ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with Catawba Pediatric Associates. Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your Supervisor and Human Resources also will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Catawba Pediatric Associates adheres to the policy of employment at will, which permits the Practice or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Any modification of at-will status and/or provision of any special arrangement concerning terms or conditions of employment in an individual case or generally is only valid if contained in a writing and signed by the Practice Administrator of Catawba Pediatric Associates.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Practice documents. These Practice documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Practice guidelines. The Practice may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will, which may only be modified by an express written agreement signed by the employee and the Practice Administrator.

This handbook supersedes all prior handbooks.
Table of Contents

ABOUT THIS HANDBOOK / DISCLAIMER ................................................................. 1

Section 1 - Governing Principles of Employment ................................................. 5

  1-1. Welcome Statement ................................................................................. 5

  1-2. Equal Employment Opportunity ............................................................. 5

  1-3. Non-Harassment .................................................................................... 6

  1-4. Sexual Harassment ............................................................................... 7

  1-5. Drug and Alcohol-Free Workplace ......................................................... 7

  1-6. Workplace Violence ............................................................................... 8

    Prohibited Conduct .................................................................................. 9

    Procedures for Reporting a Threat ......................................................... 9

Section 2 - Operational Policies ...................................................................... 10

  2-1. Employee Classifications ................................................................... 10

  2-2. Trial Period .......................................................................................... 10

  2-3. Your Employment Records .................................................................. 10

  2-4. Working Hours and Schedule ............................................................... 11

  2-5. Timekeeping Procedures ..................................................................... 11

  2-6. Overtime ............................................................................................... 12

  2-7. Travel Time for Non-Exempt Employees ............................................ 12

  2-8. Safe Harbor Policy for Exempt Employees ......................................... 13

  2-9. Your Paycheck .................................................................................... 14

  2-10. Direct Deposit ................................................................................... 14

  2-11. Performance Reviews ....................................................................... 14

  2-12. Record Retention ............................................................................. 15
### Section 3 - Benefits

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-1</td>
<td>Benefits Overview</td>
<td>16</td>
</tr>
<tr>
<td>3-2</td>
<td>Holidays</td>
<td>17</td>
</tr>
<tr>
<td>3-3</td>
<td>Lactation Breaks</td>
<td>17</td>
</tr>
<tr>
<td>3-4</td>
<td>Paid Time Off</td>
<td>18</td>
</tr>
<tr>
<td>3-5</td>
<td>Insurance Programs</td>
<td>19</td>
</tr>
<tr>
<td>3-6</td>
<td>Workers' Compensation</td>
<td>19</td>
</tr>
<tr>
<td>3-7</td>
<td>Jury Duty Leave</td>
<td>19</td>
</tr>
<tr>
<td>3-8</td>
<td>Bereavement Leave</td>
<td>20</td>
</tr>
<tr>
<td>3-9</td>
<td>Employee Assistance Program</td>
<td>20</td>
</tr>
<tr>
<td>3-10</td>
<td>Retirement Plan</td>
<td>20</td>
</tr>
</tbody>
</table>

### Section 4 - Leaves of Absence

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-1</td>
<td>Personal Leave</td>
<td>21</td>
</tr>
<tr>
<td>4-2</td>
<td>Military Leave</td>
<td>22</td>
</tr>
<tr>
<td>4-3</td>
<td>NC School Attendance Leave</td>
<td>22</td>
</tr>
</tbody>
</table>

### Section 5 - General Standards of Conduct

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-1</td>
<td>Workplace Conduct</td>
<td>23</td>
</tr>
<tr>
<td>5-2</td>
<td>Workplace Etiquette</td>
<td>24</td>
</tr>
<tr>
<td>5-3</td>
<td>Punctuality and Attendance</td>
<td>25</td>
</tr>
<tr>
<td>5-4</td>
<td>Use of Communication and Computer Systems</td>
<td>25</td>
</tr>
<tr>
<td>5-5</td>
<td>Use of Social Media</td>
<td>27</td>
</tr>
<tr>
<td>5-6</td>
<td>Personal and Company-Provided Portable Communication Devices</td>
<td>27</td>
</tr>
<tr>
<td>5-7</td>
<td>Camera Phones/Recording Devices</td>
<td>29</td>
</tr>
<tr>
<td>5-8</td>
<td>Inspections</td>
<td>29</td>
</tr>
<tr>
<td>5-9</td>
<td>Smoking</td>
<td>29</td>
</tr>
</tbody>
</table>
Section 1 - Governing Principles of Employment

1-1. Welcome Statement

For those of you who are commencing employment with Catawba Pediatric Associates ("Catawba Pediatric Associates" or the "Practice"), on behalf of Catawba Pediatric Associates, let me extend a warm and sincere welcome. We hope you will enjoy your work here. We are glad to have you with us.

For those of you who have been with us, thank you for your past and continued service.

I extend to you my personal best wishes for your success and happiness here at Catawba Pediatric Associates. We understand that it is our employees who provide the services that our customers rely upon, and who will grow and enable us to create new opportunities in the years to come.

Debbie Cashion, FACMPE, Practice Administrator

1-2. Equal Employment Opportunity

Catawba Pediatric Associates is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Practice will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Practice Administrator know.

The Practice will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Practice's operations. If you wish to request such an accommodation, please speak to the Practice Administrator.
Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Practice Administrator. The Practice will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-3. Non-Harassment

It is Catawba Pediatric Associates' policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to any manager. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Practice Administrator. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Practice will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.
1-4. Sexual Harassment

It is Catawba Pediatric Associates' policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Practice. It is to ensure that at the Practice all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to any manager. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Practice Administrator. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Practice will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5. Drug and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Practice property, and to ensure efficient operations, the Practice has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Practice.
The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Practice premises, while on Practice business (whether or not on Practice premises) or while representing the Practice, is strictly prohibited. Employees and other individuals who work for the Practice also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Practice maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Practice employee, including themselves.

1-6. Workplace Violence

Catawba Pediatric Associates is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Practice and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Practice policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.
Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Practice employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Practice determines, after an appropriate good faith investigation, that someone has violated this policy, the Practice will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.
Section 2 - Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Practice benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications.

2-2. Trial Period

The first three months of your employment is a probationary period. This is an opportunity for the Practice to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed by the Practice. The Practice may extend the probationary period if it desires. Completion of the probationary period does not alter an employee's at-will status.

Catawba Pediatric Associates will conduct a formal performance review at the end of the probationary period.

2-3. Your Employment Records

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.
Please keep your personnel file up to date by informing the Practice Administrator of any changes. Also, please inform the Practice Administrator of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

2-4. Working Hours and Schedule

Catawba Pediatric Associates normally is open for business from 8:00 am to 5:00 pm Monday through Friday and additional hours on Saturday and Sunday until all sick patients have been seen. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

2-5. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.
2-6. Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for front desk employees, the workweek begins at 12 a.m. on Saturday and ends 168 hours later at 12 a.m. on the following Saturday, and for nursing and lab staff employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

2-7. Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee’s home and the local railroad, bus or plane terminal; and (ii) meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.
Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near his/her home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-8. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.
If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Practice Administrator or any other supervisor in the Company with whom you feel comfortable.

2-9. Your Paycheck

You will be paid bi-weekly for all the time you have worked during the past pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Practice is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of the Practice Administrator immediately so the Practice can resolve the matter quickly and amicably.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

2-10. Direct Deposit

Catawba Pediatric Associates strongly encourages employees to use direct deposit. Authorization forms are available from the Practice Administrator.

2-11. Performance Reviews

Depending on your position and classification, Catawba Pediatric Associates endeavors to review your performance annually on your date of hire. However, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Practice encourages you and your Supervisor to discuss your job performance on a frequent and ongoing basis.
2-12. Record Retention

The Practice acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Practice and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Practice Administrator to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the Practice that may have an impact on record retention protocols.
Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is Catawba Pediatric Associates’ policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Catawba Pediatric Associates provides for you and your family. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from the Practice Administrator. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions (“SPDs”) for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Catawba Pediatric Associates (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Practice intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact the Practice Administrator.
3-2. Holidays

Full-time employees will be paid for the following holidays:

- New Year's Day
- Easter Monday
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of the Practice.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the Practice.

3-3. Lactation Breaks

The Practice will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The Practice will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. The Practice may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy.

Please advise management if you need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.
3-4. Paid Time Off

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Full-time employees accrue paid time off as follows:

After 120 calendar days of continuous employment, full-time employees accrue up to twelve (12) days of paid time off per year. Paid time off is accrued on a pro-rata basis throughout the year. For every 30 days worked, you receive 1 vacation day to be used for vacation, sick or personal time off.

After five (5) continuous calendar years of employment, full-time employees accrue up to thirteen (13) days of paid time off per year.

Accrued, unused paid time off can be carried over to the following calendar year up to a maximum of 30 days.

If you wish to use 3 or more full days of paid time off consecutively, you must submit a request to your manager at least 2 weeks in advance of your requested time off. Similar notice should be provided for planned time off of shorter duration. Every effort will be made to grant your request, consistent with our operating schedule. However, if too many people request the same period of time off, the Practice reserves the right to choose who may take time off during that period. Individuals with the longest length of service generally will be given preference.

If you will be out of work due to illness or due any other emergency for which notice could not be provided, you must call in and notify your supervisor as early as possible, but at least by 7 am of your workday. If you call in sick for three (3) or more consecutive days, you are required to provide your supervisor with a doctor's note on the day you return to work.

Paid time off may be used only in full-day increments.

A two week notice is requested at the time of resignation. If a two week notice is not provided or if an employee is terminated for cause, any accrued unused paid time off will be forfeited. Otherwise, accrued unused paid time off is paid out at the time of termination.
MEMO

DATE: 12/16/2014

TO: CPA EMPLOYEES

RE: ADDENDUM TO EMPLOYEE HANDBOOK

3-4. PAID TIME OFF, PAGE 18

Under no circumstances will vacation time off be granted to any employee in advance of accrual of the full days off requested by that employee. If time off is requested for more days than currently accrued, the employee cannot take the time off.

Example: An employee asks for five vacation days off and only has three days accrued, but employee takes the five days off anyway, then there could be disciplinary action for the unapproved two days.
3-5. Insurance Programs

Full-time employees may participate in the Practice's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon enrolling, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

3-6. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow Practice procedures may affect your ability to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-7. Jury Duty Leave

Catawba Pediatric Associates realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the Practice with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty.
3-8. Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time employee and you lose a close relative, you will be allowed unpaid time off to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling, spouse's parent, child, sibling, employee's child's spouse, grandparent, grandchild or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the Practice may require verification of death.

3-9. Employee Assistance Program

Catawba Pediatric Associates provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (888) 231-7015.

3-10. Retirement Plan

Eligible employees are able to participate in the Practice's retirement plan after working 1000 hours in the plan year which is January 1 – December 31. Retirement Plan is set up as a defined benefit plan and a profit sharing plan.

Upon becoming eligible to participate in this plan, you will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Practice Administrator if you have any further questions.
Section 4 - Leaves of Absence

4-1. Personal Leave

If you are ineligible for any other Practice leave of absence, Catawba Pediatric Associates, under certain circumstances, may grant you a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and you are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. Normally, a leave of absence will be granted for a period of up to twelve (12) weeks. However a personal leave may be extended if, prior to the end of your leave, you submit a written request for an extension to management and the request is granted. During your leave, you will not earn vacation, personal days or sick days. We will continue your health insurance coverage during your leave if you submit your share of the monthly premium payments to the Practice in a timely manner, subject to the terms of the plan documents.

When you anticipate your return to work, please notify management of your expected return date. This notification should be made at least one week before the end of your leave.

Upon completion of your personal leave of absence, the Practice will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the Practice will be considered a voluntary resignation of your employment.

Personal leave runs concurrently with any Practice-provided Short-Term Disability Leave of Absence.
4-2. Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

4-3. NC School Attendance Leave

Catawba Pediatric Associates will grant employees who are parents or guardians of school-age children up to four (4) hours of unpaid leave during any 12-month period to participate in activities at their children's school. Forty-eight (48) hours' written advance notice is required. The leave shall be at a mutually agreed upon time between the employee and the Practice. The Practice may require verification of the employee's participation in the school activities. Employees must first use accrued paid time off for this purpose.
Section 5 - General Standards of Conduct

5-1. Workplace Conduct

Catawba Pediatric Associates endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Practice's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.

2. Stealing, removing or defacing Catawba Pediatric Associates property or a co-worker's property, and/or disclosure of confidential information.

3. Completing another employee's time records.

4. Violation of safety rules and policies.

5. Violation of Catawba Pediatric Associates' Drug and Alcohol-Free Workplace Policy.

6. Fighting, threatening or disrupting the work of others or other violations of Catawba Pediatric Associates' Workplace Violence Policy.

7. Failure to follow lawful instructions of a supervisor.

8. Failure to perform assigned job duties.

9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.

10. Gambling on Practice property.

11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.

12. Wasting work materials.

13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.


17. Unsatisfactory job performance.

18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Catawba Pediatric Associates reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Practice will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Catawba Pediatric Associates will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Workplace Etiquette

Catawba Pediatrics can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be fixed. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, contact the Practice Administrator.

* Return copy machine and printer settings to their default settings after changing them.
* Replace paper in the copy machine and printer paper trays when they are empty.
* Retrieve print jobs in a timely manner and be sure to collect all your pages.
* Be prompt when using the manual feed on the printer.
* Keep the area around the copy machine and printers orderly and picked up.
* Be careful not to take or discard others' print jobs or faxes when collecting your own.
* Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
* Try to minimize unscheduled interruptions of other employees while they are working.
* Communicate by phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
* Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
* Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
* Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
* Try not to block walkways while carrying on conversations.
* Refrain from using inappropriate language (swearing) that others may overhear.

5-3. Punctuality and Attendance

You were hired to perform an important function at Catawba Pediatric Associates. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than 7am on your scheduled work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the Practice.

5-4. Use of Communication and Computer Systems

Catawba Pediatric Associates' communication and computer systems are intended for business purposes and may be used only during working time. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.
Catawba Pediatric Associates may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Practice deems it appropriate to do so. The reasons for which the Practice may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Practice operations continue appropriately during an employee's absence.

Further, Catawba Pediatric Associates may review Internet usage to ensure that such use with Practice property, or communications sent via the Internet with Practice property, are appropriate. The reasons for which the Practice may review employees' use of the Internet with Practice property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Practice operations continue appropriately during an employee's absence.

The Practice may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Practice's policies prohibiting harassment, in their entirety, apply to the use of Practice's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since the Practice's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations.

Further, since the Practice's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization. In addition, no employee may access or attempt to access social media networks while at work on company systems.

Violators of this policy may be subject to disciplinary action, up to and including discharge.
5-5. Use of Social Media

Catawba Pediatric Associates respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Practice interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Practice equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Practice and also expresses either a political opinion or an opinion regarding the Practice's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Practice's position. This is necessary to preserve the Practice's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Practice policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

Catawba Pediatric Associates encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

5-6. Personal and Company-Provided Portable Communication Devices

Practice-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.
Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Practice's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Practice-provided or personal device, employees must comply with applicable Practice guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Practice-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is terminated, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Practice information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Practice information. This is the only way currently possible to ensure that all Practice information is removed from the device at the time of termination. The removal of Practice information is crucial to ensure compliance with the Practice's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Practice-issued device, the Practice's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

**Portable Communication Device Use While Driving**

Employees who drive on Practice business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.
Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-7. Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use a camera phone function on any phone on company property or while performing work for the Practice.

The use of tape recorders, dictaphones or other types of voice recording devices anywhere on Practice property, including to record conversations or activities of other employees or management, or while performing work for the Practice, is also strictly prohibited, unless the device was provided to you by the Practice and is used solely for legitimate business purposes.

5-8. Inspections

Catawba Pediatric Associates reserves the right to require employees while on Practice property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Practice or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Practice or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-9. Smoking

Smoking is prohibited on Practice premises and in all Practice vehicles.
5-10. Personal Visits and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

5-11. Solicitation and Distribution

To avoid distractions, solicitation by an employee to another employee is prohibited while either employee is on working time and in all immediate patient care areas. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for Catawba Pediatric Associates. Solicitation of any kind by non-employees on Practice premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in immediate patient care areas and all other working areas of Practice is prohibited at all times. Distribution of literature by non-employees on Practice premises is prohibited at all times.

5-12. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Make it a practice to review it frequently. This will assist you in keeping up with what is current at Catawba Pediatric Associates. To avoid confusion, please do not post or remove any material from the bulletin board.
5-13. Confidential Company Information

During the course of work, an employee may become aware of confidential information about Catawba Pediatric Associates' business, including but not limited to information regarding Practice finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. An employee also may become aware of similar confidential information belonging to the Practice's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Practice may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-14. Conflict of Interest and Business Ethics

It is Catawba Pediatric Associates' policy that all employees avoid any conflict between their personal interests and those of the Practice. The purpose of this policy is to ensure that the Practice's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Practice.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Practice, by any employee who is in a position to directly or indirectly influence either the Practice's decision to do business, or the terms upon which business would be done with such organization.
2. Holding any interest in an organization that competes with the Practice.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Practice or which competes with the Practice.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Practice.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.
It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Practice.

5-15. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Practice's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Practice is not responsible for any damage to employees' personal belongings unless the employee’s Supervisor provided advance approval for the employee to bring the personal property to work.

5-16. Health and Safety

The health and safety of employees and others on Practice property are of critical concern to Catawba Pediatric Associates. The Practice intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Practice's premises, or in a product, facility, piece of equipment, process or business practice for which the Practice is responsible should be brought to the attention of management immediately.
Periodically, the Practice may issue rules and guidelines governing workplace safety and health. The Practice may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee’s Supervisor as soon as possible, regardless of the severity of the injury or accident.

5-17. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Catawba Pediatric Associates does not hire relatives in order to avoid potential for favoritism or conflicts in the workplace.

Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, the Practice retains the right to decide which employee will remain employed with the Practice.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-18. Personal Appearance

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what patients, parents, and visitors think about Catawba Pediatrics. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent Catawba Pediatrics, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with patients, parents, or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, Catawba Pediatrics may make a reasonable accommodation to this policy for a person with a disability.
The following examples should help you understand the Catawba Pediatrics personal appearance guidelines:

* Shoes must provide safe, secure footing, and offer protection against hazards.
* Blue jeans, slogan tee shirts, slogan sweat shirts, tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
* Hairstyles are expected to be in good taste.
* Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
* Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
* Excessive makeup is not permitted.
* Offensive body odor and poor personal hygiene is not professionally acceptable.
* Perfume, cologne, and after shave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
* Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
* Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
* Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours.
* Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
* Visible excessive tattoos and similar body art must be covered during business hours.

5-19. Publicity/Statements to the Media

All media inquiries regarding the position of the Practice as to any issues must be referred to the Practice Administrator. Only the Practice Administrator is authorized to make or approve public statements on behalf of the Practice. No employees, unless specifically designated by the Practice Administrator, are authorized to make those statements on behalf of Practice. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Practice must first obtain approval from the Practice Administrator.

5-20. Operation of Vehicles

All employees authorized to drive Practice-owned or leased vehicles or personal vehicles in conducting Practice business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.
A valid driver's license must be in your possession while operating a vehicle off or on Firm property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Firm-owned or leased vehicles may be used only as authorized by management.

5-21. Business Expense Reimbursement

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Practice Administrator along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

5-22. References

Catawba Pediatric Associates will respond to reference requests through the Human Resources Department. The Practice will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Dept.

Only the Human Resources Department may provide references.

5-23. If You Must Leave Us

Should you decide to leave the Practice, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All Practice property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc. must be returned at separation. Employees also must return all of the Practice's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Practice (through payroll deduction, if lawful) for any lost or damaged Practice property.
As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-24. A Few Closing Words

This handbook is intended to give you a broad summary of things you should know about Catawba Pediatric Associates. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Catawba Pediatric Associates, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Please do not hesitate to speak to management if you have any questions about the Practice or its personnel policies and practices.
General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with Catawba Pediatric Associates. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Practice's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of Catawba Pediatric Associates' Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Practice at any time.

I further understand that my employment is terminable at will, either by myself or the Practice, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of employment will alter "at will" status except an express written agreement signed by the Practice Administrator of Catawba Pediatric Associates.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Practice's Employee Handbook.

Employee's Printed Name: __________________________ Position: __________________________

Employee's Signature: __________________________ Date: __________________________

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.
Receipt of Sexual Harassment Policy

It is Catawba Pediatric Associates' policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Practice. It is to ensure that at the Practice all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to any manager. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Practice Administrator. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Practice will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Catawba Pediatric Associates' Sexual Harassment Policy.

Employee's Printed Name: __________________________ Position: __________________________

Employee's Signature: __________________________ Date: __________________________

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.
Receipt of Non-Harassment Policy

It is Catawba Pediatric Associates' policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to any manager. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Practice Administrator. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Practice will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: ______________________ Position: ______________________

Employee's Signature: ______________________ Date: ______________________

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.
Name Badge Identification Requirements in NC

http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_90.html

Article 37.
Health Care Practitioner Identification.

§ 90-640. Identification badges required.
(a) For purposes of this section, "health care practitioner" means an individual who is licensed, certified, or registered to engage in the practice of medicine, nursing, dentistry, pharmacy, or any related occupation involving the direct provision of health care to patients.
(b) When providing health care to a patient, a health care practitioner shall wear a badge or other form of identification displaying in readily visible type the individual's name and the license, certification, or registration held by the practitioner. If the identity of the individual's license, certification, or registration is commonly expressed by an abbreviation rather than by full title, that abbreviation may be used on the badge or other identification.
(c) The badge or other form of identification is not required to be worn if the patient is being seen in the health care practitioner's office and, the name and license of the practitioner can be readily determined by the patient from a posted license, a sign in the office, a brochure provided to patients, or otherwise.
(d) Each licensing board or other regulatory authority for health care practitioners may adopt rules for exemptions from wearing a badge or other form of identification, or for allowing use of the practitioner's first name only, when necessary for the health care practitioner's safety or for therapeutic concerns.
(e) Violation of this section is a ground for disciplinary action against the health care practitioner by the practitioner's licensing board or other regulatory authority. (1999-320, s. 1.)

NC Board of Pharmacy Rules-name badges —found at 21 NCAC 46.2506

PA Regulations—PDF file so not attached—reference 21 NCAC 32S.0116
ID requirements

http://www.ncbon.com/prac-badgelaw.asp
NC Board of Nursing—Badge laws for RN’s and LPN’s (refers back to 90-640)