

NAME

**Employee
Handbook**

MONTH 2016



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TABLE OF CONTENTS

Welcome Message	i
Employee Handbook Acknowledgement	ii
Welcome to Doe Medical Equipment.....	3
The Employee Handbook	3
Company Mission	3
History.....	3
Company Values and Beliefs	3
Employment	4
Equal Employment Opportunity	4
Structure Chart	4
Employment at Will.....	4
Use of Company Property	4
Keys.....	5
Theft.....	5
Travel Reimbursement.....	5
Non-Disclosure	6
Employment Status and Records	6
Employment Categories	6
Trial Period	7
Procedure for Requesting a Disability Accommodation	8
Employee Records and Disclosure/Confidentiality.....	8
Job Objectives, Performance Reviews, Salary Reviews	10
Discipline, Discharge, Demotion, and Suspension	10
Leave of Absence.....	11
Vacation and Personal Leave	11
Sick Leave.....	11
Bereavement Leave.....	12
Holiday Leave	12
Military Leave	13
Civil Leave.....	13
Employee Benefit Programs	14
Group Insurance	14
Dental	14

Workers' Compensation	14
Retirement Plans	15
Timekeeping/Payroll	15
Office Hours	15
Overtime	15
Pay Periods	16
Employee Conduct and Disciplinary Action	16
Dress Code	16
Anti-Substance Abuse	16
Tobacco Use	18
Employee Conduct and Work Rules	18
Workplace Violence Prevention	19
Sexual and Other Unlawful Harassment	19
Complaint Procedures	21
Attendance and Punctuality	21
Return to Work Policy	21
Technology Use and Privacy	22
Employee Responsibilities	22
Company Access	23
Software Use	24
Confidentiality and Security	24
Social Networking	25
Ethics	27
Customer Relations	27
Conflict of Interest	27
Gifts and Gratuities	28
Antitrust Laws	29
Conclusion	29

WELCOME MESSAGE

Welcome new employee!

On behalf of your colleagues, we welcome you to Doe Medical Equipment and wish you every success here.

We believe that each employee contributes directly to Doe Medical Equipment's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the company's expectations of an employee and to outline the company's policies and procedures along with the programs and benefits available to an eligible employee. Each employee should familiarize themselves with the contents of the employee handbook as soon as possible for it will answer many questions about your employment with Doe Medical Equipment.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

John Williams
President

Pete Johnson
Vice President

Sam Smith
Vice President

DOE MEDICAL EQUIPMENT**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of Doe Medical Equipment. (PLEASE READ IT CAREFULLY) Upon completion of your review, please sign the statement below and return it to your personnel representative by _____. A reproduction of this acknowledgment will be provided to you for your records.

I, _____, have received and read a copy of the Doe Medical Equipment Employee Handbook, which outlines the goals, policies, benefits, and expectations of the company, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. With my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Employee Handbook provided to me by the company. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of the company.

I understand that as an employee I have the right to resign at any time for any reason; similarly the employer may terminate the employee at any time, with or without cause.

I understand that the Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.

Name (Printed)

Signature

Date: _____

EFFECTIVE DATE: JULY 1, 2014

REVISION DATE: JULY 1, 2014

WELCOME TO DOE MEDICAL EQUIPMENT

THE EMPLOYEE HANDBOOK

This handbook is designed to provide each employee with an overview of general policies, procedures, and benefits at Doe Medical Equipment and is not meant to be comprehensive. For more detailed information, you should contact your immediate supervisor.

Nothing in this handbook should be considered a contract/agreement between Doe Medical Equipment and the employee. All policies, procedures, and practices may be changed as circumstances warrant without prior notice.

COMPANY MISSION

The mission of Doe Medical Equipment is to provide high quality medical diagnostic ultrasound equipment maintenance services to customers in the Mid-Atlantic Region and to establish long-term relationships with each of our customers.

HISTORY

Doe Medical Equipment is an ultrasound service and sales business that services medical diagnostic ultrasound equipment for hospitals, physicians, and veterinarians. The company was established on January 1, 2000 as an S corporation with the outstanding shares equally held by John and Sarah Williams.

The corporate headquarters for Doe Medical Equipment is located at 102 South Center Street, Arbor PA 16555. This site houses an office and warehouse.

COMPANY VALUES AND BELIEFS

The foundation of Doe Medical Equipment is built on the following values and beliefs:

- To deliver competitive, impeccable service to our customers and, where required, partner our customers with vendors who share our mission and vision.
- To provide the most effective and efficient corrective action in regards to customer service issues in order to ensure our customers' satisfaction.
- To treat each employee with respect and give them the opportunity for input on how to continually improve our company's goals.
- To treat each employee fairly, the company does not tolerate discrimination of any kind and encourages all managers and supervisors to involve employees in problem solving and the creative process. When problems arise, the facts should be carefully analyzed to determine methods to avoid similar problems in the future.
- To foster an open door policy that encourages interaction, discussions, and ideas to improve the work environment, thus increasing our productivity.

EMPLOYMENT

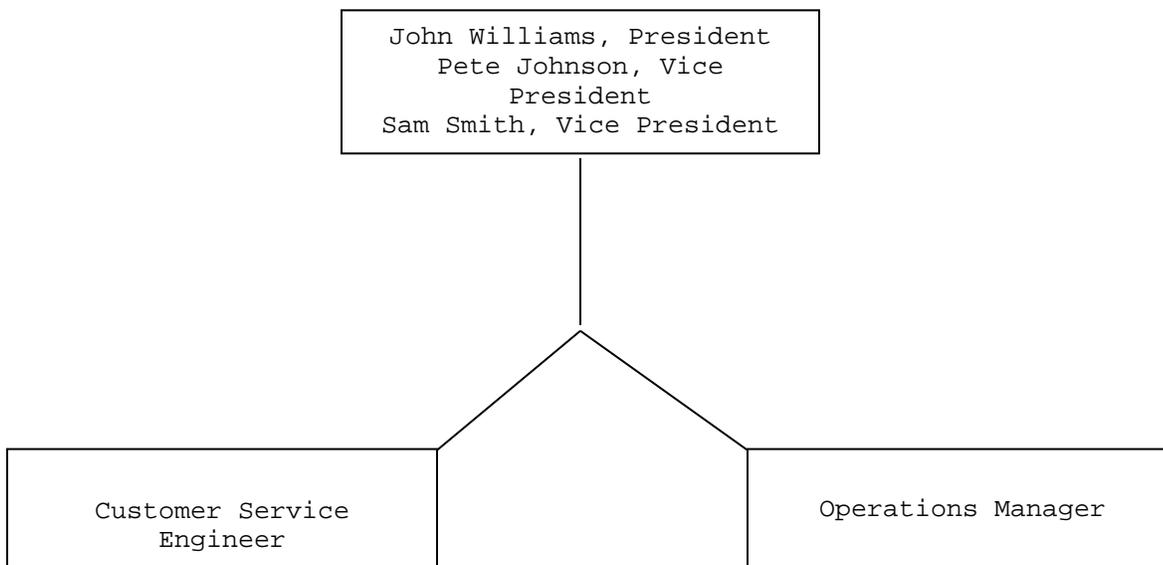
EQUAL EMPLOYMENT OPPORTUNITY

Doe Medical Equipment is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Doe Medical Equipment will be based on merit, qualifications, and abilities. Doe Medical Equipment does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristics protected by law.

This policy governs all aspects of employment including: selection, job assignment, compensation, discipline, termination, and access to benefits and training.

This policy affirms Doe Medical Equipment's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist. We encourage all employees to take advantage of opportunities for promotion as they occur.

STRUCTURE CHART



EMPLOYMENT AT WILL

Employment at Doe Medical Equipment is "at will" and may be terminated by either the employee or the employer at any time, with or without notice and with or without cause. Employees may be disciplined, demoted, or suspended with or without notice and with or without cause. The terms of employment may be altered at any time with or without notice and with or without cause. Only the President and Vice-Presidents at Doe Medical Equipment have the authority to make these changes.

USE OF COMPANY PROPERTY

EFFECTIVE DATE: JULY 1, 2014

REVISION DATE: JULY 1, 2014

All company property is provided for the sole purpose of conducting company business. Any other use is prohibited.

Employees should exercise caution in using, either verbally or through printed or written media, the name of the company. Company letterhead and envelopes shall not be used for personal correspondence or for any form of advocacy work.

Employees found to be in violation of this policy will be subject to the applicable disciplinary procedures. Refer to *Discipline, Discharge, Demotion, and Suspension* later in this handbook.

KEYS

Employees are provided with key(s) to company buildings or offices for which they have a legitimate and recurring need. Generally, employees will only be issued key(s) that provide them with access to their actual work space.

Upon leaving employment with the company, the employee must return all key(s) to his or her immediate supervisor. Key(s) are issued directly to the employee, and he or she is responsible for the key(s). Employees should not lend their key(s) to another individual, nor should they give their key(s) to a new employee upon leaving employment with the company.

Employees should report lost or stolen key(s) to their immediate supervisor.

THEFT

Employees charged with theft of company property will be subject to the applicable disciplinary procedures and/or criminal charges.

Theft is not limited to the theft of equipment or supplies, but also includes theft of services in relation to the misreporting of time or the performance of work for other outside entities while in a paid status (excluding leave time) with the company. Questions related to work for outside entities should be directed to the President of the company to assure the appropriateness of the work being performed.

TRAVEL REIMBURSEMENT

Doe Medical Equipment will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the employee's immediate supervisor.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business objectives will be reimbursed by Doe Medical Equipment. Employees are expected to limit expenses to reasonable amounts. Cash advances are made only in exceptional cases and must be approved by the President or Vice Presidents.

When travel is by personal automobile, reimbursement to an employee will be made at the current Internal Revenue Service (IRS) rate per mile for all mileage traveled. The exception to this would be for Customer Service Engineers who will receive a monthly vehicle allowance plus reimbursement for fuel costs.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Doe Medical Equipment may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 14 days. Reports should be accompanied with receipts for all travel expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and success of Doe Medical Equipment. Doe Medical Equipment requires all employees to sign a confidentiality agreement as a condition of employment, due to the possibility of being privy to information that is confidential and/or intended for company use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of the company in the safeguard of confidential, unique, and valuable information from competitors or others.

Such confidential information includes, but is not limited to, the following examples:

- product/service prices
- product/service purchases
- compensation data
- customer lists
- supplier lists
- customer preferences
- marketing strategies

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your immediate supervisor.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

EFFECTIVE DATE: JULY 1, 2014

REVISION DATE: JULY 1, 2014

It is the intent of Doe Medical Equipment to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are managers, professional staff, technical staff, and others whose duties and responsibilities are such that they are "EXEMPT" from overtime pay provisions as provided by the Federal Fair Labor Standards Act and any applicable state laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Doe Medical Equipment management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Doe Medical Equipment full-time schedule. Generally, they are eligible for the Doe Medical Equipment benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or trial status and who are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits such as Social Security and Workers' Compensation Insurance, they are ineligible for most of Doe Medical Equipment other benefit programs.

TRIAL period for all newly hired employees is 30 calendar days of continuous employment. The 30 calendar day trial period is designed to determine if the needs of the company and the needs of the employee are both being met. Newly hired employees should refer to their offer letter concerning health insurance benefits.

TRIAL PERIOD

The trial period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Doe Medical Equipment uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a trial basis for the first 30 calendar days after their date of hire. Any significant absence will automatically extend a trial period by the length of the absence. If Doe Medical Equipment determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee's performance, the trial period may be extended for a specified period.

Upon satisfactory completion of the trial period, employees enter the "regular" employment classification.

During the trial period, new employees are eligible for those benefits that are required by law such as Workers' Compensation Insurance and Social Security. After becoming regular employees, they also may be eligible for other benefits provided by Doe Medical Equipment, subject to the terms and conditions of each benefits program. The benefit package information will be provided by the supervisor upon

becoming a regular employee. Employees should read the information for each specific benefit program for the details on eligibility requirements.

PROCEDURE FOR REQUESTING A DISABILITY ACCOMMODATION

On receipt of a disability accommodation request your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Doe Medical Equipment may make to help overcome those limitations.

Doe Medical Equipment will determine the feasibility of the requested disability accommodation considering various factors, including, but not limited to; the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Doe Medical Equipment overall financial resources and organization, and the accommodation's impact on the operation of the company, including its impact on the ability of other employees to perform their duties and on Doe Medical Equipment ability to conduct business.

Doe Medical Equipment will inform the employee of its decision on the disability accommodation request or on how to make the accommodation. If the disability accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The Americans with Disabilities Act does not require Doe Medical Equipment to make the best possible accommodation, to reallocate essential job functions or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc) since it employs less than 15 employees. For further information please call the Disability Rights Section, Civil Rights Division at 800-514-0301.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify management. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

EMPLOYEE RECORDS AND DISCLOSURE/CONFIDENTIALITY

All personnel records of company employees, active and inactive, are company records. The official personnel folder, located in the corporate office, is the only official repository of personnel records. A folder is established for each employee upon initial hire.

The following reference information is subject to access by designated employees and is placed in official personnel folders:

- Name and home address
- Social security number
- Classification title
- Data necessary to verify payrolls
- Emergency telephone numbers
- Copies of last five performance evaluations
- W-4s
- Employment contract
- Non-compete statement

If a personnel action is amended, only the information concerning the amended action is maintained. The original personnel action and any rescinded personnel actions are removed from an employee's folder.

The following reference material is NOT subject to access by employees and is prohibited from being placed in official personnel folders:

- Arrest records, upon acquittal or when formal charges have been dropped.
- Investigative material regarding a civil, criminal, or administrative investigation of alleged wrongdoing by an employee that resulted in the acquittal of the employee. The company retains discretion with regard to this provision when an employee requests such information to be retained in order to support his or her defense of future allegations or charges which may be made.
- National identification
- Racial identification
- Ethnic information
- Political affiliation
- Religious affiliation
- Performance records of which an employee is not aware

Official personnel folders are secured in locked file cabinets during non-work hours.

The following have access to all information in official personnel folders (all requests for access are made with the President or Vice Presidents of the company).

- Company owners
- An employee's immediate supervisor and those in direct chain of command above immediate supervisor
- Members of investigative agencies when specific procedures and requirements have been satisfied

Employees and persons granted permission by employees, have the right to review their official personnel folder. Such reviews must be conducted in the presence of an owner of the company. Employees may have a representative present during such review. Employees may request copies of documents in their folders, but are not allowed to alter, remove, add, or replace any documents. The company may charge the employee the usual per copy cost of duplication when requested to provide copies of materials contained in the official personnel folder.

Employees have a right to submit rebuttals to any material in their official personnel folder. Rebuttals will be acknowledged by the owners and copies of the rebuttal and acknowledgement will be provided to the employee's supervisor. Rebuttals and acknowledgements become part of the official personnel folder in the same permanent or temporary category as the material being rebutted.

The following employees are provided general access to official personnel files for the purpose of records maintenance and/or review:

- Company owners
- Clerical staff in the corporate office responsible for record maintenance

Individuals requesting to review employee personnel files are required to sign a record of verification of the review indicating the date and time of the review.

It is important that the personnel records of Doe Medical Equipment be accurate at all times. In order to avoid issues or compromising your benefit eligibility or having W2s returned, Doe Medical Equipment expects that employees will promptly notify an appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information that may change.

JOB OBJECTIVES, PERFORMANCE REVIEWS, SALARY REVIEWS

Upon employment, job change, or promotion, every employee will be given job objectives, which detail the requirements and expectations of the position for which the employee was hired. Doe Medical Equipment will measure the employee's job performance against these objectives. After every evaluation, job objectives will be reviewed and changed as needed. The reporting supervisor will review and discuss the objectives with the employee and the employee will sign and date a statement indicating that the employee has read the review and understands the stated job objectives.

Performance reviews are normally conducted on the anniversary of the employee's hire date. All performance reviews are based on merit, achievement, job description, fulfillment, and performance at your position. Wage increases may result upon this review, as well as past performance improvement, dependability, attitude, cooperation, any necessary disciplinary action, adherence to all employment policies, and the employee's position in his or her salary range. Your reporting supervisor may review and discuss your salary range and your position within that range during your performance reviews.

DISCIPLINE, DISCHARGE, DEMOTION, AND SUSPENSION

An employee may appeal a demotion, suspension, or discharge by filing an appeal with the President or Vice Presidents of the company. Any disciplinary action taken shall be implemented within a reasonable period of time after the event that gave rise to such disciplinary action. The company shall, however, not impose discipline until such time as the action in question has been investigated, and the employee involved has been provided an opportunity to respond to the findings of such an investigation.

Any employee under investigation shall be notified of the action being investigated as soon as the employer determines an investigation is warranted. All investigations and resulting findings are confidential in nature and shall only be shared with the employee, the employee's supervisor, and the owners of the company.

Any time during the employee's trial period, an employee may be terminated for poor or ineffective performance based on documented records of the employee's performance without the benefit of an investigation. The company does not need to show cause in terminating an employee in trial status, nor is the employee entitled to standard disciplinary procedures. An employee in trial status who is notified of termination will be provided a written statement of the reasons for such action.

The 30 calendar day trial period may be extended based on performance related concerns, provided the employee is notified of the extension at least one week prior to the termination of the initial trial period. The period may be extended for any period of time up to 60 calendar days. If an employee's performance has not improved to a sufficient level after the extended trial period, no further extension may be provided and the employee shall be terminated. The employee must be provided at least 14 calendar days notice of any action initiated to terminate the employment during the initial or extended trial period.

LEAVE OF ABSENCE

VACATION AND PERSONAL LEAVE

Regular full-time status employees only are eligible for this benefit (refer to the Doe Medical Equipment Offer Letter). Employees requesting personal leave shall use any available vacation time until no vacation time remains and thereafter, time needed for personal leave, will be considered leave without pay.

All requests for leave must be submitted on a request for leave form to be e-mailed to the employee's immediate supervisor. Except in emergency circumstances, personal and vacation leave requests should be submitted no later than two weeks prior to the time requested. The supervisor will approve or disapprove the request as soon as possible, but no later than one week prior to the requested time off. Requests for emergency leave shall be answered before the end of the shift on which the request is made.

In general, a single leave period should be for no longer than two weeks. If an employee believes they have a valid basis for requesting a leave of greater than two weeks (other than sick related leave), the request should be submitted at least six months in advance of when it is to be taken in order to allow the supervisor to plan appropriately.

All time that an employee is absent from work must be appropriately reported. Any employee absent from work for one working day, without notice, shall be subject to termination on the basis of job abandonment.

Except for such emergency type leaves, the time when leave is taken is within the discretion of the company. The ability to maintain efficient operations shall be the basis for determining if leave is to be granted.

An employee in an approved (un)paid leave status over a holiday shall be granted holiday pay and shall not be required to use annual, personal, or any other type of leave during the holiday period.

SICK LEAVE

Employees requesting sick leave shall use any available vacation time until no vacation time remains and thereafter sick leave will be considered leave without pay.

EFFECTIVE DATE: JULY 1, 2014

REVISION DATE: JULY 1, 2014

A written request for sick leave without pay is required and must include a physician's statement substantiating the illness or injury of the employee. Approval with a second request for the same illness or injury is not mandatory if the requesting employee has not been in an active pay status for a minimum of 12 months since the return from sick leave without pay.

The sick leave length, as approved by the President, is not to exceed two years.

BEREAVEMENT LEAVE

Doe Medical Equipment allows three days off, with pay, for a death in your immediate family. Immediate family includes parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, grandparents, or grandchildren.

You may request up to an additional two days, which must be approved by your immediate supervisor. If available, vacation will be used for the additional two days; otherwise, the additional two days will be leave without pay.

Funeral leave for death of other than immediate family must be approved by your immediate supervisor. Absence for such a death is limited to two days and will either be considered vacation or leave without pay.

HOLIDAY LEAVE

Full-time employees are entitled to six paid holidays per calendar year. Each day is equal to the number of hours in a normal work day. Approved holidays are as follows:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

If a holiday is taken on the scheduled date, no approval is required by the immediate supervisor and a leave slip does not have to be completed.

When a holiday falls on a weekend, Doe Medical Equipment will designate the Friday preceding the holiday as the observed holiday.

In some cases, an employee may be requested to work during a holiday. Holiday pay is not included as hours worked for the purpose of computing overtime. In this case compensatory time will be earned equal to the number of hours worked during the holiday.

An employee on vacation during a week in which a holiday occurs will receive holiday pay.

Holiday pay will be calculated by multiplying eight hours times the employee's regular hourly rate.

MILITARY LEAVE

Military Reserve Training Program

Doe Medical Equipment proudly grants time off from work for employees in the military reserve training program.

After six consecutive months of employment with Doe Medical Equipment an employee will receive one week of base regular pay for the two-week period he or she is away serving reserve duty. The employee may elect to utilize accrued vacation for the second week. If he or she is employed less than six months, leave without pay will be granted for the time away for reserve duty.

All employees in the military reserve training program should provide a copy of their report orders to their immediate supervisor as soon as possible.

United States Uniformed Services

A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Refer to **Attachment A** for "Your Rights Under USERRA."

The leave will be unpaid. However, employees may use any available vacation time for the absence. Holiday and vacation time will not accumulate during this leave of absence.

Your health insurance benefits will be continued for 12 weeks during your military leave. As a benefit to you, Doe Medical Equipment will continue to pay its same portion. After the completion of the 12-week time period you will be eligible for COBRA Insurance.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Doe Medical Equipment rates plus an administration fee. Doe Medical Equipment will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Doe Medical Equipment health insurance plan. The notice will contain important information about the employee's rights and obligations.

Employees on military leave for 30 days or less are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USSERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

CIVIL LEAVE

Doe Medical Equipment supports employees called to fulfill their civic duty to serve jury duty. However, the employee will not be paid through Doe Medical Equipment. The employee must provide his or her immediate supervisor with a copy of the jury summons as soon as possible.

When the employee returns to work, he or she must provide his or her immediate supervisor with verification from the court of the number of days served on the jury.

If the employee is released from jury duty with at least four hours remaining in the work day, then he or she should return to work for the remainder of the day.

Should extraordinary circumstances exist at the time of the employee's call to jury duty, which would make his or her absence severely detrimental to the operation of Doe Medical Equipment, the company reserves the right to contact the court to request that the employee's service be postponed.

Doe Medical Equipment will continue to provide health insurance benefits for the full term of the jury duty absence.

EMPLOYEE BENEFIT PROGRAMS

GROUP INSURANCE

Refer to the BlueCross BlueShield handbook distributed by the insurance provider as well as the Doe Medical Equipment Offer Letter.

DENTAL

Refer to the United Concordia handbook distributed by the insurance provider as well as the Doe Medical Equipment Offer Letter.

WORKERS' COMPENSATION

Doe Medical Equipment provides workers' compensation insurance that covers any injury or illness sustained in the course of employment requiring medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period.

It is your responsibility to immediately notify your immediate supervisor – or in the absence of your supervisor, the next available supervisor – of any injuries you sustain while on the job at Doe Medical Equipment. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

The supervisor will notify your personnel representative. We encourage injured employees to seek immediate medical attention. All medical expenses related to the treatment of an injury, sustained on the job, are paid in full directly to the medical providers. If qualified, you also are eligible for disability payments after a specified waiting period as set forth by state law.

The workers' compensation plan is administered by a separate insurance company who will be notified by your personnel representative. You will be contacted by a representative of the administering company. Additional information on workers' compensation insurance is available through the corporate office.

Neither Doe Medical Equipment nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Doe Medical Equipment.

Refer to **Attachment B** for the "Pennsylvania Workers' Compensation Act Employee Acknowledgment."

RETIREMENT PLANS

Employees should refer to the Summary Plan Description from Citizen's Bank, which will be distributed annually to all employees. Employees will be eligible for the retirement plans upon completion of their trial period unless otherwise stated in the Doe Medical Equipment Offer Letter. There is no cost to participate in the retirement plans beyond that of the employee's contribution.

Employees are urged to seek advice from a financial expert prior to any distribution from the IRA plan.

TIMEKEEPING/PAYROLL

OFFICE HOURS

The official operating hours of the corporate office for Doe Medical Equipment are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Due to the nature of the business, Customer Service Engineers may operate outside of those hours and will have flexibility in determining their work schedules.

OVERTIME

Only NONEXEMPT employees are eligible for overtime pay. One and one-half of the employee's regular hourly rates of pay shall be paid for work under the following conditions:

- For any work performed in excess of eight hours in any work day or in excess of 40 hours in any work week.
- For employees whose work schedule consists of any ten days within a consecutive 14 calendar day period for any work in excess of eight hours in any one work day or in excess of 80 hours in a pre-established biweekly work schedule.

There shall be no duplication of premium pay for the same hours worked.

The following items will be regarded as hours worked for the purpose of computing overtime pay:

- Hours worked, excluding standby time
- Vacation

EFFECTIVE DATE: JULY 1, 2014

REVISION DATE: JULY 1, 2014

PAY PERIODS

All company employees are paid every two weeks (Friday). The payroll is done on what is termed an “after the fact basis,” meaning the pay check/receipt that is received by an employee on pay day represents payment for services through the period ending two weeks prior to the actual pay date. New employees must work two pay periods prior to receiving their first pay check. This creates an additional pay check which is due to an employee upon termination of employment.

If the Friday pay date falls on a holiday then the checks shall be issued on the Thursday before. Employees are required to use direct deposit in order to avoid problems related to picking up their pay check/receipts on a day when they are not present. Employees will receive an itemized statement of wages through the mail when Doe Medical Equipment makes the direct deposits.

INCOME WITHHOLDING ORDERS

According to Act 64 of 2016, an employee to whom the company receives an income withholding order from the PA State Collection and Disbursement Unit will have a \$50 one-time fee deducted from the employee’s paycheck by the company. This one-time fee will be used as a reimbursement of expenses related to withholding income for support.

This is a one-time fee for the duration of the employee’s employment. The employee will not be charged any additional fees as new withholding orders are received. An employee who left employment and was subsequently rehired will not incur this fee when returning unless the start date is greater than one year from the employee’s previous leave date.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

DRESS CODE

As an employee of Doe Medical Equipment, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of, the office. Management, sales personnel, and those employees who come in contact with the public, are expected to dress in accepted corporate tradition.

It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors, and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and impeccable quality.

ANTI-SUBSTANCE ABUSE

It is Doe Medical Equipment desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

EFFECTIVE DATE: JULY 1, 2014

REVISION DATE: JULY 1, 2014

Doe Medical Equipment takes seriously the problem of drug and alcohol abuse and is committed to providing a substance abuse free work place for its employees. This policy applies to all employees of Doe Medical Equipment without exception, including part-time and temporary employees.

No employee is allowed to consume, possess, sell, or purchase any alcoholic beverage on any property owned by or leased on behalf of Doe Medical Equipment, or in any vehicle owned or leased on behalf of Doe Medical Equipment. No employee may use, possess, sell, transfer, or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity. The exceptions are over-the-counter products and legal drugs which have been prescribed to that employee, which are being used in the manner prescribed.

Doe Medical Equipment will not tolerate employees who report for duty while impaired by use of alcoholic beverages or drugs.

All employees should report evidence of alcohol or drug abuse to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Employees who violate this Anti-Substance Abuse Policy will be subject to disciplinary action, including termination.

Doe Medical Equipment supports drug and/or alcohol rehabilitation. Employees with drug and/or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in rehabilitation or treatment programs through Doe Medical Equipment health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by the rules of the rehabilitation program, follows Doe Medical Equipment policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Doe Medical Equipment any undue hardship.

As a part of our policy to ensure a substance abuse free workplace, Doe Medical Equipment employees may be asked to submit to a medical examination and/or clinically tested for the presence of alcohol and/or drugs. Within the limits of federal and state laws, we reserve the right, at our discretion, to examine and test for drugs and alcohol. Such situations may include, but are not limited to the following:

1. All employees who are offered employment with Doe Medical Equipment
2. Where there are reasonable grounds for believing an employee is under the influence of alcohol and/or drugs
3. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident
4. On a random basis, as allowed by statute
5. As a follow-up to a rehabilitation program, as allowed by statute
6. As necessary for the safety of employees, customers, clients, or the public at large, as allowed by statute

7. When an employee returns to duty after an absence other than from accrued time off such as vacation or sick leave.

Employees with questions on this policy or issues related to drug and/or alcohol use in the workplace should raise their concerns with their supervisor without fear of reprisal.

It is a condition of your continued employment with Doe Medical Equipment that you comply with the Anti-Substance Abuse Policy. Nothing in the anti-substance abuse policy shall be construed to alter or amend the at-will employment relationship between Doe Medical Equipment and its employees.

TOBACCO USE

Doe Medical Equipment endeavors to provide a healthy environment, and therefore prohibits any form of tobacco consumption in company buildings. Additionally, smoking is not allowed within ten feet of exterior entranceways.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Doe Medical Equipment expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Gambling or conducting a lottery on company property
2. Failure to report an injury, no matter how slight, when one's shift ends
3. Theft or inappropriate removal or possession of property
4. Falsification of timekeeping records
5. Working under the influence of alcohol or illegal drugs
6. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
7. Fighting or threatening violence in the workplace
8. Boisterous or disruptive activity in the workplace
9. Negligence or improper conduct leading to damage of employer-owned or customer-owned property
10. Insubordination or other disrespectful conduct
11. Violation of safety or health rules
12. Smoking in prohibited areas
13. Sexual or other unlawful or unwelcome harassment
14. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
15. Excessive absenteeism or any absence without notice
16. Unauthorized absence from work station during the workday
17. Unauthorized use of telephones, mail system, or other employer-owned equipment
18. Unauthorized disclosure of business "secrets" or confidential information
19. Violation of personnel policies

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REVISION DATE: JULY 1, 2014

20. Unsatisfactory performance or conduct

WORKPLACE VIOLENCE PREVENTION

Doe Medical Equipment is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Doe Medical Equipment has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Employees who are licensed to carry a concealed weapon must first disclose with Doe Medical Equipment management their intent to carry a concealed weapon before bringing it into the workplace.

Conduct that threatens, intimidates, or coerces another employee, a customer, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any other characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Doe Medical Equipment encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. Doe Medical Equipment is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Doe Medical Equipment is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Doe Medical Equipment will not, under any circumstances, condone or tolerate conduct that may constitute sexual harassment on the part of its management, supervisors, or non-management

personnel. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment.

Any employee found to be engaged in the conduct of sexual harassment will be subject to immediate discipline up to and including discharge.

Sexual harassment is defined as:

1. Making submission to unwelcome sexual advances or requests for sexual favors a term or condition of employment;
2. Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favors, or verbal or physical contact of a sexual nature;
3. Creating an intimidating, hostile or offensive working environment or atmosphere either by
 - a) verbal actions, including calling employees by terms of endearment; using vulgar, kidding or demeaning language; or
 - b) physical conduct that interferes with an employee's work performance.

The following is a partial list of sexual harassment examples, which also includes gender-based harassment of a person of the same sex as the harasser:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

We, at Doe Medical Equipment, do encourage healthy fraternization among its employees; however, employees, especially management and supervisory employees, must be sensitive to acts of conduct that may be considered offensive by fellow employees and must refrain from engaging in such conduct.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact another member of the management team. You can raise concerns and make reports without fear of reprisal or retaliation.

It is expressly prohibited for an employee to retaliate against employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

COMPLAINT PROCEDURES

Following are the steps to be taken when placing a complaint with your supervisor:

1. Any employee is encouraged to directly approach first his or her immediate supervisor with questions, suggestions, or problems that he or she may encounter on the job.
2. If, for some good reason, the employee does not feel comfortable utilizing Step #1 or if the employee does not obtain satisfactory results, the employee may go to their supervisor's supervisor. Office personnel should report any problems or complaints to their supervisors.
3. In unusual and serious cases, if an employee does not feel that he or she received satisfactory results utilizing the problem solving procedures listed above, that employee must submit a written grievance to the President or Vice Presidents of the company. Meetings will be set up as necessary and appropriate to accommodate all concerned in an attempt to get the situation resolved. Written grievances may be mailed to the main office at 102 South Center Street, Arbor PA 16555 or left at the front desk.

ATTENDANCE AND PUNCTUALITY

Following is the Attendance and Punctuality Policy for Doe Medical Equipment:

1. Warning forms will be written for each absence or tardiness
2. Leaving early will be written as an absence
3. Any employee missing more than a total of six days in one year or missing more than one day a month without a doctor's excuse may be dismissed. Special circumstances absentee days may be excused with supervisory approval; this excused absence may be based on various factors including the past attendance record of the employee
4. If an employee agrees to work overtime and does not show up, a warning will be issued
5. All absences must be called and reported within two hours of the start of your normal shift. Failure to adhere to this policy will result in a written warning, or reprimand, and will result in the absence as unexcused
6. To call in an absence please contact the main office at (814) 666-5555
7. Vacations must be scheduled two weeks in advance

RETURN TO WORK POLICY

In the course of your employment, you may become involved in an incident that could result in personal injury while on the job. Should you become injured, we will do what is necessary to see that you receive timely and appropriate medical care by utilizing our Physicians Panel.

Following your physicians recommendations we will work toward returning you to gainful employment. We will attempt to find you an appropriate transitional job position by working with your physician and understanding your possible need for rehabilitation.

Employees are one of our most important assets. Helping you return to work even in a modified capacity increases your sense of well being, financial security, and personnel assurance. We encourage you to make every reasonable effort to stimulate the recovery process and return to work.

Doe Medical Equipment reminds all employees who are involved in the Return to Work Program that they fall under the same rules of conduct and absenteeism policy as employees who are not involved in the program, and enforcement of these policies will remain intact.

TECHNOLOGY USE AND PRIVACY

EMPLOYEE RESPONSIBILITIES

You have a responsibility to use the company's technology resources in a manner that increases productivity, enhances Doe Medical Equipment public image, and is respectful of other employees and of our customers and vendors. You are responsible for refraining from using your own private technology resources in a manner harmful to the company.

Doe Medical Equipment technology resources are to be used only for the purpose of conducting company business. However, you may use these resources for the following so long as it does not interfere with your duties:

- To send and receive necessary and occasional personal communications
- To prepare and store incidental personal data (such as personal calendars, address lists, etc.) in a reasonable manner
- To access the Internet to conduct brief personal business transactions and inquiries during meal times or other breaks, or outside of work hours, provided you adhere to all other usage policies

However, Doe Medical Equipment accepts no responsibility or liability for the loss or non-delivery of any personal e-mail or voicemail communications or any personal data stored on any company property.

You are specifically prohibited from using the company's technology resources:

- To transmit, receive, or store any information that is discriminatory, harassing, or defamatory, including gross, indecent, or sexually-oriented materials, gambling, and/or illegal drugs
- To copy, retrieve, forward, or send copyrighted materials unless you have the author's permission or are accessing a single copy for our reference only.
- To post any information—particularly confidential, proprietary, or business-sensitive information—about Doe Medical Equipment to any website including, but not limited to,

messages to Internet news groups or discussion groups, unless authorized in advance by management.

- For any illegal purpose.
- In any manner contrary to company policy or to the best interests of the company
- In any way that discloses confidential or proprietary information of the company or third parties in an unauthorized manner.
- In support of your commercial business.

In addition, you are prohibited from tampering with or disabling any of the security devices installed by the company to ensure the safety and security of the technology resources.

Failure to follow the company's policies regarding technology resources may lead to disciplinary action, up to and including termination. Moreover, the company reserves the right to advise appropriate legal authorities of any violation of law by an employee.

COMPANY ACCESS

All messages sent and received, including personal messages, and all data stored on Doe Medical Equipment e-mail, voicemail, or computer systems, whether or not they are protected by passwords, are company property regardless of the content. As such, the company reserves the right to access all of its technology resources at any time. You should understand, therefore, that you have no right of privacy with respect to any messages or information created or maintained on the company's technology resources. Doe Medical Equipment may also audit or monitor these resources at any time, without warning, to determine compliance with policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

The company reserves the right to limit the amount of time an employee spends using online services and sites visited, by any means, including revoking access altogether.

The following are examples of information currently maintained by Doe Medical Equipment:

- Telephones and voicemail – Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voicemail messages.
- Electronic mail – E-mail is backed up and archived. Although it is password protected, an authorized administrator can reset the password and read the e-mail.
- Desktop facsimile – Copies of all fax transmissions sent and received may be maintained in a facsimile server.
- Documents – Each document stored on company computers has a history, which shows which users have accessed it for any purpose and shows the last user to modify the file.
- Internet – Internet sites visited, the number of times visited, and the total time connected to each site are recorded and periodically monitored.

Deleting information, documents, or messages maintained on the company's technology resources is, in most cases, ineffective. You should understand that any information kept on such resources may be electronically recalled or recreated. Because Doe Medical Equipment routinely backs up files and

messages, and because of the way in which computers reuse file storage space, files and messages may exist that you thought were deleted.

SOFTWARE USE

You are not to install or use any software that has not been paid for and licensed appropriately. In addition, as some software may be incompatible with Doe Medical Equipment networks and may cause disruption, you are requested not to load any software on Doe Medical Equipment networked computers unless authorized in writing in advance by the information technology personnel. Software that conflicts with the company's networks, that violates this or any other company policy, or that is inappropriate in a business environment, including but not limited to computer games, may be removed by the company.

Before transferring or copying any software from a company technology resource to another computer, such as your portable or home computer, you must request permission and receive authorization from the information technology personnel.

CONFIDENTIALITY AND SECURITY

You are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting confidential information on the company's technology resources.

Confidential information should not be accessed through these resources in the presence of unauthorized individuals, nor should it be left visible or unattended. It also is recommended that any confidential information transmitted via technology resources be marked with the following: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please notify [employee's name] at [employees telephone number] or return it promptly by mail." You should further avoid faxing confidential information, sending it over the Internet, or leaving it via voicemail unless necessary and unless the recipient's location is known to be safe and protected.

Your individual security responsibilities with respect to the company's technology resources include the following:

- **Antivirus software/computer security:** Do not disable the Antivirus software on your personal computer, introduce malicious software to the Doe Medical Equipment network or your personal computer, or program or automate your way around established computer security.
- **Computer/workstation/terminal screens:** Be aware of what is on your screen when you leave your work area and, where available, protect it with a password-protected screensaver or lock word.
- **Confidentiality:** Treat dial-in access numbers, your Doe Medical Equipment system login identifications, and all passwords as confidential, and do not access another person's accounts or files unless you have explicit authorization from the owner or the owner's manager.
- **Copying software:** Copy software only in accordance with licensing agreements, and do not violate copyright laws.
- **Data/documents:** Control access to confidential data/documents on your computer by lock word or password and regularly delete unused confidential corporate data from your machine. Store original corporate data on a corporate server, not on your personal computer. Do not

download corporate information for unauthorized distribution either inside or outside the company.

- **Doors:** Do not prop open doors to computer rooms or other areas containing information technology equipment.
- **Hardware and software:** Do not add, remove, disable, or modify hardware or software from your personal computer or workstation without permission from Doe Medical Equipment information technology specialist.
- **Internet access, separate:** Pass all requests for separate Internet access to management, and ensure that any approved separate Internet access is physically isolated from the main Doe Medical Equipment network.
- **Passwords:** Handle all passwords as confidential information, changing them whenever they may have been compromised. Ensure all passwords you set conform to a minimum standard of password security: at least five characters long and not a name or a word that can be found in any dictionary.
- **Physical media (documents, diskettes, tapes, etc.):** Secure all confidential media in your personal workspace when you leave the area.
- **Security incidents:** Immediately report suspicious computer- or data-related incidents to your management and to Doe Medical Equipment if the incident is ongoing and serious.
- **Servers:** Do not connect a server* to Doe Medical Equipment network (LAN or WAN) without the written approval of an information technology manager. Doe Medical Equipment reserves the right to disconnect any unauthorized server* from Doe Medical Equipment network at any time and without prior notice.

*A server is any computer that is attached to the local area network (LAN or WAN) with the intent to provide services, including, but not limited to, e-mail, network printing, user authentication, network file sharing, network transaction processing or database access, dynamic network resource allocation, network file backups, etc.

- **Vendor network access:** Pass all requests for strategic vendor access to any part of the corporate Doe Medical Equipment network to the management, ensuring Doe Medical Equipment owns and controls all locally installed equipment required for that access. Note: This access will be monitored and strictly controlled by Doe Medical Equipment information technology specialist.
- **Voicemail/phone list:** Be aware of the inherent insecurities of the voicemail and select a good voicemail password. Treat the Doe Medical Equipment phone' list as a confidential document, not to be distributed to non-employees.

SOCIAL NETWORKING

Staff are encouraged to maintain a professional profile on LinkedIn, FaceBook and Twitter. When using these accounts to correspond with clients and associates, utmost care needs to be used to ensure that client confidentiality is not breached. In the event that any of your social media account is hacked or compromised the issue should be brought to the manager's attention immediately and the employee should close the account immediately. When using social media, staff should refrain from posting their own personal political statements or opinions if the social media account references your affiliation with Doe Medical Equipment and care should be given to the type of pictures posted on your personal account. Staff will not be held responsible for content posted by other friends in your network that

appears on your social media wall. Although, you should remove material that your clients might find objectionable within a reasonable time.

While all employees are encouraged to participate in Social Media, we expect everyone who participates in online commentary to understand and to follow these simple but important guidelines. These Guidelines cover all social media platforms including but not limited to:

- Social Networking Sites (Facebook, Myspace, Foursquare, LinkedIn)
- Micro-blogging sites (Twitter)
- Blogs (including company and personal blogs as well as comments)
- Video and Photo Sharing Websites (Flickr, YouTube)
- Forums and Discussion Boards (Google Groups, Yahoo! Groups)
- Online Encyclopedias (Wikipedia, Sidewiki)

Personal Usage: Connecting and Networking with Friends and Colleagues

- **Be Responsive:** If someone responds to something you've said, be responsive and follow-up quickly (e.g., 24 hours). If you say something in error, do not take down the post, simply go back and update it with the correct information.
- **Clients and Our Business Are Confidential:** Don't post about clients or potential clients without explicit permission from your client and manager. Our client relationships matter more than anything and we must protect their business.
- **Be Yourself:** Always be transparent about who you are and who you represent. Use your real name, identify that you work for Doe Medical Equipment and what your role is. Provide your own unique and individual perspective.
- **Build a Following:** Promote yourself by finding and sharing information that will be interesting to your friends and followers and useful for them to share.
- **Know You're Always "On":** You represent Doe Medical Equipment at all times and you must assume that your social media usage is visible to clients, managers, and prospects. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have the occasional work frustration, Facebook and Twitter are not the best venues in which to air them as those comments are available to your clients and coworkers.
- **Be Respectful:** You can have an edge without being obscene. Please no remarks that is off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never pick fights and always take the high road. If you are sharing a negative experience or commenting on a brand or individual, please try to do so in a constructive way.
- **Full Disclosure:** Never talk about a product or organization in social media in exchange for cash. If you receive a product or service to review for free, you must disclose it in your post or review.
- **Always Give Proper Credit:** It's OK to quote or re-Tweet others, but never attempt to pass off someone else's language, photography, or other information as your own. All copyright, privacy, and other laws that apply offline apply online as well. Be sure to credit your sources when posting a link or information gathered from another source.
- **Think Ahead:** Be smart about protecting yourself, your privacy, and Doe Medical Equipment's confidential information. What you publish is widely accessible and will be around for a long time so consider the content carefully. Google has a long memory.

Company Guidelines: Talking about Doe Medical Equipment

- **Your Social Media:** If you have permission and plan to discuss Doe Medical Equipment related information across your personal social properties, you should disclose on your “About” page or bio that you are a Doe Medical Equipment employee and what your responsibilities include. Please also indicate that your opinions do not represent official positions of Doe Medical Equipment.
- **Social Media at Work:** Please try to keep it work related and don’t let it take focus from your primary responsibilities.
- **Doe Medical Equipment Confidentiality:** Only disclose publicly available information. Don’t use your personal blog to break news about clients or Doe Medical Equipment.
- **Discussing Doe Medical Equipment People:** We ask you to remember that sharing personal information about co-workers may affect them inside as well as outside of the office. All standard HR policies apply to interactions between colleagues across the social web.
- **Should you leave employment,** update your social media bio pages within 30 calendar days of your last day of employment.

Client Social Media Etiquette: Representing and Talking about Doe Medical Equipment

- **Client Transparency:** If you have permission to share what a client is doing publicly (e.g., launching a Website or running a contest), you must be transparent and disclose your relationship. For personal blogs this may include a few sentences fully explaining your relationship to the client.

ETHICS

CUSTOMER RELATIONS

At Doe Medical Equipment we know that satisfied customers are essential to our continued prosperity. Customers make a substantial commitment to Doe Medical Equipment when they place an order with us. In return, when dealing with customers and potential customers, Doe Medical Equipment employees must be certain that our commitments can be honored.

In addition, customers are entitled to honesty and integrity in all of their dealing with Doe Medical Equipment. For example, customers should be informed of the entire purchase price of our products (e.g. customers should not be led to believe that any product is free with the purchase of a system unless this really is the case.)

Doe Medical Equipment products should be sold based on Doe Medical Equipment reputation for excellent products and service. All claims made about Doe Medical Equipment products and competitors’ products should be accurate and supportable. Similarly, we should be alert to any situation where a competitor may be attempting to mislead customers, or potential customers, about our products. Appropriate management should be informed about any such cases.

CONFLICT OF INTEREST

EFFECTIVE DATE: JULY 1, 2014

REVISION DATE: JULY 1, 2014

Doe Medical Equipment employees must avoid situations that could create (or give the appearance of) a conflict of interest with Doe Medical Equipment employment. For that reason, you are not permitted to accept any payment, contract, consulting relationship or employment with any of Doe Medical Equipment competitors, customers, or suppliers, while employed at Doe Medical Equipment. This policy is intended to eliminate any possibility of divided loyalties or conflicting priorities. Additionally, we ask that you discourage family and other household members from accepting any paid positions with any of Doe Medical Equipment competitors, customers, or suppliers. If a situation occurs where your relative becomes employed by a vendor or competitor, or becomes a vendor or competitor, you are required to notify your supervisor. He will consult management to determine an appropriate course of action and, in vendor situations, Doe Medical Equipment stance relative to continued dealing with that vendor. Furthermore, if any actual or apparent conflict exists, you should consult with your supervisor.

As a Doe Medical Equipment employee, you should not own substantial or controlling interest in any of Doe Medical Equipment competitors, customers, or suppliers, nor should you consult or provide goods or services of any sort to anyone based on knowledge or information gained at Doe Medical Equipment.

With respect to suppliers, Doe Medical Equipment policy is to select suppliers in a completely impartial manner on the basis of price, quality, performance, and suitability of the product and service. You are expected to avoid anything that could imply selection of a supplier on any basis other than the best interests of the company or which could give any supplier an improper advantage.

Additionally, you are expected to fulfill the responsibilities of your job in such a manner as to avoid any conflict of interest relative to priorities, time commitments, and proprietary information. To this end, second jobs are discouraged and must always be discussed in advance with your supervisor and the next level of management. In cases where your manager determines the job is in conflict with your Doe Medical Equipment responsibilities, you may be told that acceptance of the second position disqualifies you for employment with Doe Medical Equipment.

GIFTS AND GRATUITIES

You and/or members of your immediate family should never solicit suppliers or customers for personal gifts of any kind. Sometimes you may be offered advertising novelties of nominal value or small gifts such as candies or cookies that can be shared by others in a department, as well as reasonable meals with a valid business purpose. Although not encouraged, such gifts may be accepted if it is clear that nothing is expected in return. Other gifts or gratuities of more than a nominal value may not be accepted, unless you are completely without responsibility for making any related decisions. Acceptance of such gifts, gratuities, and entertainment must be reported to your immediate supervisor.

In addition, you may not offer gifts to customers or suppliers, except in accordance with Doe Medical Equipment policies. Any entertainment, site visits, consulting arrangements, and sponsorships involving customers must also be in accordance with the policy.

Absolutely no gifts of any kind may be offered to any government employee. In this context "gifts" include business meals and standard promotional items of nominal value. Government employees include all employees of government agencies and units, whether federal, state, or local; including the Veteran's Association.

ANTITRUST LAWS

It is Doe Medical Equipment's firmly established policy to comply fully with all antitrust laws, state and federal. These laws are complex, and it is not the purpose of this policy statement to go into detail with regard to these laws. In general, however, it is important to remember that there must never be any agreement, express or implied, with a competitor who seeks to limit or restrict competition with respect to such matters as pricing, terms and conditions of sale, territories, or customers. This includes not only formal written or oral agreements, but "gentlemen's agreements," tactic understating, and informal or "off the record," agreements. Even discussions concerning these matters should be avoided.

In addition, contracts or other arrangements with suppliers that involve exclusive dealing, tie-in-sales, or other restrictive agreements must be discussed in advance with management. In general, the management should be consulted directly on any matter related to compliance with applicable laws, including antitrust laws.

CONCLUSION

It has always been, and always will be, Doe Medical Equipment's intent to operate within and represent the highest standards of ethics and integrity. This statement of policy was developed to articulate and reinforce our values so that they are obvious and clear to our employees, shareholders, customers, and suppliers. We appreciate your commitment to apply our stated and implied ethical standards to all situations.

No policy can be all-inclusive, so we recognize that issues will arise that have not been clearly addressed here. We advise you to discuss these issues with your supervisor. We trust the judgment and integrity of our employees to seriously commit to this policy and to continue Doe Medical Equipment's reputation as a company of the highest ethics and integrity.

