BREASTFEEDING POLICY

Accommodation for Lactating Mothers

Cardiovascular Medicine, P.C. will accommodate new mothers needing to express breast milk during the work day. CVM will follow all applicable state and federal laws regarding accommodations for lactating mothers.

V. SAFETY

A. NOTICES/BULLETIN BOARD

Notices will be posted in a general area accessible to all. These include notices regarding Federal & State Labor Legislation, Location of Safety Manual, Fire Plan, etc.

B. OSHA COMPLIANCE

Cardiovascular Medicine, P.C. adheres to all OSHA standards for general industry as set forth by the Occupational Safety and Health Administration and United States Department of Labor. Detailed OSHA policies and procedures can be obtained from the Compliance Manager.

C. SAFETY

Cardiovascular Medicine, P.C. is concerned with providing employees with a safe working environment. The office maintains a safety policy and disseminates procedures during in-service programs throughout the year.

Employees are expected to promote safety by:

1. Reporting any unsafe working area.
2. Reporting all injuries.
3. Lifting heavy objects correctly using proper body mechanics.
4. Observing the rules and procedures when exposed to contagious and infectious diseases or hazardous chemicals.
5. Careful handling of sharp instruments, needles, or knives.

D. FIRST AID

If a minor injury occurs on the job, there are first aid supplies available at each office location. If the injury is serious, an escort to the hospital emergency room will be provided. If the situation requires professional emergency assistance, call 911.

If an accident or illness should occur, a supervisor should be notified immediately so that appropriate medical treatment may be administered. The transfer of any bodily fluid (blood, saliva, urine, etc.) may pass on the AIDS or other viruses. Please use extreme caution to avoid contact with these body fluids. Employees administering first aid must utilize appropriate Standard Precautions, including gloves, gown or mask as warranted.

On the job injuries will be handled in accordance with the Workers' Compensation laws. Any employee who is injured while on the job must notify the Benefits Administrator immediately to be eligible for coverage provided under the Workers' Compensation Act.

E. DRUG AND ALCOHOL TESTING

CVM is committed to providing its employees with a safe workplace. In doing so, CVM believes that it is important to have a Drug and Alcohol Testing Program in compliance with IA Code §

730.5. CVM requires pre-employment and post-accident drug and alcohol testing. An employee injured on the job may be required to submit to a drug or alcohol test when seeking medical treatment for a worker's compensation accident. A copy of this Program will be provided and if you have any questions please direct them to the Human Resources Coordinator.