



Employee Manual

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Office Locations

Austell Office

1700 Hospital South Drive
Suite #300
Austell, GA 30106
770-944-2830

Cartersville Office

100 Market Place Blvd.
Suite 200
Cartersville, GA 30117
770-386-7253

Cherokee Health Park

1120 Wellstar Way
Suite 305
Holly Springs, GA 30114
470-267-0230

Bremen Office

200 Allen Memorial Dr.
Suite 302-B
Bremen, GA 30110
770-333-2220

Douglasville Office

6002 Professional Parkway
Suite 220
Douglasville, GA 30134
678-715-9690

North Fulton Office

4500 Hospital Blvd.
Suite 300
Roswell, GA 30076
470-321-7500

Business Office

531 Roselane St.
Suite 710
Marietta, GA 30060
770-281-5100

Jasper Office

1020 Jl. White Dr.
Suite 160
Jasper, GA 30143
706-692-0603

Paulding Office

148 Bill Carruth Pkwy
Suite 3100
Hiram, GA 30141
678-363-1940

Carrollton Office

157 Clinic Ave.
Suite 101
Carrollton, GA 30117
770-333-2220

Marietta Office

340 Kennestone Hospital Blvd.
Suite 100
Marietta, GA 30060
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Villa Rica Office

705 Dallas Highway, Ste. 204
Tanner Medical Park
Villa Rica, GA 30180
770-333-2220

Vinings Office

4441 Atlanta St. SE
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NORTHWEST GEORGIA ONCOLOGY CENTERS, P.C.
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PRACTICE STRUCTURE

Board of Directors:

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John T. French, MD

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Steven L. McCune, MD, PhD, Secretary

Satyen R. Mehta, MD

Raul H. Oyola, MD

Randall E. Pierce, MD

Yuesheng Qu, MD

Don W. Shaffer, MD, FACP

Madhurima Uppalapati, MD, President and Medical Director

Navin P. Wadehra, MD

President & Medical Director:

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Madhurima Uppalapati, MD

Executive Director:

Scott Parker

Director of Finance:

Glenn Campbell

Director of Clinical Operations:

Tracy Torgerson

Business Operations Manager:

Cindy Hale

Human Resources Director:

Lisa Arnold

Front Office Operations Manager:

Shelly Barker

401(k) Profit Sharing Plan & Trust:

Trustees:

Michael B. Andrews, M.D.

Bruce J. Gould, M.D.

Hillary A. Hahm, M.D., Ph. D.

Sujatha Hariharan, M.D.

Carmen Klass, M.D.

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Navin P. Wadehra, M.D.

401(k) Investment Provider:

John Hancock, USA

401(k) Profit Sharing Plan Third Party Administrator

Retirement Plan Administrators

Profit Sharing Plan:

CIBC Oppenheimer – A Division of Fahnestock & Co., Inc.

401(k) Advisory Committee:

Bruce J. Gould, M.D.

Mary Leveridge, C.P.A.

Joyce Self – The Bank of North Georgia

Corporate Counsel:

King and Spalding, LLC Fisher & Phillips LLP

Corporate Accountant:

Aarons Grant & Habif

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Northwest Georgia Oncology Centers, P.C. is an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination.

ADMINISTRATION OF POLICY

Northwest Georgia Oncology Centers, P.C., is committed to administering all employment-related matters in accordance with the principle of equal opportunity. Northwest Georgia Oncology Centers, P.C. also expects that each employee will abide by the principles set forth in this manual.

Any employee suspecting discriminatory or harassing actions on the part of Northwest Georgia Oncology Centers, P.C. or any other employee should immediately notify the HR Director in accordance with the Policy Against Harassment reporting procedures outlined in this Employee

Manual. Your report will be kept as confidential as possible. Discriminatory behavior or action by any employee is grounds for dismissal.

MISSION STATEMENT

Northwest Georgia Oncology Centers, P.C. is dedicated to the delivery of high quality, cost-effective oncology and hematology services to patients in Northwest Georgia. The practice provides 'state-of-the-art' care through its consultation services, comprehensive office infusion services, specialty pharmacy, patient education, and coordination of ancillary care for patients with cancer and blood disorders.

Practice Goals:

- The practice was formed to consolidate two major Oncology Practices based in Cobb County to deliver cost-effective, high-quality Oncology services to patients in Northwest Georgia.
- Practice consolidation allowed further development of a comprehensive QA/CQI program.
- The Primary Service areas include Cobb, Carroll, Bartow, Paulding, Douglas, Pickens and Fulton Counties through primary offices in Austell, Cartersville, Canton, Carrollton, Douglasville, Hiram, Marietta and Roswell, as well as an Outreach program at, Villa Rica, and Bremen.
- The practice is devoted to the private practice of Hematology and Medical Oncology.
- The practice is dedicated to a "Centers of Excellence" concept of development of comprehensive oncology care including comprehensive office infusion services, specialty pharmacy, consultation services, patient education, laboratory services, and coordination of ancillary care for patients with cancer and blood disorders.
- The practice will benefit managed care plans through its cost effectiveness, QA/CQI program, and efficient use of ancillary care providers.

Practice Principles:

- The practice utilizes a model of patient care which emphasizes continuity of patient care within a group practice structure which identifies common clinical pathways and protocols for optimal communication and quality monitoring.
- Typically, the initial consulting physician will provide continuing care to those patients entering treatment programs or long term follow-up.
- A 'covering' physician will provide full, comprehensive care for any patient of the practice 'as if their own' until the original consulting physician is able to resume care of the patient.
- If a patient previously seen by the practice, but not under ongoing care, is evaluated by a covering physician, the covering physician may assume ongoing care if deemed appropriate.

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- The practice recognizes that occasionally a patient may request that a different physician than the original consulting physician assume their ongoing care. Such a request should be honored and facilitated between the physicians involved.
- Every effort will be made to meet the medical treatment needs of all patients referred to the practice.

INTRODUCTION

There are two main principles which govern policies in a medical office; the patient-physician relationship and optimum use of resources. It is imperative that all employees understand and give their full support to these principles.

The first principle involves establishing and continually strengthening the confidence a patient feels in their physician and the supporting personnel who work in the medical office. A strong patient-physician relationship is necessary if the patient is to receive full benefit from the physician's services. The patient must feel that the physician is conscientious and that the medical office is well managed. The physician's employees play an important role in building this confidence by being cheerful, friendly, tactful, neat, efficient and industrious.

The second principle is that the physician's time is the most valuable resource of the medical office. This resource must be used appropriately if sufficient medical care is to be made available to all who need it. In order to maximize utilization of the physician's time, regular staff attendance, punctuality, and responsiveness to the physician's needs are absolutely necessary.

This manual has been prepared to summarize the major personnel policies and fringe benefits of Northwest Georgia Oncology Centers, P.C. In this manual, the requirements which the practice expects from its employees will be explained and the benefits you can expect in return will be outlined. All personnel should familiarize themselves with the contents of this manual as each employee is expected to understand and abide by the policies and procedures set forth. If any statement is unclear to you, please ask to have it explained. By clearly setting forth these policies it is hoped that misunderstandings can be avoided.

This handbook supersedes all previous handbooks, policies and practices that are in any way inconsistent with the contents of this handbook. With time, situations will change and there may be a need to revise this manual. Written suggestions from employees are welcome in this regard. Finally, this manual is not designed to answer all questions or be the final statement on all matters. It is merely a guideline for dealing effectively with employee questions and problems.

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This manual does not constitute an employment agreement between employer and employee. All of our employees are considered to be employed “at-will.” Your status as an “at-will” employee may not be changed except by written agreement signed by the partnership.

Nothing in this manual shall be intended or construed to create an implied or express contract of employment. Northwest Georgia Oncology Centers, P.C. reserves the right to depart from and modify the policies, procedures and benefits stated in this manual, at its discretion, with or without advance notice. The information regarding your benefits in this manual is merely intended to summarize some of the more significant provisions. The specifics of the actual coverage and benefits are governed by the actual policies, plan descriptions and plan documents, which shall be consulted for specifics. The employment of all employees of Northwest Georgia Oncology Centers, P.C. is at-will and employees are free to resign at any time. Northwest Georgia Oncology Centers, P.C. has the same right to terminate the employment relationship of any employee, at any time, for any reason, with or without cause. This condition of employment may not be modified orally and may only be modified in writing by the President or Secretary of Northwest Georgia Oncology Centers, P.C.

EMPLOYMENT

EMPLOYMENT CATEGORIES

REGULAR FULL-TIME

Employees who are not in temporary status and who are regularly scheduled to work 30 hours or more per week. Generally they are eligible for the employer's full benefit package subject to the terms, conditions and limitations of each benefit program.

PART-TIME

Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally-mandated benefits (such as workers compensation and Social Security benefits), they are ineligible for any of the employer's other benefit programs unless stated otherwise.

TEMPORARY PART-TIME

Employees who have an established employment relationship with the organization but who are assigned to work on an unpredictable basis. While they receive all legally mandated benefits (such as workers compensation insurance and Social Security benefits) they are ineligible for any of the employer's other benefit programs.

PRN

Professional employees who have an established relationship with the organization but who are 'on-call' to work on an unpredictable basis. Employee will commit to working two (2) days per month to maintain PRN status. While they receive all legally mandated benefits (such as workers' compensation and Social Security benefits), they are ineligible for any of the employer's other benefit programs unless stated otherwise.

TELECOMMUTER

In certain circumstances, some individuals may have the opportunity to telecommute. NGOC will address the situation and determine the advisability on a person-by- person basis. A telecommuter will be required to abide by NGOC's policies and procedures and all legally mandated criteria.

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EMPLOYEE SUPERVISION

The physicians are ultimately responsible for all activities performed in the office. Therefore, responsiveness to the physician's directives is very important to the successful operation of the practice.

To help maximize efficient utilization of the physician's time, certain administrative responsibilities are and will continue to be delegated. Generally, these responsibilities include personnel administration, employee scheduling, and cost control, as well as, operation of the business office.

The practice will maintain all personnel records. Accordingly, arrangements concerning paid days off, unpaid leave, and other routine policies should be coordinated through the department manager.

IMMIGRATION LAW COMPLIANCE

The Practice is committed to employing only United States citizens and aliens who are authorized to work in the United States and complies with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form, also known as the "I-9" form.

LICENSURE AND REGISTRATION

Certain **professional** positions require licenses or practice registration to meet federal and state standards. Employees in such positions are responsible for providing the Practice with appropriate credentials at the time of employment and on renewal dates. Failure to furnish required credentials could result in suspension or termination of the individual's employment.

Professional employees are required to provide current documentation of licensure to their department manager. Physician's medical license, DEA certificate, CPR card, and other relevant documentation will be kept on file in the credentialing office.

CPR CERTIFICATION

All clinical personnel, with the exception of pharmacy technicians, are required to maintain current CPR registration. The practice will provide CPR training every six months. New employees shall have 90 days to become current with CPR registration. For all other personnel, registration is optional.

PERSONNEL RECORDS

Confidential employee personnel files are maintained for each employee by the HR Department. Personnel records must contain accurate and up-to-date information about every employee. Any change in name, telephone number, address, emergency contact, marital status, or dependent status should be reported promptly to the Human Resources Department.

If an employee has furthered their education in any way, it should also be recorded in their personnel record. This may be helpful in determining their qualifications for promotion or transfer.

Also, if an employee participates in medical extra-curricular activities, these should be noted in their personnel file. This includes activities such as screening, cancer society or other volunteer efforts.

A separate employee medical file is also maintained. The contents of the medical file are not available to anyone except HR staff and the employee whose records are retained in the file.

DAILY SCHEDULE

ATTENDANCE:

Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday. Generally employees may be assigned 8-hour work shifts beginning at 8:00 a.m. to 5:15 p.m., but some office situations may require a flexible or different schedule. All employees are expected to report for work, according to their defined schedules, regardless of the physician's schedule.

Regular attendance and punctuality are essential for everyone, especially in smaller offices. Because absence or late arrival may cause hardship for the patients, physicians, and other employees, we encourage you to be especially diligent in this respect. If you will be delayed more than a few minutes or are unable to report to work due to illness or for any other reason, please contact your department manager by 6:30 a.m. so other arrangements can be made. **Failure to notify your immediate supervisor may result in immediate termination. A voicemail, text message and/or email is not acceptable. You must speak personally with your supervisor or a member of management. If you are absent for more than one day, you must call in for each day of absence unless you have been approved for a leave of absence.**

Failure to report to work for three (3) consecutive scheduled working days without notifying the Company may result in immediate termination.

A doctor's excuse for an illness/absence beyond three days or for repeated illnesses/absences of one to three days may be required at the discretion of your department manager.

If employees cannot expect to finish work before the end of their scheduled day because of problems associated with work-ins, late patients, staff shortages, etc., it may be necessary for employees to work beyond their scheduled quitting time on some days. The staff can help minimize these occurrences and allow the office to function more efficiently by being prompt and productive, and by following NGOC's prescribed procedures for handling patients.

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OVERTIME

Certain employees may qualify for an exemption from the minimum wage and overtime requirements imposed by federal law. All other employees are non-exempt and receive at least the minimum wage for all hours worked and overtime for hours worked in excess of forty (40) in a workweek. This does not include paid hours not worked (holidays, PDOs, etc.). All non-exempt employees are required to maintain an accurate and truthful record of all hours worked each day and each workweek.

The regular work schedules for most non-exempt employees are established not to exceed working 40 hours in any workweek. Before an employee deviates from that schedule and incurs any potential overtime, the employee should receive approval of his/her direct supervisor or manager. An employee who repeatedly incurs overtime without approval will be subject to disciplinary action and possible termination.

TIME CARD SYSTEM

The time card system shall be an accounting of the actual hours worked by a non-exempt employee. Employees, who work through lunch, start work before their schedule or end work after their schedule should get prior approval from their supervisor/manager. **The employee shall be the only one that can clock in or out on his/her time card.** If the employee fails to clock in or out, the employee shall have his or her manager correct the “in” or “out” time by following the appropriate steps in the time system. We expect employees to record all the time that they work for the Practice on their time card. **Violations of this policy could lead to disciplinary action up to and including termination.**

As the office schedule does not allow for regular breaks during patient hours, all employees are entitled to a single 45-minute or 30-minute lunch break daily, depending on their elected personal work schedule. The employee is completely relieved from his/her duties during the lunch period. Employees should clock out and take their break away from the employee’s work area. Lunch breaks should be taken between 11:30 a.m. and 2:00 p.m. and arranged with the department manager so that there are adequate employees in the office to answer the telephone and assist as necessary. A five- minute break will be offered to employees in the morning and afternoon. Prior to leaving for your break or lunch period, please check with your area supervisor to ensure that there is adequate coverage.

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HOLIDAYS

Regular full-time employees will be paid for each of the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day and following Friday
Independence Day	Christmas Day

On occasion, the practice may be closed for a half or whole day preceding or following a holiday.

Paid time off, in conjunction with a holiday, must be approved by your manager. An employee who is absent either the work day preceding or following a holiday might be denied holiday pay unless the employee obtained the manager's prior approval or in the case of illness, a Doctor's Note will be required. Requests for paid time off in conjunction with a holiday should be made according to the following schedule:

New Year's Day (October 1st)	Thanksgiving Day and following Friday (September 15th)
Memorial Day (March 15th)	
Independence Day (May 1st)	
Labor Day (July 1st)	Christmas (October 1st)

Part-time non-exempt employees who work at least 20 hours a week will receive 4 hours of holiday pay. Non-exempt employees who work less than 20 hours a week receive no holiday pay.

OTHER FRINGE BENEFITS

SOCIAL SECURITY

In addition to the FICA taxes which are withheld from your salary, the practice adds an additional contribution as required by law.

UNEMPLOYMENT COMPENSATION

In general, unemployment compensation is granted if you leave employment through no fault of your own. Eligibility requirements, waiting periods, and benefits vary according to the circumstances of termination and can be checked through the local State Claims Center.

OFFICE MEDICAL CARE

Clinical personnel are required to undergo annual testing for tuberculosis; all non-clinical staff that comes in contact (face-to-face) with patients is encouraged to undergo annual testing. If an employee tests positive, he/she will be referred to an infectious disease specialist for consultation. Testing will not be repeated for employees who have had a previous positive result; they will instead complete the Questionnaire annually. The annual PPD and initial consult for a positive result will be paid for by the Practice.

All **new** employees will be required to provide proof of a negative PPD having been drawn within 12 months of his/her date of hire or be tested before beginning work. A new employee who has a history of a positive PPD will need to provide a copy of the subsequent negative chest x-ray.

All staff working in a clinical location is encouraged to undergo the Hep B series; but it is voluntary and you may refuse by signing a declination.

EMPLOYEE PRESCRIPTION POLICY

Physicians are discouraged from prescribing medication for NGOC employees. However, if a physician decides to provide prescriptions such as narcotics, benzodiazepines, and/or any other prescriptions requiring ongoing refills and/or monitoring, the employee must be a patient of the NGOC physician

and set up in the electronic medical record system as a NGOC patient, having all prescriptions documented as any other NGOC patient.

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CONTINUING EDUCATION

The practice supports continuing education of its employees to enhance office productivity and employees' professional advancement within the practice. Generally the practice will pay registration fees for one local seminar (a maximum of two days) per year for full-time employees who have completed one year of service. All such meetings/seminars must be requested through the department manager prior to the first day of the course; final approval will be left up to management's discretion. Courses, seminars and meetings must be related to your skill.

Management may also ask employees to attend additional work related meetings from time to time as may be needed by the practice.

Full-time Medical Assistants that wish to become certified while being employed at NGOC, must first pay for and pass the certification test and then file an expense form to be reimbursed for the cost of testing. Re-certification notices must be submitted to the Accounts Payable Department for payment with signed approval from supervisor/manager.

PROFESSIONAL STAFF CONTINUING EDUCATION

Professional employees are especially encouraged to attend educational updates. The Professional, which includes Registered Nurses, LPNs and Medical Technologists, will be paid a maximum of two days off to attend an approved conference/seminar. Generally the Professional must have been employed by NGOC for one year. Only one employee per site location may attend the same seminar/conference. An in-service must be presented with relative information and how it pertains to NGOC. Managers are responsible for overseeing that an in-service to the staff is performed within 30 days.

The Professional is allowed a maximum of \$1200.00 per year to attend educational conferences. An additional allowance may be made for ONS meetings. (Pro-rated for part-time employees depending on the number of hours normally scheduled to work.) All seminars/conferences must be held in the Southeastern United States unless approved by the Director of Clinical Operations. Time-off requests must be approved by the appropriate manager and financial approval must be requested from the Finance Director one month prior to the seminar/conference. If the allowance is not used, it cannot be carried over to the next year. The allowance includes registration fees, travel, room and meals. An itemized expense report must be filed for reimbursement.

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MEMBERSHIP AND LICENSE RENEWAL

NGOC will also pay for management approved memberships and license renewal for the Professional. To qualify for this benefit, generally the Professional must have been employed by NGOC full-time for three months or part-time for one year. Membership and renewal notices must be submitted to the Accounts Payable Department for payment with signed approval from the appropriate supervisor/manager.

RN's who wish to become certified in oncology (ONC) must first pay for and pass the ONC certification test, and then file an expense form to be reimbursed for the cost of testing. Re-certification notices must be submitted to the Accounts Payable Department for payment with signed approval from the appropriate supervisor/manager.

HEALTH INSURANCE

NGOC provides group health insurance for full-time employees who request it. It is the employee's responsibility to notify the Human Resources Department of their desire for the coverage.

The employer pays a portion of the individual premium of the employer's "basic" plan and coverage is reviewed annually. Optional coverage including spouse or dependent coverage is available through payroll deduction. For specific details concerning eligibility and coverage, please be sure to consult the summary plan description or insurance contract itself, which may be obtained from the Human Resources Department. We reserve the right to add, change, or delete any provision of this policy as we deem appropriate.

Full-time employees who are covered by the Practice's health insurance plan may be given the opportunity to continue their group health insurance coverage for 18, 29 or 36 months under COBRA. The employee is responsible for payment of the insurance premium. If a qualifying event occurs, employees will be eligible for continuation of coverage under COBRA. Admin America, NGOC's third party administrator, will forward the continuation paperwork and employees will be able to indicate whether or not they wish to continue their insurance coverage under COBRA.

LIFE INSURANCE

NGOC provides for a \$25,000.00 life insurance policy to all full-time employees, at no cost to the employee. Employees are eligible to sign up for the life insurance whether or not they enroll in the health insurance plan.

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LONG TERM DISABILITY INSURANCE

NGOC also provides for Long Term Disability Insurance (LTD) to all full-time employees. LTD is also at no cost to the employee and employees are automatically enrolled in the plan.

401(K) PROFIT SHARING PLAN AND TRUST

All eligible employees can participate in the corporate 401(k) profit sharing plan and trust. Eligibility requirements are the attainment of age 21 and the completion of one year of employment with the company and at least 1,000 hours or more on the job during the year. Once you meet the eligibility requirements, you can enter the plan on the first day of the next calendar quarter.

NGOC will make a safe harbor matching contribution equal to one hundred percent (100 %) of your first three percent (3%) of salary deferrals and fifty percent (50%) of the next two percent (2%) of salary deferrals. Details of the plan are set forth in the summary plan description which is kept on file in the Human Resources Department.

The Safe Harbor Plan Match is always 100% vested immediately.

401(K) ENROLLMENT PAPERWORK POLICY

Employees who do not return their enrollment/change forms by or before the scheduled deadline will be required to wait until the beginning of the next quarter to enroll or make a change to their 401(k).

WORKERS COMPENSATION

Employees may be eligible for FMLA, ADA, Military and Workers' Compensation leaves. All leaves run in conjunction with FMLA.

In accordance with State laws, our office carries Workers Compensation Insurance which is in place to compensate the employee for any injury that might occur in the workplace. Should an employee experience an injury or illness as a result of the performance of their job, they are eligible to apply for Workers Compensation. Any leave taken pursuant to a work-related injury may also run concurrently with leave taken pursuant to the Family and Medical Leave Act policy.

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In order to be eligible for this insurance, an employee who is injured at work must report the injury to his or her manager or the Human Resources Department as soon as the injury occurs, and submit a written report concerning the accident. Failure to promptly report an injury can result in denial of coverage. Therefore, we require that employees promptly report all accidents, no matter how minor, to their manager.

A list of authorized treating physicians is posted on the bulletin board in each office, is available on the HR drive (V:\Workers Compensation), and in the Human Resources Department. If you are injured, you must first see one of the physicians on the list. Failure to visit an authorized physician can also result in your claim being denied.

If you have any questions about Worker's Compensation, please contact (HRD).

TEMPORARY LIGHT DUTY

This policy applies to those employees who return to work with restrictions imposed by a work-related injury or illness. As employees are our most valuable resource, we may attempt to facilitate their prompt return to work, once their physician certifies their fitness to do so.

An employee on leave due to a work-related injury or illness may be considered for return to duty upon furnishing an appropriate medical release authorizing such return, along with any other documents deemed appropriate. Arrangements to facilitate an employee's early return to work are made in consultation with the employee's treating physician and/or other qualified medical professionals retained by the Company or its insurance carrier.

Any employees returning from work-related injury or illness who are not yet able to return to their former duties may be offered a temporary light duty assignment. This assignment may consist of the employee's regular job with modified working hours and/or job functions, or an alternative position.

This policy should not be construed to guarantee the availability of light duty. Rather, all such decisions are made on a case-by-case basis, at the discretion of management. Employees on light duty are not guaranteed the rate of pay they received for the position they held at the time they sustained their work-related injury or illness. Rather, the pay rate for a light duty assignment is based on the knowledge, skills, and abilities required for the job as well as general market conditions.

Light duty assignments are temporary arrangements intended to complement and facilitate the recovery process. Consequently, no light duty assignment shall exceed 12 weeks in duration without approval from Human Resources. Once an employee vacates his or her light duty position for any reason, that particular position shall not be deemed open, but instead shall be deemed extinguished.

Nothing in this policy should be construed as denying employees their rights under the Family and Medical Leave Act (FMLA) or any other federal or state law. FMLA-eligible employees may voluntarily accept light-duty assignments while they are recuperating, but will not be required to do so.

PAID DAYS OFF

Paid days off (PDOs) are to be used as wage replacement for those occasions when employees require time off from their regular work schedule. All full-time employees accrue PDOs at an hourly rate according to the following schedule:

Years of Employment	Maximum Annual Accrual	PDO Earned Per Hour*
0-1	15.00 Days 120	.05769
1-2	18.75 Days 150 hours	.07212
3-6	22.75 Days 182 hours	.08750
7-9	25.00 Days 200 hours	.09615
10-14	27.50 Days 220 hours	.10577
15 - Up	28.75 Days 230 hours	.11058

*"Hours" include paid time off (holidays, PDOs, etc.). Part-time and temporary part-time employees do not accrue PDO's. Non-exempt employees earn no more than 80 hours per pay period. Exempt employees' PDO accrual is based on the number of hours the Practice is in operation per bi-weekly pay period.

PDOs may be used for vacation, employee illness or other personal events and are paid at the employee's regular hourly rate. If the employee takes time off for any of the above reasons, PDOs must be used unless otherwise provided. Employees may choose to take 'Unpaid Leave' for time off of four (4) hours or less.

An employee accrues no PDO until he/she has successfully completed the first three (3) months of employment, but a three-month accrual is granted once the employee passes that point, unless the training period has been extended. For the purpose of calculating PDOs, the employee's date of hire is used and is calculated on the number of regular hours worked, for hourly employees. For salaried/exempt employees, PDOs will be calculated based on the number of hours the Practice is in operation per bi-weekly pay period.

Since sufficient staffing must be maintained, everyone cannot take time off at the same time. Scheduling of PDO requests will be at the discretion of the appropriate department manager/supervisor. The period desired for planned time off should generally be made known to the manager at least one month in advance. In the event of unexpected leave, the employee should contact their manager as soon as possible. Documentation of necessity may be requested by the department manager.

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Generally, no more than five consecutive working days may be used (unless paid days off are used for FMLA). When PDOs are requested or used, a time-off request must be requested through the time clock system and approved by the department manager. The time clock system maintains a history of all requests.

Employees are allowed the option of carrying forward 20 PDOs (160 hours) from one anniversary year to the next. On the employee's anniversary date, PDO hours, in excess of 160, will be automatically cancelled. If an employee resigns from NGOC's employment and provides two-weeks' advance written notice, NGOC will pay the employee up to a maximum of five (no more than the equivalent of 40 hours' pay) of his or her accrued PDOs available for use; if the resigning employee has more than five accrued, unused PDOs, the balance over five is cancelled and will not be paid. In every other situation involving termination or separation for any reason and under any circumstances, an employee's accrued, unused PDOs (and the equivalent number of hours) are cancelled and will not be paid.

BIRTHDAY

All full-time employees will be eligible to receive their birthday as a paid day off after one year of employment. Generally, time must be taken on the same day or within the week. If the birthday falls on a weekend, time off should be scheduled within the week.

LEAVE OF ABSENCE

EMERGENCY LEAVE

An emergency leave of up to three days will be granted with pay in the event of death or critical illness of a member of the immediate family, defined as spouse, children, step-children, brothers, sisters, parents, parents-in-law, brother and/or sister-in-law, grandparents-in-law or grandparents. Aunts, uncles, and cousins are not considered to be immediate family under normal circumstances.

All employees are eligible for emergency leave immediately upon employment. Emergency leave cannot be carried forward from one year to the next and is granted once per year per family member. Emergency leave in excess of three days will be considered as PDO time, if no PDO time exists, leave will be granted without pay. Under certain circumstances as set forth in the Family and Medical

Leave Act Policy, it may also qualify as Family and Medical Leave.

UNPAID LEAVE

Leave may be granted without pay at the manager's discretion for other purposes not covered by any other Practice leave policy. Requests for such leave must be made in writing, stating the reason and the anticipated date of return. In any case, leaves of absence are limited to a total of thirty (30) calendar days including any earned PDO, unpaid or emergency leave (unless as situation warrants under the FMLA and/or ADA).

JURY DUTY

When employees are called for jury duty, their manager should be immediately notified and a copy of the jury summons provided so that staffing for the office can be arranged with as little disruption as possible. Employees will be paid for time spent on jury duty, less any compensation paid by the government. (A copy of the check received for the jury duty service should be submitted to payroll.) Government payments received in connection with transportation will not be deducted. Employees who are released from jury service before the end of a regularly scheduled shift are expected to call their supervisor as soon as possible and report to work if requested.

LACTATION BREAKS

The Company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child up to one year of age. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The Company also will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Staff should notify their supervisor to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation. Anyone with knowledge of such a conflict or potential conflict should contact their supervisor.

FAMILY AND MEDICAL LEAVE POLICY

The Family and Medical Leave Act (“FMLA”) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for leave.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA, you must:

1. have worked at least 12 months for the Company in the preceding seven years (limited exceptions apply to the seven-year requirement);
2. have worked at least 1,250 hours for the Company over the preceding 12 months; and
3. currently work at a location where there are at least 50 employees within 75 miles.

CONDITIONS TRIGGERING LEAVE

FMLA may be taken for the following reasons:

1. birth of a child or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee’s spouse, child, or employee’s parent) with a serious health condition (up to 12 weeks);
4. because of the employee’s serious health condition which makes the employee unable to perform the functions of the employee’s job (up to 12 weeks);
5. to care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or,
6. to handle certain qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 weeks) (see military Related FMLA Leave for more details).

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The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

DEFINITIONS

A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A “Covered Servicemember” is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term “serious injury or illness” means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

IDENTIFYING THE 12-MONTH PERIOD

The Company measures the 12-month period in which leave is taken by the “rolling” 12-month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a covered servicemember, the Company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

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USING LEAVE

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations.

USE OF ACCRUED PAID LEAVE

You will be required to use accrued PDO, concurrently with your FMLA leave. An eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notices, etc.).

MAINTENANCE OF HEALTH BENEFITS

If you and/or your family participate in our group health plan, the Company will maintain coverage during your FMLA leave on the same terms as if you had continued to work. You must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in loss of any employment benefit that accrued prior to the start of your leave.

NOTICE AND MEDICAL CERTIFICATION

When seeking FMLA leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

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If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Company's normal call-in procedures, absent unusual circumstances.

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Company's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re- certifications may also be required.

3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and

4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

EMPLOYER RESPONSIBILITIES

To the extent required by law, the Company will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the Company will provide them with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. The Company will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

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JOB RESTORATION

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions.

FAILURE TO RETURN AFTER FMLA LEAVE

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the Company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

OTHER EMPLOYMENT

The Company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

FRAUD

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

EMPLOYERS' COMPLIANCE WITH FMLA AND EMPLOYEE'S ENFORCEMENT RIGHTS

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the Company encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Department, FMLA regulations

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require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

LIMITED NATURE OF THIS POLICY

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

MILITARY-RELATED FMLA LEAVE

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

MILITARY CAREGIVER LEAVE

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a “covered servicemember,” which means: (1) a current member of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render him or her medically unfit to perform the duties of the member’s office, grade, rank, or rating. Military Caregiver Leave is not available to care for former members of the Armed Forces or the National Guard or Reserves, or for servicemembers on the permanent disability retired list.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered

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servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

QUALIFYING EXIGENCY LEAVE

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “covered military member” (i.e., the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

Although Qualifying Exigency Leave is available to an eligible employee whose close family member is

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called up from status as a retired member of the Regular Armed Forces, it is not available for a close family member on active duty or on call to active duty as a member of the Regular Armed Forces. Also, a call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

(1) Short-notice deployment. To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.

(2) Military events and related activities. To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.

(3) Childcare and school activities. To arrange for alternative childcare; to provide childcare on and urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.

(4) Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.

(5) Counseling. To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.

(6) Temporary rest and recuperation. To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five days of leave for each instance of rest and recuperation.

(7) Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the covered military member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.

(8) Mutually agreed leave. Other events that arise from the close family member's duty under a call or order to active duty, provided that the Company and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

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An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

SALARY AND WAGE POLICIES

We try to compensate all of our employees fairly and to maintain compensation that is competitive with similar businesses. Each individual's starting pay is based on a combination of factors including education, experience, job description, market conditions and other factors. Compensation is established on an individual basis and is generally reviewed annually, with the exception of the initial year of employment, which may vary with date of hire.

PAY PERIODS AND PAY DATES

Generally, there are 26 bi-weekly pay periods during the year. If you are being paid on an hourly basis, each paycheck will consist of the hours worked during the relevant period, including any overtime.

If you are being paid on a salaried basis, your bi-weekly pay for two workweeks will be determined by dividing 26 pay periods into your annualized salary. Your pay is intended to cover all hours worked during the workweek, including any hours over 40 regardless of the hours or pay rates identified on your pay stub. The hours listed for a pay period are unrelated to your actual hours worked.

Pay dates are ordinarily every other Friday. Occasionally, it will be necessary to estimate the number of hours worked on the last day of the pay period. If actual hours are different, staff must make note on the schedule and notify their supervisor. Adjustments will be made the following pay period.

EMPLOYEE CONDUCT

Every city, nation, and society has rules for the orderly conduct of business. People cannot live and work together successfully and enjoyably without order. We are the same way. We have developed certain policies and rules for the efficient conduct of our practice. The most important rule is the rule of reason. However, there are some basic rules that should not be violated under any circumstances. Violation of any of these rules may lead to discipline, up to and including immediate termination.

- Intoxication on duty
- Theft of funds, whether from a patient, the practice or co-worker
- Substance abuse on duty
- Continuing rudeness
- Poor performance
- Insubordination
- Excessive absenteeism/tardiness
- Failure to report to work without notifying your immediate supervisor per the call-in policy
- Disclosure of patient confidentiality
- Any discourtesy to patients, relatives of patients, or any visitor to the practice
- Any act which is materially harmful to the practice or its patients
- Any threats of violence and/or violence directed towards patients, visitors, and co-workers
- Solicitation and/or acceptance of gratuities or tips offered by patients or visitors. If a patient wishes to show appreciation in the form of a gift (candy, flowers, etc.) the patient should be encouraged to present the gift to the entire group.
- Possession of weapons of any kind

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- Falsification of information
- Gross negligence or willful misconduct
- Violation of No Harassment Policy
- Violation of Communication Policy
- Violation of Compliance Plan
- Violation of Privacy Policy
- Violation of Substance Abuse Policy
- Sleeping or Inattention on the job
- Abuse of cell phone protocol
- Excessive internet usage

Violation of any of these rules may lead to discipline, up to and including immediate discharge.

Obviously, this list is not all-inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about these basics and what we expect of you as one of our employees, please discuss them with your supervisor.

NOTICE OF RESIGNATION

In the event you choose to resign from your position, we ask that you give at least two weeks written notice of your resignation. Employees who resign and give at least two weeks written notice will be paid for his or her accrued, unused PDOs, up to a maximum of five (no more than the equivalent of 40 hours pay); if the resigning employee has more than five accrued, unused PDOs, the balance over five is cancelled and will not be paid. Employees who fail to give such notice, and in every other situation involving termination or separation for any reason and under any circumstance, will not be paid for accrued, unused PDOs (and the equivalent number of hours) are cancelled.

PERFORMANCE REVIEWS

NEW EMPLOYEES

For new employees, the first ninety (90) days of employment is an introductory and training period. During this period, both employer and employee will evaluate the desirability of continued employment. Generally each new employee will be reviewed prior to or shortly after their introductory period. Generally, no pay increases are made at this time.

ESTABLISHED EMPLOYEES

Performance reviews may be conducted periodically and may result in wage adjustments. Generally, employees who have not completed a full year of employment at NGOC will receive a pro-rated increase.

For an employee to be eligible for any salary adjustment, the employee must be “in good standing”. This means that the employee must not be on an “extended performance review period”.

A performance review period may also be imposed as a disciplinary measure or as a means of correcting deficiencies in performance or skill. A performance review period up to thirty (30) days with an option to extend for any additional time periods may be imposed, at the discretion of the supervisor and Northwest Georgia Oncology Centers, P.C., as a corrective measure for unsatisfactory performance or conduct.

In the event that an employee is placed on a performance review period as a disciplinary or corrective measure, the performance review period will usually not exceed thirty (30) days, and generally the employee’s performance will be reviewed with him or her during that time.

PROMOTIONS, TRANSFERS AND/OR JOB CHANGES

Although promoting from within the Company is encouraged, employees are generally limited to one promotion, transfer or job change in a twelve (12) month period. Employees must generally also have been employed for at least six (6) months before they are eligible for a promotion, transfer or job change. Exceptions to this policy may be made when the Company determines, in its sole discretion, that a promotion, transfer or job change outside these time frames is in the best interest of the Company.

PERSONAL ACTIVITIES

The standards of efficiency are very high for a medical office. There is always some corner of the office which needs cleaning, or some stack of papers which should be filed. Employees are, therefore, expected to postpone personal tasks until after work.

Occasionally, personal telephone calls may have to be received or made during business hours. A small number of such calls will be permitted, provided they are local and handled in such a way as not to interfere with job responsibilities. Try to keep such calls brief, and be ready to interrupt them immediately to handle incoming calls or other office business. Personal cell phones are included in this policy. All cell phone ringers should be turned off and only set to vibrate while in the office. Cell phones should never be in use while attending to patient care.

CELLULAR PHONES, PDAS, AND OTHER HANDHELD ELECTRONIC DEVICES

While at work, employees are expected to exercise the same discretion in using personal cellular phones, PDAs, and other handheld electronic devices as is expected for the use of all Company devices and equipment. In the remainder of this policy, these devices are collectively referred to as “handheld devices”. Excessive use of these handheld devices during the workday can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls, personal text messaging, instant messaging, emailing and other means of electronic communications during work time to the lunch period or break time and should be away from patient care areas where patients are visible. Employees are, therefore, asked to use these handheld devices for personal use outside of working hours, and to ensure that friends and family members are aware of the Company’s policy. These handheld devices should be set to silent and kept in employee’s purse, locker or desk. For family emergencies, employees need to instruct the staff at daycare and school on how to get immediate attention by dialing the main office number and pressing ‘0’. The Company will not be liable for the loss of handheld devices brought into the workplace.

Personal Use of Company-Provided Handheld Devices

Where job or business needs demand immediate access to an employee, the Company may issue a business-owned device to an employee for work-related communications. These handheld devices should be used in accordance with this policy. The Company reserves the right to deduct from an employee’s paycheck any charges incurred for an employee’s personal or unauthorized use of the handheld devices.

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Recording Devices

To maintain security of our premises and systems, and the privacy of our employees and patients, the Company prohibits unauthorized photography, and audio or video recording of its employees, confidential documents or patients. This prohibition includes the use of cell phones equipped with cameras and audio and video recording capabilities. Employees may not use a cell phone, camera phone, PDA or any other handheld device in a manner that violates our No Harassment Policy, Equal Employment Policy, or other Company policies. Employees may not use a cell phone, camera phone, PDA or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Employees who violate this policy are subject to discipline, up to and including termination of employment.

Safety Issues for Handheld Devices

Employees are expected to refrain from using their handheld devices while driving in connection with their job duties. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull over to the side of the road and safely stop the vehicle before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. If an employee needs to make a phone call while driving, the employee must use a hands-free device. However, under no circumstances may an employee use any electronic wireless communications device to write, send or read any text-based communication, including text messages, instant messages, and/or email messages.

Employees who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Special Responsibilities for Managerial, IT and PE Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and should do so in all instances with regard to previously mentioned unauthorized usage pertaining to privacy, security and safety issues. However, management and other specifically designated employee departments must be accessible at all times and therefore, are allowed to carry a handheld device during working hours, so long as they otherwise comply with the provisions of this policy.

ONLINE SOCIAL NETWORKING AND BLOGGING

This policy relates to social media, which generally consists of online tools that people use to share content, profiles, opinion, insights, experiences, perspectives and media itself to facilitate conversation and interaction between groups of people. These tools include blogs, message boards, pod cast, micro blogs, life streams, bookmarks, networks and communities. Examples of some of the media utilized include Facebook, Twitter, You Tube, LinkedIn, My Space, Flickr, etc. Any online activity should be limited to employees personal handheld devices; should be limited to lunch period or break time; and should be away from patient care areas where patients are visible and/or within an area where patients could hear conversation.

Employees are prohibited from engaging in any internet blogging, online social networking or other form of online publishing or discussion activities (“Online Social Networking and Blogging Activities”) while on Company time unless your job duties include working directly in online social networking.

Employees engaging in Online Social Networking and Blogging Activities are subject to all of the Company’s policies and procedures, including, but not limited to, the Company’s policies (1) protecting confidentiality of Company information, (2) safeguarding Company property, (3) prohibiting any type of employment discrimination or harassment, and (4) governing use of the Company’s Electronic Systems.

Employees are prohibited from disclosing or discussing any of the Company’s confidential or proprietary information, or any information regarding the Company’s patients or business partners, or details of a particular patient, in any Online Social Networking and Blogging Activities. Even the fact that a particular entity or person is a patient or business partner of the Company must be treated as confidential and should not be mentioned in any Online Social Networking and Blogging Activities.

Likewise, employees are prohibited from using the name, trademarks, logos, other identifying marks or copyright-protected material of the Company or its patients in any Online Social Networking and Blogging Activities. Employees are also prohibited from including their Company email address in their profiles on social networking sites.

Employees engaging in Online Social Networking and Blogging Activities are expected to remain respectful of the Company, and its employees, its products and services, its patients, its partners, its affiliates, its vendors and suppliers, and its competitors (and their products and services), should not post any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful or embarrassing to another person or entity, and should not engage in activity that reflects or may reflect negatively on the Company, its affiliates, employees, patients, partners, vendors and suppliers, or contains any content prohibited by the Company’s policies and procedures.

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Employees should make it clear in any Online Social Networking and Blogging Activities that the views and opinions they express about work-related matters are their own, have not been reviewed or approved by their employer, and do not necessarily represent the views and opinions of their employer. Also remember that online activity is oftentimes permanently available and open to being republished in other media.

Employees should understand that they are personally responsible for the commentary they express and the material they post while engaging in Online Social Networking and Blogging Activities. Violations of this policy could lead to further disciplinary action up to and including termination.

SMOKING

The Company maintains a smoke and tobacco-free environment. Smoking in the office is not allowed since it represents a proven health hazard not only to you but also to all employees and patients present in the office.

The Company does not provide smoking breaks to employees. Employees who wish to smoke during the regular five-minute break provided to all employees in the morning and afternoon may do so if they follow the rules set forth in this policy. No additional breaks for smoking are permitted.

- Employees may smoke outside in designated areas only. Employees must not impede traffic flow in or out of the buildings and should not be in a location where smoke can drift into the office or where employees and patients have to pass through.
- The designated smoking area must remain free of cigarette butts and other traces of litter or tobacco use.
- Cigarette butts should not be brought back into the buildings.
- Employees must wash their hands before returning to work.

Failure to comply with this policy may result in discipline up to and including termination. Further, if the Company determines that, in its discretion, employees are abusing the opportunity to use the regular break times by taking additional smoking breaks or failing to return from break timely, it could result in the Company's decision to prohibit smoking on Company premises at all.

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CONSUMPTION OF FOODS

Employees are normally granted a meal period, and it is intended that meal periods be taken. To provide for cleanliness, to reduce health hazards, and to maintain a professional appearance, food should not be consumed by employees in patient or public contact areas outside the designated areas. Beverages may be consumed at the employee's work station if not in view of patients, but meals or food snack items must be consumed in a designated area. OSHA standards require that no food or beverage items be consumed in any designated work areas of the medical office. (Refer to OSHA Manual for details of designated work areas).

DRESS STANDARDS

We expect all employees to present a well-groomed, business-like appearance at all times. **Denim jeans and overalls are never acceptable except in special circumstances and with approval by management at the site location.** Denim jeans and skirts may be worn on Fridays only, as part of the Relay for Life fundraiser and/or any other company approved event or fundraiser.

Please avoid extremes in dress and behavior. Flashy or revealing clothing and body piercings, other than earrings in the ears, are prohibited at work. **Tattoos should be covered as much as possible.** Also, due to varying sensitivity, strong scents should not be worn.

Clinical employees are expected to wear uniforms, which are in compliance with office policy and are responsible for keeping them neat and clean. Nurses, Medical Assistants and Medical Technologists are expected to wear white or colored scrub pants, white skirts or dresses. Colored shirts or blouses may be worn with pants and/or skirts. No T-shirts with logos or sweatshirts with or without logos are allowed. A protective coat is provided by the office and must be worn at all times while in the clinical area. Open-toed shoes should not be worn by staff working in clinical areas.

REIMBURSEMENT OF BUSINESS RELATED EXPENSES

Employees who incur business related expenses while in the performance of Company business will be reimbursed for all necessary and reasonable expenses. These expenses must be itemized on an expense report and submitted to their supervisor/manager for approval before being submitted to the Payroll Department by the end of the next pay period.

AUTO EXPENSE REIMBURSEMENT

Employees who must travel while in the performance of Company business will be paid for their mileage at the rate the IRS allows. Mileage must be reported on an Auto Expense form and submitted to their supervisor/manager for approval before being submitted to the Payroll Department by the end of the next pay period.

In addition, the cost of parking will also be reimbursed providing that receipts are obtained. Reimbursement will be included in the next upcoming payroll check. **No faxed copies will be accepted.** Reimbursement claim forms must be received on Friday prior to the payroll week.

If an employee works at a site other than their base location and the distance is less than the distance they normally travel to work, they would not be paid mileage. Employees will only be paid for mileage over what they normally travel.

Example: Employee's base location is Austell but he/she must work in Marietta. The distance from the employee's home to Austell is 25 miles but from home to the Marietta office is only 11 miles. The employee would not be paid mileage.

If the distance from the employee's home to Marietta were 30 miles, the employee would be paid for the difference of five miles.

Of course, this example does not cover every contingency. For clarification, questions should be directed to the appropriate supervisor/manager.

GRIEVANCE/PROBLEM-SOLVING PROCEDURE

Complaints and questions, problems and grievances, should be made to your immediate manager. This should be a closed-door, private meeting, with open honest communications between employee and manager.

If resolution cannot be found, the employee and manager should then direct the complaint/question/problem/grievance to the department head (Director of Clinical Operations or Front Office Operations Manager).

If resolution cannot be found, the complaint/question/problem/grievance should then be directed to the HR Director.

If resolution cannot be found, the complaint/question/problem/grievance should then be directed to the Executive Director.

If resolution cannot be found, the complaint/question/problem/grievance should then be directed to the Medical Director of the Center at which the employees are employed. The Medical Director's decision will be final.

Also, a suggestion box is available for anonymous complaints and suggestions that employees may want to share. Employees can also post questions or suggestions on the HR drive at, (V:\Employee Suggestions & Questions). Generally, HR reviews and responds to the questions or suggestions on a weekly basis.

PATIENT INTERACTION

Oftentimes our services, by their very nature, bring out the worst in some people. We have found that patients with complaints often only need a listening ear and someone to show understanding for their problem. However, should a serious conflict occur where the patient cannot be calmed down, courteously tell them you are sure the doctor would like to speak with them about the situation because they are a valued patient.

It is required that you never discuss company business with the patients, associates, or visitors unless you have specifically been given permission to do so by your supervisor.

Courteous and friendly interaction between patients and employees is expected and encouraged. However, it should be only on a very general basis with regards to the employee's personal business. Our patients are burdened enough with their disease, it is never appropriate

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to burden them further with our personal problems/crisis; nor should employees ever solicit business from patients.

INCLEMENT WEATHER POLICY

Being a medical office employee requires a dedication and commitment to our patients. Therefore, in inclement weather, employees are expected to make every reasonable effort to report to work on time. However, the safety of our employees is of utmost concern. Employees should not endanger themselves or the safety of others trying to get to work.

COMMUNICATION OF CLOSING

In the event that inclement weather is such that roadways are disabled and impassable, the following steps shall be followed:

1. The Executive Director or Office Manager will contact a physician from each office as appropriate (usually the physician on-call for the day in question.) A decision will be made by the physician whether to close for the day, delay opening the office until a later hour in the day, or open the office for business as usual. The decision shall be made by 6:30 a.m. on the day in question.

The on-call physician for each office will also make the decision if (and when) to close the office early.

- In those offices where dedicated PE coverage is provided in the hospital, the physician on-call for that office will make the determination regarding whether PE assistance is needed for hospital coverage.³
2. The Executive Director or Office Manager will then initiate contacting Physicians, PEs and appropriate Administrative Managers, who will contact Office Managers notifying them to call their staff.
 3. The Front Office Manager for each location (or designated other) shall notify the answering service of the status of the office so they may inform other callers of said status.
 4. The managers shall then be responsible for notifying each employee in their area of the decision.
 5. If any employee has not received a telephone contact by 7:00 a.m., it shall be the responsibility of the employee to contact the manager by telephone or to presume the office is open for business as usual and report for work.

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ADVANCE PLANNING AND PREPARATION

In the event that inclement weather is anticipated, the following steps shall be followed:

1. The Front Office Manager shall designate one employee (or more as appropriate) to take home a patient schedule(s) for the next day(s). If the designated employee is an hourly, non-exempt employee, time involved to place such calls is payable and should be recorded in the time clock system and approved by their manager as appropriate. The employee(s) shall then call the patients and make them aware of the closing or delay in opening of the office.

2. The managers shall be responsible for obtaining an updated employee telephone list to carry home.

PAY POLICIES DURING INCLEMENT WEATHER AND/OR OFFICE CLOSING

Hourly, non-exempt employees will only be paid for actual hours worked and have the option of using their PDO or may elect to go unpaid for the missed hours due to inclement weather or other emergency. If no PDO is available, PDO may be advanced. In the event PDO is advanced and causes a negative PDO balance, PDO may not be scheduled until time is available again.

All exempt (salaried) employees who work or provide services on any day the office is closed due to inclement weather or other emergency will be paid for the entire day. If an exempt employee does not work or provide services on a day the office is closed, PDO must be used. If no PDO is available, PDO will be advanced. In the event PDPO is advanced and causes a negative PDO balance, PDO may not be scheduled until time is available again.

NGOC, at its sole discretion, may opt to pay for a portion of the time missed due to unforeseen office closures.

Employees who are on previously scheduled time off, (PDO, FMLA, and/or other leaves of absence) are not affected by early closings, late openings or full day closures.

REPORTING TO WORK

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Employees who are unable to report to work due to weather related conditions should contact their manager as soon as they are aware of the situation so that coverage may be arranged.

If the offices are opening late, employees should report to work at the new time or within a reasonable amount of time. If an employee cannot report to work within a reasonable amount of time, they may use PDO or use leave without pay.

SUBSTANCE ABUSE POLICY

Northwest Georgia Oncology Centers, P.C. (NGOC) is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any NGOC employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, NGOC has established the following policy:

- It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job, if such off the job illegal drug usage prevents the employee from being able to perform his/her job duties.
- It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
- It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.
- It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- It is a violation of the company policy to refuse to participate in a test conducted pursuant to this policy or to make an effort to invalidate test results.
- Violations of this policy are subject to disciplinary action up to and including termination.

EMPLOYEE ASSISTANCE

The Company offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is posted on the bulletin board in the break room. In addition, we will distribute this information to employees for their confidential use.

GENERAL PROCEDURES

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An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's manager will first seek another manager's opinion to confirm the employee's status. Next the manager will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the manager, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the manager or another employee if necessary. A drug test may be in order. An impaired employee will not be allowed to drive.

OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS

Employees and job applicants who have a positive confirmed test result may explain or contest the result to the Company within five (5) working days after the Company contacts the employee or job applicant and shows him/her the positive test result as it was received from the laboratory in writing.

CONFIDENTIALITY

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

PRE-EMPLOYMENT DRUG TESTING

All job applicants at this Company will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this Company, and by signing consent form agreement will release this Company from liability.

If the physician, official, or lab personnel have reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

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Individuals who have failed a pre-employment test may initiate another inquiry with the Company after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by urinalysis or other test selected by this Company.

EMPLOYEE TESTING

This Company has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

- When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective clear facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to the following:
 1. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 3. A report of substance abuse provided by a reliable and credible source;
 4. Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 5. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment, or while using the employee's personal vehicle during normal business hours and during the course of the employee's employment.

- As part of a follow-up program to treatment for drug abuse when an employee has involuntarily entered a rehabilitation program because of a positive confirmed test

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result. The frequency of such testing shall be a minimum of at least once a year for a two year period after completion of the rehabilitation program. Advance notice of testing shall not be given to the employee.

- Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing.
- If the physician, official, or lab personnel have reasonable suspicion to believe that the
- employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.
- We reserve the right to conduct testing on other occasions, including but not limited to random testing, after near-miss incidents, and post-accident.

ALCOHOL ABUSE

The consumption or possession of alcoholic beverages on this Company's premises is prohibited. (Company sponsored activities which may include the serving of alcoholic beverages are not included in this provision.) An employee whose normal faculties are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests **.05 or higher**, while on duty/company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination. Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination. It will not be a violation of the Substance Abuse Policy to have "unopened" bottle(s) of wine, spirits, and/or beer on the premises or in an individual's office. Occasionally, gifts of this nature are given to individuals and should not put the recipient at risk of violating the policy.

It is the responsibility of the Company's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at NGOC.

ELECTRONIC COMMUNICATIONS SYSTEMS POLICY

This policy contains guidelines for the use, access, monitoring and disclosure of Electronic Communications used, created, sent, received, transmitted, or stored (collectively referred to as “use” or “used”) by employees using any Company-provided communication system or equipment and employee-provided systems or equipment used either in the workplace or during working time. “Electronic Communications” include, among other things, messages, images or any other information contained in e-mail, voice mail, fax machines, computers, personal digital assistants, pagers, telephones, cellular and mobile phones, Intranet, or Internet. (In the remainder of this policy, all of these communication devices are collectively referred to as “Systems.”)

ACCEPTABLE USES OF OUR SYSTEMS

Employees may use Our Systems to communicate internally with co-workers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes. The Company provides employees with access to our Systems to facilitate these business communications and to enhance productivity.

MANAGEMENT’S RIGHT TO ACCESS ELECTRONIC COMMUNICATIONS

All Electronic Communications contained in Company Systems are Company records. Although each employee may have an individual password to access these Systems, the Systems belong to the Company and the contents of the Systems and Electronic Communications conducted on the Systems are accessible by the Company at all times for any business purpose. These Systems may be subject to periodic unannounced inspections and should be treated like other shared filing systems. The contents of our Systems will also be monitored by and disclosed to the Company without further notice to employees. Thus, employees should not assume that Electronic Communications are confidential or private. Back-up copies of Electronic Communications in our Systems also will be maintained and referenced.

The Company’s right to use, access, monitor and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used either in the workplace or during working time.

PERSONAL USE OF OUR SYSTEMS

The Company provides Systems to assist employees in the performance of their jobs. The Company reserves the right and employees agree to permit the Company to use, access, monitor and disclose all Electronic Communications on our Systems without regard to content. Since employees' personal communications and information can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want discussed with or known to third parties. For example, employees should not use the Systems for gossip; personal information about themselves or others; for forwarding messages under circumstances likely to embarrass themselves or others; or for emotional responses to business correspondence or work situations. Employees also should not use these Systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related situations.

FORBIDDEN USES OF OUR SYSTEMS

Employees may not use our Systems in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, or other Company policies. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of forbidden transmissions include, among other things, sexually-explicit messages, images, cartoons or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of our No Harassment policy.

- In addition, employees may not use our Systems to carry any defamatory, discriminatory or obscene material:
- in a manner that violates the terms of any telecommunications license or any laws governing trans-border data flow including but not limited to laws dealing with data collection, protection, privacy, confidentiality and security;
- in connection with any attempt to penetrate computer or network security of any Company or other system, or to gain unauthorized access or attempted access to any other person's Electronic Communications systems or equipment;
- in connection with any infringement of another person's intellectual property rights, including but not limited to copyrights; and,
- in connection with the violation or attempted violation of any law.

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ELECTRONIC FORGERY

Electronic forgery is defined as misrepresenting, disguising, or concealing your identity or another's identity in any way while using Electronic Communications; making changes to Electronic Communications without clearly indicating that you have made such changes; or using another person's account without prior written approval of the account owner and without identifying that you are the author. Electronic forgery is not allowed for any purposes.

INTELLECTUAL PROPERTY RIGHTS

Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of the Company or others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Even when software is labeled "freeware" or "shareware" there may be retained licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact the Systems IT Manager. The Company will cooperate with the copyright holder and legal officials in all copyright matters.

SYSTEM INTEGRITY, SECURITY, AND ENCRYPTION

All Systems passwords and encryption keys must be available to the Company and employees may not use passwords that are unknown to the Company. Employees may not install password or encryption programs without the written permission of our Systems IT Manager and without turning over encryption keys to their manager. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

CONSEQUENCES OF VIOLATIONS OF THE COMPANY'S ELECTRONIC COMMUNICATIONS POLICY

Violations of this Policy may result in disciplinary action up to and including **immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution**. Where the Company deems it appropriate, we may advise legal officials or other appropriate third parties of any illegal violations. The Company will cooperate in investigations conducted by legal officials or appropriate third parties. We will not, of course, retaliate against

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anyone who reports violations or assists with our investigation of possible violations of this policy.

POLICY AGAINST HARASSMENT

Northwest Georgia Oncology Centers, P.C does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter.

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

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law;
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law;
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

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We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees.

Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

1. First, discuss any concern with the Director of Clinical Operations or the Front Office Operations Manager.

2. If you are not satisfied after you speak with the Director of Clinical Operations or the Front Office Manager, or if you feel that you cannot speak to either of them, discuss your concern with the Human Resources Director.

3. If you are not satisfied after you speak with the Human Resources Director, or if you feel you cannot speak to the Human Resources Director, discuss your concern with the Executive Director.

4. If at any time, you feel the need to speak to other members of management, you may contact the Medical Director.

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You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The Company will protect the confidentiality of employees reporting suspected violations of this or any other Company policy to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other Company policy are subject to discipline, up to and including immediate termination. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

WORKPLACE VIOLENCE PREVENTION POLICY

Northwest Georgia Oncology Centers, P.C. is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring.

We are committed to ensuring that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create security hazards for others in the workplace. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

All employees, including managers and supervisors, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The management of NGOC is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

Our Program will be reviewed and updated annually.

POTENTIAL RISKS

While at work, employees have the potential of encountering situations that put them at risk.

- Working late at night or early in the morning
- Working alone
- Domestic violence
- Workplace violence
 - Co-worker
 - Patients
 - Visitors

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REDUCING RISKS

Employees, who are working late or coming in early, should be mindful of their own safety. Generally, employees should not be working alone or working late at night.

If an employee is confronted by an upset patient, they should calmly listen to what the patient has to say. In most cases, due to the nature of our business, patients just need to vent their frustration. However, if the patient cannot be calmed down, calmly tell the patient that you will get someone who can help them. Notify your manager immediately.

Unfortunately, estranged or unsatisfactory personal relationships sometimes develop into situations that can become violent and overflow into the workplace. If an employee feels that their personal relationship has the potential to become violent, they should notify their supervisor immediately. If they are not comfortable reporting the information to their supervisor, it should be reported to the HR Director or the Executive Director. The information will be kept confidential, except as required by law.

REPORTING PROCEDURES

It is the responsibility of every employee to report workplace violence by or against employees, including making threats or engaging in violent or potentially violent activities. Any potential dangerous situation must be reported immediately to a supervisor or the HR Director. All reports will be investigated. Information will be kept confidential, except as required by law. Employees who report acts of violence or are victims of violent acts will not be discriminated against.

EMPLOYEE ASSISTANCE PROGRAM

The Human Resources Department maintains a resource list for victims of violence. Confidentiality will be maintained. The list can be found on the server in the 'HR' folder under 'Benefits' and is posted on the bulletin board in each office.

ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and

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including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

NGOC reserves the right to take any action it deems necessary to deal with individual situations, including counseling, termination, referral to law enforcement authorities, requiring a fitness for duty exam by a physician or psychologist, or requiring leave or referral to an EAP.

CONFIDENTIAL INFORMATION

Personnel in a medical office come into contact with much information that must be kept absolutely confidential. Information about patients, their illnesses, and their personal lives must never be discussed with persons "outside" the practice and should only be discussed with other employees when necessary to perform required tasks.

When talking with a patient about any matters, other than the usual "polite" conversation, try to do so in such a way that other patients will not overhear. Patient charts, confidential papers, and other office records, should be kept out of full view except when necessary.

It is improper to reveal any information to a patient or their family. A patient should not be told any medical information without the physician's authorization (standing orders acceptable). When in doubt, refer the patient to the attending physician.

In addition, do not give any advice on medical or personal matters to patients - even if they ask for it. You work in a highly regarded medical office which provides objective, sound medical care. Giving personal advice and diagnosis is detrimental to the mission of the office.

Confidentiality pertains to employees, as well. Employees' personal and private information, including personal health information, must be kept confidential. (Refer to HIPAA Privacy Notice.)

AMENDMENTS

Northwest Georgia Oncology Centers, P. C. reserves the right to change policies, procedures, or benefits at any time without prior notice.

ACKNOWLEDGMENT OF POLICY AGAINST HARASSMENT

I acknowledge that I have received a copy of the Northwest Georgia Oncology Centers, P.C. "Policy Against Harassment". I agree to comply with all its terms as a condition of continued employment.

Date

Employee Signature

(Please print name)

MANAGERS ACKNOWLEDGMENT OF POLICY AGAINST HARASSMENT

As a manager or supervisor, I acknowledge receipt of the attached copy of the Company's "POLICY AGAINST HARASSMENT." I understand the policy applies to managers as well as other employees.

I understand that because I am a member of management I may not date or make sexual advances, welcome or unwelcome, toward any employee. I will conduct myself in accordance with the Company's policies. I will immediately report any act, allegation or rumor of harassment to. I will support appropriate corrective action, including investigation of the claims, and I will not penalize any person who has reported the existence of such improper conduct.

I understand that because I am a manager, the Company can be held responsible for acts of harassment that I commit, condone, tolerate or fail to investigate. Therefore, if I know of or have reason to know of any act of harassment or the existence of a hostile, intimidating or offensive work environment at this Company and I fail to report it to higher management, both the Company and I can be placed in jeopardy.

Finally, I understand that if I violate any aspect of this policy, I will be subject to immediate termination and that I can be sued and held personally liable for my acts or omissions.

Date

Signature of Manager/Supervisor

(Please print name)

WORKFORCE CONFIDENTIALITY AGREEMENT

I understand that Northwest Georgia Oncology Centers, P.C. (NGOC) has a legal and ethical responsibility to maintain patient privacy, including obligations to protect the confidentiality of patient information and to safeguard the privacy of patient information.

In addition, I understand that during the course of my employment/assignment/affiliation at NGOC, I may see or hear other Confidential Information such as financial data and operational information, pertaining to the practice that NGOC is obligated to maintain as confidential.

As a condition of my employment/assignment/affiliation with NGOC, I understand that I must sign and comply with this agreement. By signing the document, I understand and agree that:

- I will disclose Patient Information and/or Confidential Information only if such disclosure complies with NGOC policies and is required for the performance of my job.
- My personal access code(s) user ID(s) and password(s) used to access computer systems or other equipment is to be kept confidential at all times.
- I will not access or view any information other than what is required to do my job. If I have any question about whether access to certain information is required for me to do my job, I will immediately ask my supervisor for clarification.
- I will not discuss any information pertaining to the practice in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any Practice information in public areas even if specifics such as a patient's name are not used.
- I will not make inquiries about any practice information for any individual or party who does not have proper authorization to access such information.
- I will not make any unauthorized transmissions, copies, disclosures, inquiries, modifications, or purgings of Patient Information or Confidential Information. Such unauthorized transmissions include, but are not limited to removing and/or transferring Patient Information or Confidential Information from NGOC's computer system to unauthorized locations (for instance, home).
- Upon termination of my employment/assignment/affiliation with NGOC, I will immediately return all property (e.g. keys, documents, ID badges, etc.) to NGOC.

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- I agree that my obligations under this agreement regarding Patient Information will continue after the termination of my employment/assignment/affiliation with NGOC.
- I understand that violation of this Agreement may result in disciplinary action, up to and including termination of my employment/assignment/affiliation with NGOC and/or suspension, restriction or loss of privileges, in accordance with NGOC's policies, as well as, potential personal civil and criminal legal penalties.
- I understand that any Confidential Information or Patient Information that I access or view at NGOC does not belong to me.

Date

Employee Signature

(Please print name)

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I, _____ received my copy of the Practice's Employee Handbook. I understand that this handbook represents only current policies, regulations, and benefits, and that it does not create a contract of employment. The Practice retains the right to change these policies, regulations, and benefits at any time as it deems advisable. As a condition of continued employment, I agree and acknowledge that I understand and will abide by all the policies and procedures within, including, among other things:

	<u>Initials</u>
Drug and Alcohol Policy	_____
Equal Employment Opportunity Policy	_____
No Harassment Policy	_____
Grievance/Problem-Solving Procedure	_____
Electronic Communications Policy	_____
Pay Period and Pay Dates Policy	_____
Workforce Confidentiality	_____

I understand that I have the right to terminate my employment at any time, with or without cause, and that the Practice has a similar right. I also understand that my status as an at-will employee may not be changed except in writing signed by the partnership.

I have read and understand the PDO policy and that in certain circumstances outlined in the PDO policy, unused PDO and/ or PDO over the permitted limit, is forfeited at termination.

(Signed)

(Date)

After reading the Employee Manual and asking any questions, please sign the above form and return to the HR Department.