

SECTION 05

POLICIES & CONDUCT

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§[05] 01. INTRODUCTION

§[05] 01.01. - PURPOSE OF THIS SECTION

This section is a summary of employment policies and expectations at PAW Health Network, Inc. (also referred to in this handbook as “PAW”, “PAW”, or “Employer”). As a guide, this section cannot answer every question or cover every situation that may occur. PAW reserves the right to interpret, revise, supplement, or delete any whole or partial policies of this section, as it deems appropriate and in its sole discretion.

Nothing in this section is intended to interfere with an employee's right to engage in concerted activity or from voicing work-related complaints under the National Labor Relations Act or any other applicable law. Employees should feel free to voice workplace concerns without fear of reprisal.

You are asked to read this section and to ask questions about anything that may be unclear. If you have a situation that is not addressed in this section, please review other sections or contact the **Senior Accountability Officer [SAO]**.

§[05] 01.02. - REVISIONS TO EMPLOYEE HANDBOOK

Revisions to this handbook may occur since the information, policies, and benefits described herein are subject to change. Revised information may supersede, modify, or eliminate existing policies, and only the Leadership Team of PAW has the authority to adopt any revisions to the policies in this handbook.

When a revision is made to any policy in the handbook, employees will be sent an email notice regarding the change.

The most current version of the handbook will be provided to employees on request.

The last page of this section is an acknowledgement form that all newly hired or re-hired employees must sign and return to the **[SAO]** within their first week of employment. An acknowledgment signature may also be required after distribution of a revised handbook.

§[05] 02. GENERAL OFFICE POLICIES

§[05] 02.01. - NATURE OF “AT-WILL” EMPLOYMENT

PAW is an “at-will” employer. As such, and unless otherwise provided in a contract approved and executed by the **[SAO]**, employment with PAW is voluntarily entered into, and the employee is free to resign at will, at any time, with or without cause. Similarly, PAW may terminate the employment relationship at will, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. No supervisor or other representative of PAW has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above without the authorization of the **[SAO]**, **Chief Operating Officer [COO]**, or a seated board member. Policies set forth in this handbook are not intended to create a contract of employment between PAW and any of its employees, nor are they to be construed to constitute contractual obligations of any kind.

§[05] 02.02. - EQUAL OPPORTUNITY

§[05] 02.02.01. - General

It is PAW's policy to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity (EEO) laws, directives, and regulations of federal, state and local governing bodies or agencies thereof. PAW prohibits discrimination or harassment of any employee or applicant for employment because of race, color, creed, religion, national origin, gender, disability, veteran or disabled veteran status, age, marital status, sexual orientation, gender identity, results of genetic testing, ancestry, arrest record, conviction record unless it substantially relates to the job, military affiliation / service in the military, the use of lawful products off the employer's premises during non-working hours, status with regard to public assistance, or any other category protected by law.

PAW seeks to ensure that all employment practices are free of discrimination. Said employment practices include but are not limited to recruitment, hiring, promotion, demotion, termination, layoff, recall, transfer, disciplinary action, training, and rates of pay or other forms of compensation.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, PAW will make reasonable accommodation, unless undue hardship would result, for the known physical or mental impairment of an otherwise qualified individual with a disability who is an employee or applicant for employment. An employee or applicant who requires an accommodation in order to perform the essential functions of the job should discuss the situation with the **[SAO]**. PAW supports an interactive process to explore reasonable and practical accommodations for persons with a known physical or mental disability. As part of PAW's efforts to provide reasonable accommodation, PAW may require written information from a physician.

PAW will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

A hostility-free work environment for all employees is an important part of the culture at PAW.

§[05] 02.02.02. - Complaint Procedure

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact your immediate supervisor or manager, the **[SAO]**, or any other

member of management with whom you feel comfortable bringing such a complaint as soon as possible after the offending conduct.

Additionally, any manager or supervisor who observes discriminatory conduct must report the conduct to the **[SAO]** so that an investigation can be conducted and corrective action taken, if appropriate.

§[05] 02.02.03. - No Retaliation

No one will be subject to, and PAW prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations.

PAW is committed to enforcing this policy against all forms of discrimination. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report discriminatory conduct, PAW may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

§[05] 02.02.04. - Violations of this Policy

Any employee, regardless of position or title, whom PAW determines has subjected an individual to discrimination or retaliation in violation of this policy will be subject to discipline, up to and including termination of employment.

§[05] 02.02.05. - Administration of this Policy

The **[SAO]** is responsible for the administration of this policy. If you have any questions regarding this policy or questions about discrimination, accommodations or retaliation that are not addressed in this policy, please contact the **[SAO]**.

§[05] 02.02.06. - Diversity and Inclusion

Diversity and inclusion are core values of PAW. As part of this policy, we are committed to a workplace culture that values and promotes diversity, inclusion, equal employment opportunities, and a work environment free of harassment and hostility. This includes:

- Applying principles of equity and social justice to achieve equal employment opportunities for qualified individuals of all backgrounds.
- Attracting, recruiting, retaining, engaging, supporting, developing, and advancing underrepresented and diverse employees.
- Promoting respectfulness, cultural awareness, and inclusivity by:
- fostering a collaborative work environment in which all employees participate and contribute;
- empowering and providing a safe space for all employees to express themselves, exchange ideas, and feel heard; and
- encouraging employees to be open and curious about others' experiences and perspectives.

Diversity and inclusion are related and equally important concepts. Diversity includes but is not limited to differences in race, ethnicity, sex, gender, sexual orientation or identity, disability, religion, age, national origin, and military or veteran status. Diversity also includes differences in backgrounds, experiences, perspectives, thoughts, interests, and ideas. Inclusion means ensuring that all employees are valued, heard, engaged, and involved at work and have full opportunities to collaborate, contribute, and grow professionally.

While PAW strives for equitable representation of employees, the purpose of this policy is not to favor certain individuals or groups or have the effect of excluding other individuals or groups.

All leaders, managers, and employees play a role in making PAW a diverse and inclusive place to work for everyone.

§[05] 02.02.07. - Disclaimer of Restrictions on Employees' Rights

This policy is not intended to restrict communications or actions protected or required by state or federal law.

§[05] 02.03. - UNLAWFUL HARASSMENT

PAW strictly prohibits and does not tolerate unlawful harassment against employees or any other covered person because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including sexual orientation, gender identity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services or any other characteristic protected under applicable federal, state, or local law.

§[05] 02.04. - SEXUAL HARASSMENT

All PAW employees, other workers, and representatives (including visitors) are prohibited from harassing employees and other covered persons based on that individual's sex or gender (including pregnancy, sexual orientation, gender identity, and status as a transgender or transsexual individual) and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

PAW will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, jokes regarding sexuality, speculation or jokes with regard to other employees' regarding sexuality, sexually provocative comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example for example, assault or inappropriate physical contact).
- Visual (for example for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
- Online (for example derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated.

§[05] 02.04.01. - Other Types of Harassment

PAW's anti-harassment policy applies equally to harassment based on an employee's race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, past, present or prospective service in the uniformed services or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Harassment may be intentional or unintentional. The effect of the behavior on others is the important aspect of the behavior. The intention of the harasser is irrelevant and will not be given consideration when determining discipline.

Harassment is prohibited both at the workplace and at employer-sponsored events.

§[05] 02.05. - REPORTING HARASSMENT OR DISCRIMINATORY BEHAVIOR

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or manager, the **[SAO]**, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a good faith complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the **[SAO]**. Any employee who engages in retaliatory conduct will be subject to disciplinary action up to and including termination of employment.

Upon receipt of a complaint, the **[SAO]** will conduct a prompt investigation in all appropriate cases. If, after conclusion of the investigation, it is determined that harassment or discriminatory behavior occurred, immediate and appropriate remedial steps will be taken to eliminate the inappropriate conduct. All disciplinary action taken will be in accordance with the circumstances surrounding the situation, the severity of the behavior, and any other relevant factors. Disciplinary action may include verbal warning, written warning, suspension, termination of employment, and/or referral to law enforcement, as determined by management.

PAW is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report harassing conduct, PAW may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

§[05] 02.06. - PERSONAL RELATIONSHIPS

PAW does not prohibit consensual romantic relationships between employees, but any such relationships must comply with this policy:

- A personal relationship between employees cannot interfere with either employee's work.
- The employees involved in the relationship must conduct themselves professionally at all times and must not engage in inappropriate behavior that would make others uncomfortable in the workplace.
- Administration reserves the right to address any relationship that, in management's view, creates a conflict of interest or creates disharmony in the workplace.
- No employee may use their position to initiate any sexual or romantic interaction with other employees, volunteers, customers or vendors. Please also refer to PAW's harassment policies, *supra*.

§[05] 02.07. - OPEN COMMUNICATION

If you have a suggestion, concern, or question, please let us know. We are always looking for ways to improve, and our employees are a great source for innovation and fresh ideas. Generally, the employee's direct Supporting Role Members or administration will best be able to assist in resolving day-to-day concerns, answering questions, and addressing new ideas. Supporting Role Members are expected to respond to employee suggestions, concerns, or questions in a timely and objective manner. If a resolution of a concern is unsuccessful or if the employee's concern is with the supervisor or manager, the employee is encouraged to take their concern directly to the **[SAO]** or **[COO]**.

§[05] 02.08. - NO WEAPONS POLICY

PAW is committed to providing a safe environment for all employees and visitors, and therefore prohibits the possession of weapons on PAW's premises by employees, vendors, visitors, contractors, and all other persons, except law enforcement officers or those specifically authorized by PAW.

PAW's premises include: PAW buildings, the parking lot, and Company-owned vehicles but excludes personal vehicles parked in PAW's parking lot. This policy applies to all employees, including temporary, part-time, or contract employees.

The prohibition from possessing or carrying weapons applies:

- On PAW's premises, regardless of business hours.
- On or off PAW premises while performing services on behalf of, or as a representative of, PAW.
- At any time while occupying or operating a vehicle owned by PAW.
- At any place during any time while performing any services on behalf or as a representative of PAW, including but not limited to meetings with caregivers or patients at their premises or in public places, and/or participation in business-related social functions.

The policy does not prohibit an employee from possessing a concealed weapon while conducting work for PAW in their own home. This policy does not prohibit an employee from possessing a concealed weapon in his or her own vehicle, even if the vehicle is located on Company property or operated in the course of his/her employment. However, any weapon stored in an employee's vehicle must remain concealed and PAW expressly prohibits any inappropriate, threatening, or unsafe storage or use of any weapon, or removing or operating any weapon from a vehicle parked or located on company property.

For purposes of this policy, weapons include firearms, cutting or puncture instruments (except pocket knives or multi-tools that may be used in the course of work and are not used as weapons), pepper spray, explosive devices, electronic stun devices, any “look-alike” item meant to appear as a weapon or any other item manufactured or manipulated for the purpose of causing bodily harm, regardless of intended use.

Any employee who is aware of a violation of this policy must report it to the **[SAO]** or **[COO]** immediately. Any employee may also contact law enforcement. No employee will be penalized for reporting a violation of this policy or taking steps to address a perceived risk of harm. Violations of this policy are subject to disciplinary action up to and including termination of employment.

Under no circumstances should any employee take any unnecessary risk or compromise their safety by confronting an individual who may be carrying a loaded firearm or other deadly weapon.

§[05] 02.09. - VIOLENCE AND RESPECTFUL WORKPLACE POLICY

PAW strives to maintain a safe and respectful workplace for all employees and prohibits violent or threatening behavior. Violence includes physical harm to people or property, as well as threats, harassing calls or emails, verbal abuse, following/stalking, throwing things or slamming things around, yelling, bullying, and overt intimidation of others.

If on-duty or off-duty employee conduct affects or has the potential to disrupt the workplace, PAW reserves the right to protect the business and other employees by investigating and taking appropriate action, including contacting law enforcement.

Any employee who exhibits violent behavior or threatens to do so is subject to discipline, up to and including termination of employment. All employees are responsible for promptly informing their Supporting Role Member or the **[SAO]** of any incidents in which an employee, caregiver, or anyone makes threats of harm, property destruction, or otherwise engages or threatens to engage in unsafe behavior. If a disagreement occurs that you believe cannot be addressed in a civil manner, bring it to the attention of your Supporting Role Member or the **[SAO]** immediately, rather than engaging in a confrontation. If you believe you have been subjected to intimidating or violent behavior, promptly inform your Supporting Role Member or the **[SAO]**.

§[05] 02.10. - DRUG-FREE WORKPLACE

PAW is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, this policy establishes PAW’s intent to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, marijuana or any of its derivatives, or any illegal drugs (as classified under federal, state, or local laws) while on the job poses serious health and safety risks to employees and others, which is not tolerated.

Employees are asked to report any work-related injuries and illnesses to the **[SAO]** promptly and accurately. Employees have the right to report work-related injuries and illnesses, and PAW will take no adverse action against someone for making such a report in good faith.

For purposes of this policy, the term “drug” includes any controlled substances, including synthetic narcotics, designer drugs, and prescription drugs. The term “drug” does not include prescription drugs which are prescribed expressly for the employee concerned and are used in accordance with the directions of the employee’s physician and that do not affect the employee’s ability to work safely or perform his or her essential job functions. The term “drug” also does not include over-the-counter medication used according to directions that does not affect the employee’s ability to work safely or perform his or her essential job functions.

All employees must abide by our Drug-Free Workplace policy as a condition of employment. Violations of the policy will subject an employee to discipline, up to and including immediate termination of employment.

§[05] 02.10.01. - Prohibited Conduct

PAW expressly prohibits the following activities at any time that employees are either (1) conducting PAW's business (either on or away from PAW's premises), or (2) on PAW's premises (whether or not the employee is working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The manufacture, possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug or drug-related paraphernalia, including prescription medication that is not prescribed to the employee in possession or who gains possession.
- The illegal use or abuse of prescription or over-the-counter drugs.

§[05] 02.10.02. - Testing Based on a Reasonable Suspicion

Employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has reasonable suspicion, based on objective factors, such as the employee's appearance, speech, behavior, or other conduct, or the fact that the employee possesses or claims to be under the influence while on the premises of an unlawful drug, marijuana or its derivatives, or alcohol, or any combination of the same. Only the **[SAO]** or a Board Member have the authority to make such a request. Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform their supervisors if they believe the medication will impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

Employees will be compensated at their regular rate of pay for time spent submitting to a drug or alcohol test required by PAW.

Employees suspected of working while under the influence of illegal drugs, marijuana or its derivatives, or alcohol, will be suspended without pay until PAW receives the results of the drug or alcohol test from the testing facility and obtains any other information PAW may require to make an appropriate investigatory determination. If the test results are negative, the employee will return to work and receive compensation for any wages lost while awaiting the test results. However, if the suspension was in part or whole for misconduct associated with circumstances that led to initial suspension, the employee will not be reimbursed or reinstated during any part of that suspension that was for misconduct.

If an employee refuses to submit to a test, the employee will be subject to disciplinary action, up to and including termination of employment. Refusal to submit includes engaging in conduct that clearly obstructs the testing process, including, but not limited to, refusing to execute any required consent forms, refusing to cooperate regarding the collection of samples, and/or submitting or attempting to submit an adulterated or substituted sample. Employees should contact the **[SAO]** if they feel another employee may be under the influence of illegal drugs and/or alcohol while working.

Regardless of the policies set forth above, if there is obvious impairment, breach of safety or work rules, and/or admission of a policy violation by the employee, a drug or alcohol test is not required and the employee may be disciplined, up to and including termination.

All employees are required to notify the **[SAO]** of any criminal drug statute conviction for a drug or alcohol-related conviction occurring in the workplace or during work hours within 5 days of the

conviction. Employee violations of this policy are subject to disciplinary action up to and including termination of employment.

§[05] 02.10.03. - Confidentiality

The results of all individual drug and alcohol tests, as well as information regarding prescription drugs used by an employee, will be kept in a secure location with controlled access and will not be part of the employee's regular personnel file. All individual test results are considered confidential to the extent required by law.

§[05] 02.11. - SECURITY FOR PERSONS AND PROPERTY

Employees should be vigilant regarding persons loitering for no apparent reason in parking areas, walkways, near entrances and exits, and service areas for the sake of employee security and securing PAW premises. Employees should immediately report any suspicious persons or activities in or around our building to the **[SAO]** or **[COO]**. Employees must secure file cabinets, desks, and storage lockers when not in use.

Should a robbery ever take place, employees should cooperate and give the individual(s) what they want. Do not attempt to be heroic. The safety of our employees, caregivers, and patients is far more important than anything that might be stolen or damaged.

If an incident such as a robbery occurs, employees must notify the police as soon as possible. The most effective means is to press an available panic button or directly on the security keypad.

The police may also be contacted if there is concern that a caregiver's behavior might lead to a dangerous event. Law enforcement should be called if any significant action needs to be taken regarding suspicious persons. Employees should not attempt a confrontation.

Employees shall not face retaliation for any calls to law enforcement made in good faith.

§[05] 02.12. - SECURITY INSPECTIONS

PAW wishes to maintain a work environment that is free of dangerous items, including weapons, drugs and related paraphernalia, other illegal items, and items contrary to PAW's mission. To ensure that our workplace is and remains free from such illegal and improper items, PAW must retain certain rights of inspection. Employees should have no expectation of privacy with regard to property or information brought to the workplace. Desks, lockers, file cabinets, vehicles, and other storage areas provided by PAW remain the property of the PAW. This property and any articles found within them may be inspected by PAW representatives or by designated individuals from outside the PAW. These inspections may take place at any time, with or without prior notice, but will be done with the employee's knowledge, though may be performed outside the employee's presence.

In addition, an employee's personal property brought onto PAW's premises may be subject to search in certain circumstances.

PAW will not tolerate theft or unauthorized possession of the property of employees, visitors, caregivers, or patients. To accomplish this objective, PAW or its representative may also be authorized to inspect packages and persons entering and/or leaving the premises.

§[05] 02.13. - CONFIDENTIALITY AND PROPRIETARY INFORMATION

§[05] 02.13.01. - Caregiver and Patient Information

All caregiver and patient information is part of a medical record and therefore is protected by law as confidential. All medical records, radiographs, test results, financial information, and photographs are to be held in confidence. This information is not to be discussed with anyone other than PAW employees or persons explicitly approved by the owning caregiver.

No one is permitted to remove medical records from the premises without prior approval from the **[SAO]** or the **[COO]**.

Follow these guidelines:

- Discuss medical and financial information away from other caregivers.
- Do not volunteer any information about caregivers or patients.
- Do not openly release photocopies, photographs, duplicate records, or any information about caregivers or patients.

The only exception to a partial release of caregiver and patient confidentiality is with regard to social media. Caregivers may be approached to have their patient's information released for posting on PAW's social media outlets. Caregivers must sign release paperwork before any photos or descriptions with identifying information can be posted on private or public social media channels.

§[05] 02.13.02. - Area Veterinarian Information

Information pertaining to area veterinarians is highly confidential. This information is not to be discussed with anyone other than PAW employees.

Employees are prohibited from soliciting business for any other veterinary clinic within a 100 mile radius of PAW. If a PAW employee is employed by another area veterinarian, that employee is not permitted to solicit business to that employer.

Follow these guidelines:

- Do not release personal information, such as veterinarians' home telephone numbers, addresses, family matters, etc., to any individual.
- Do not discuss information related to the operations of a referring practice.
- Do not criticize, demean, or discuss your opinion regarding fees, clinic services, medical care or characteristics of referring veterinarians with other veterinarians, caregivers, or other individuals.
- If questioned by someone outside PAW, politely refer them to your **[COO]**.

§[05] 02.13.03 - Business Information

The protection of confidential business information and trade secrets is vital to the interests and success of PAW. Confidential information is any and all information disclosed to or known by you because of employment with PAW that is not generally known to people outside PAW about its business. Therefore, except as is necessary for the performance of job duties or for the pursuit of work on behalf of PAW, employees acknowledge and agree that they will not disclose, copy, reproduce, or disseminate to any third party, including individuals, firms, corporations, partnerships, organizations, or associations, confidential or proprietary information of PAW. If an employee must use or disclose confidential and proprietary information for work-related reasons, the employee must take all reasonable steps to safeguard the physical and electronic confidentiality of such information.

Confidential and proprietary information includes, but is not limited to, copyrights, patents, trademarks, works of authorship, inventions, processes, improvements, developments, discoveries, and trade secrets, whether or not reduced to tangible form, that are conceived, discovered, authored, invented, developed, fixed in any tangible medium or expression, or reduced to practice by each employee, solely or in collaboration with others, during the period of employment, or with the use of PAW's equipment, supplies, facilities, electronic resources, or any other intellectual property related to the foregoing. Confidential and proprietary information are considered works made for hire and are the sole and exclusive property of PAW.

Upon termination of employment, employees will return to PAW, and will retain no copies of, any and all confidential and proprietary information of PAW in their possession. Employees will maintain said confidentiality for a period of ten (10) years after termination of employment with PAW.

§[05] 02.13.04 - Disclaimer on Restrictions of Employees' Rights

This policy is not intended to restrict communications or actions protected or required by state or federal law.

§[05] 02.14. - DRESS CODE / PROFESSIONAL APPEARANCE

§[05] 02.14.01. - General

Employees are expected to present a neat, clean, and well-groomed appearance (allowing for hospital conditions) and to dress according to the requirements of their positions. Employees are expected to practice daily hygiene and good grooming habits. PAW's dress code policy is intended to support business-related needs, including maintaining the organization's public image, promoting a productive work environment, and complying with health and safety standards.

PAW's objective in establishing a dress code is to allow all our employees to work comfortably in the workplace, yet we need our employees to create a good first impression for our caregivers and patients. Clothing, cosmetics, and hairstyles should all be in good taste, meaning they should avoid the intent to offend or cause discomfort to others.

In contrast to some norms outside PAW, jewelry and tattoos are an acceptable part of the professional image PAW wishes to present, so being asked to remove certain jewelry or cover certain tattoos will be the exception, not the rule. Practical considerations are more important. We strongly suggest that you refrain from wearing dangling jewelry due to the possibility of injury during patient handling. The **[SAO]** may request that jewelry be removed or a tattoo covered up if the jewelry or tattoo in question is determined to be unprofessional, offensive, a hindrance to performing the duties of the job, or dangerous.

Be aware that others may be allergic to chemicals in perfumes and body sprays, so wear these substances with restraint.

Sports team logos, university logos, and fashion brand names on clothing are not generally acceptable, though such attire may be allowed with approval of the **[SAO]** and **[COO]**.

Clothing with PAW logo is acceptable and encouraged. You may choose to have your scrubs or a shirt embroidered with the PAW Health Network, Inc., logo.

Please do not wear the following to work:

- Wrinkled or dirty clothing (except when unavoidable due to hospital conditions);
- Flip flops, slippers, or other unsafe footwear;
- Torn or frayed clothing, shorts or cut-offs, or shirts with sleeves torn off;
- Shirts with words, pictures, or cartoons that may be offensive to others;

- Clothing that reveals underwear;
- Clothing intended for the beach, yard work, dance clubs, exercise workouts, or participating in sports; or
- Midriff tops, low-cut blouses or dresses, halter tops, beach dresses, backless dresses, or spaghetti straps.

Long hair that may become caught in equipment or grabbed by patients should be tied or bound so that it does not create a hazard.

PAW will seek to accommodate religious practices (such as wearing head coverings for religious purposes) and disability or other issues protected by federal, state, or local laws that may relate to our dress code. Reasonable accommodation will be granted unless it would cause an undue hardship to PAW.

If an otherwise acceptable uniform is deemed unsightly by the **[SAO]** or **[COO]** due to ordinary or work-related wear, the employee has two pay periods to acquire a uniform which meets the necessary criteria.

§[05] 02.14.02. - Caregiver Support and Administrative Staff Uniform Guidelines.

Business casual with closed-toe shoes is generally expected.

PAW branded attire is generally appropriate.

Jeans may be worn as an exception to the business casual rule if they are in good repair, are blue, black, or a pastel color, are not too tight or loose, and are worn (beyond normal wear), torn, tattered, stained, or bleached.

Hooded sweatshirts or sweaters and athletic shorts or pants are not acceptable.

§[05] 02.14.03. - Medical Staff Uniform Guidelines

Veterinarians may dress in business attire with a white coat or color assigned scrubs.

PAW branded attire may replace scrub tops.

Non-PAW branded scrub tops and all scrub bottoms must follow position-specific colors, as follows:

- Doctors: Navy blue
- Certified License Technicians: Pewter, dark grey
- Medical Support Staff: Light grey

Employees are not required to stay within a particular manufacture or cut. Colors assigned are based on the color chart from Cherokee Medical Uniforms. Employees must wear scrubs which practically match said color chart. Employees are expected to contact.

§[05] 02.15. - COMMUNICATIONS TECHNOLOGY USE

§[05] 02.15.01. - Company Equipment and Information

PAW provides our employees with access to electronic devices, which may include, but is not limited to, computers, tablets, scanners, and cell phones. PAW recognizes that a number of employees may also use their own personal electronic devices for work purposes. Employees must password-protect devices in order to protect company, caregiver, and patient information.

The following policies shall apply to employee use of PAW's electronic devices and information/communication system as well as to employees who use their personal electronic devices; to the extent such devices are used to conduct company-related business.

All employees are expected to use company communication equipment in a courteous and professional manner at all times. Access to these technologies is a privilege and not a right of employment. PAW expects that employees will use these technologies in a responsible and ethical manner and in conformance with the following rules. We reserve the right to restrict or revoke an employee's authorization for use and access to these technologies at any time for any reason. In addition, these technologies are generally intended for business-related use, although limited personal use is acceptable as determined by PAW. Electronic devices issued to an employee are intended for that employee's use alone. Employees may not allow friends or relatives to use laptops, tablets, or other Company-owned equipment. Employees must use reasonable care for equipment issued to them.

Employees must respond to company emails in a timely manner. Failure to do so may result in discipline, up to and including termination of employment. Employees are expected to remain professional, respectful, and courteous in all email correspondences. Jokes may be tempting to send via email, but if the emails become discoverable in litigation, that joke may end up being placed in the public record. Employees should tailor emails accordingly.

Note: Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside PAW. Even deleted emails may be recovered.

The following uses of PAW's electronic communications system or devices are prohibited:

- Downloading, displaying, viewing, accessing or attempting to access, storing or transmitting any images, cartoons, messages or materials which are sexually explicit or that may be construed as threatening, harassing, offensive, or intimidating to others based upon gender, race, national origin, age, disability, religion, sexual orientation, or any other basis protected by applicable law;
- Unreasonable personal use or personal use that interferes with the employee's or another employee's performance of his/her duties or which otherwise disrupts the operations of PAW (Employees are allowed to use the Internet for occasional, brief personal access.);
- Use for political or advocacy purposes;
- Posting commercial notices or other solicitations;
- Use which is illegal, including the violation of laws related to copyright, gambling and pornography, etc.;
- Intentionally wasting limited access time or occupying excessive file storage space;
- Unauthorized accessing or attempting to access confidential information, including personnel records, medical records, and financial information pertaining to PAW or any of its employees;
- Unauthorized accessing or attempting to access another employee's password, data, messages, or other electronic material;
- Downloading or distributing non-business files, including software, music, movies, or music-sharing software; or
- Downloading software without express authorization. (Exceptions may be made for engineering-specific software.) All other requests for installing software must be addressed to management and/or IT staff.

All Company equipment and data are subject to search at any time, at PAW's sole discretion, and without prior notice. All electronic devices provided by PAW and all company information (including electronic, paper or other medium on which copies are stored) transmitted by, received from or stored in such electronic devices are property of PAW.

Employees have no expectation of privacy with regard to any information, messages, files and other data stored on PAW's electronic communications system or in PAW's files. Moreover, employees have no expectation of privacy with respect to personal accounts or electronic

equipment that are used for work purposes, or that contain company data, information or files. PAW may access, search, monitor and/or disclose to appropriate authorities any communications using company accounts at any time, without prior notice being given. Additionally, PAW has the right to access, search and monitor an employee's personal account or equipment as set forth in the provisions related to Personal Internet Accounts below.

Personal passwords may be chosen and used for purposes of security, but the use of a personal password does not imply personal ownership or affect PAW's ownership of the electronic information created or processed on company-owned equipment. Use of passwords does not imply confidentiality or that PAW will not retrieve and review messages. Passwords used by employees for access to computers and other devices are not to be given out to others. If an employee gives his/her password to others, that employee could be held responsible for potential improper use of their computer or other damages that could occur.

As stated above, these policies will apply to employee personal electronic devices to the extent such devices are used for work purposes.

In certain instances, PAW may require access to or observation of an employee's Personal Internet Account (defined below) if PAW has reasonable cause to believe that there has been activity on such account related to alleged:

- Unauthorized transfer of PAW's proprietary or confidential information or financial data to the personal Internet account;
- Employment-related misconduct;
- Violation of law; or
- Violation of a work rule contained in this handbook.

"Personal Internet account" means an Internet-based account that is created and used by an employee for purposes of personal communications.

Employees who use their personal electronic devices for work must abide by the following:

- Company email on a personal electronic device must be treated under the same constraints as on a company-owned device.
- Sensitive or confidential business data should not be downloaded or transferred to personal devices.
- Do not share the device with other individuals, including family members. Doing so could allow access to company confidential business or customer information. If a device covered by this policy is lost or stolen, PAW's IT provider should be notified so that steps can be taken to prevent unauthorized access to company information.
- Delete any sensitive business files that may be inadvertently downloaded and stored on the personal electronic device.
- Password protect the device via the device's operating system's available password protection protocols.
- Employees should note that PAW may request to remote-wipe an employee's personal device if: (i) the device is lost; (ii) the employee's employment with PAW ends; or (iii) IT detects a data or policy breach or virus, malware, etc.

§[05] 02.15.02. - Personal Devices

Personal calls, text communications, and the use of social media is allowed as long as all the following apply:

- Usage remains unseen by caregivers.
- Usage does not impact patient care.
- Usage remains professional and does not impact operations.

§[05] 02.16. - SOCIAL MEDIA POLICY

PAW recognizes that the careful and thoughtful use of social media (including LinkedIn, Facebook, Twitter, You Tube, Instagram, blogs, etc.) can assist our company in enhancing its brand and allow an open exchange of ideas between employees and caregivers. However, there can be times when such activities may interfere with employee job duties or may pose risks to PAW's business, including risks regarding confidential and proprietary information. Therefore, PAW has adopted the following standards that apply to employees' use of social media.

§[05] 02.16.01. - Off-duty use of social media.

PAW respects an employee's right to use social media for personal reasons. Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, PAW considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

§[05] 02.16.02. - On-duty use of social media.

Employees may engage in social media activity during work time provided it is directly related to their work and does not identify or reference PAW clients, customers, or vendors without express permission. Employees may also engage in social media activity if they have completed all outstanding tasks or are required to remain in one place, for example the front desk, and cannot complete any outstanding tasks without leaving said place.

§[05] 02.16.03. - Compliance with Policies.

Employees' personal use of social media must comply with the applicable provisions of this Policy. Employees should not use their work email address for accessing personal social media accounts. If online networking interferes with or negatively affects an employee's or other employees' job performance or violates this or other workplace policies, PAW will respond as it deems appropriate, regardless of whether the networking occurred on or off work time and regardless of whether PAW's resources were used. When using social media, employees are expected to comply with other applicable PAW policies and procedures.

§[05] 02.16.04. - Right to Monitor.

PAW's information technology equipment, including computers, tablets, laptops, smart phones, systems and networks are the property of PAW. PAW has the right to access and review an employee's use of such PAW equipment without notice. This includes all social media used for work purposes, and personal social media accounts as set forth in the Email, Voicemail, Cell phone, Computer, and Internet Use policy set forth above.

§[05] 02.16.05. - Business Use.

PAW recognizes that in certain circumstances, employees may have legitimate reasons to access or use social media on behalf of PAW. PAW is the sole owner of all of PAW's social media accounts such as Facebook, LinkedIn, Twitter, or other such accounts used by PAW for business purposes or otherwise. Employees who have a legitimate business need to access or use social media on behalf of PAW, must seek approval from PAW President before such access or use.

When using social media, employees should remember the following:

- Post disclaimers – If an employee identifies himself or herself as a PAW employee or discusses matters related to PAW on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of PAW and that the employee

is expressing only his or her personal views. For example: “The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to PAW or PAW’s business. Employees must keep in mind that if they post information on a social media site that is in violation of PAW policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

- When representing PAW, it must be done accurately and professionally, avoiding misstatements or typographical errors. If a misstatement or error is made, it should be corrected as soon as possible.
- Employees should not use social media to criticize PAW’s competition and should not use it to compete with PAW.
- Employees may not identify or reference caregivers or patients without express permission from the caregiver and the **[SAO]** or **[COO]**.
- Employees may write about their jobs in general but may not disclose any confidential or proprietary information. When in doubt, ask before publishing.
- New ideas, methods, or other information related to work or PAW’s business belongs to PAW. Employees may not post them on a social media site without the **[SAO]**’s or **[COO]**’s permission.
- Comply with all applicable copyright and trademark laws.
- Statements about PAW’s projected growth, sales, profits, future products or services, marketing plans, etc., may not be published without express prior permission from the **[SAO]** or **[COO]**.
- Any work–related complaints are usually best resolved by speaking directly with co-workers and/or PAW management rather than by posting complaints to a social media outlet. If you should decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparages caregivers, employees, associates, or patients, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or PAW policy.
- If an employee has questions or concerns about any content to be published or posted on behalf of **[SAO]**, the employee should confer with the **[SAO]** or **[COO]** before publishing the content.
- Violations of this policy may result in discipline up to and including termination of employment and in some instances may also incur legal action.

§[05] 02.16.06. - Confidential and Proprietary Information.

Employees must not disclose confidential or proprietary information of PAW including business strategies, pricing, marketing or product development plans, or its trade secrets. Customer-related information must also remain confidential.

§[05] 02.16.07. - Concerted Activity Protected.

Nothing in this policy is intended to interfere with an employee’s right to engage in concerted activity with other employees under the National Labor Relations Act or any other applicable law to improve terms and conditions of employment, such as wages and benefits.

§[05] 02.16.08. - Violation of Policy.

Violations of this policy are subject to disciplinary action up to and including termination of employment.

§[05] 03. EMPLOYEE STATUS

§[05] 03.01. - ACCURACY OF EMPLOYMENT APPLICATION MATERIALS

PAW relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the interview process to make hiring decisions. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the candidate from further consideration for employment or, if the individual has already been hired at the time of discovery, may result in disciplinary action, up to and including termination of employment.

§[05] 03.02. - IMMIGRATION LAW COMPLIANCE

PAW employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with federal immigration law. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with PAW within the past three years or if their previous I-9 is no longer retained or valid.

§[05] 03.03. - UPDATING PERSONAL DATA

It is important to both you and PAW that we maintain an up-to-date personnel record for each employee. Many of your benefits are dependent on the completeness of these PAW records. It is the responsibility of each employee to promptly notify the **[SAO]** of any changes in mailing addresses, telephone numbers, and emergency contact information. Employees are responsible to ensure that beneficiary information is up to date for any benefit plans. Updates regarding newly earned educational degrees, certifications, and completed training courses must be provided and kept current.

§[05] 03.04. - ORIENTATION FOR NEW EMPLOYEES

New employees will be introduced to PAW's personnel, administrative procedures, policies, safety training as applicable to their role, and PAW functions. Employees will have on-the-job learning opportunities and are expected and encouraged to ask questions to facilitate their learning and training experiences.

§[05] 03.05. - EMPLOYMENT CLASSIFICATIONS

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, PAW classifies its employees as shown below. These explanations are not meant to infer a guarantee or contract of employment. The right to terminate employment at the will of either party at any time is retained by both the employee and PAW.

§[05] 03.05.01. - Exempt or Non-Exempt

Each position at PAW is classified as either Exempt or Non-Exempt under federal and state wage and hour laws. Positions which are determined to be Exempt are sometimes referred to as "salaried" and Non-Exempt positions are sometimes referred to as "hourly" because of the way hours are used (or not used) to calculate pay.

Any salary figures provided to an employee in annual, monthly, or biweekly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Non-Exempt: Employees in Non-Exempt jobs are entitled to overtime pay under the provisions contained in the Fair Labor Standards Act (FLSA) and state law. Non-Exempt positions are paid time and one-half (1-1/2 times their regular rate of pay) for hours worked in excess of forty (40) per week.

Exempt: Employees may be categorized as Exempt if the job duties they perform meet the federal Fair Labor Standards Act (FLSA) and Wisconsin wage and hour laws' test for the Executive, Professional, Administrative, Outside Sales or another applicable exemption. When a position meets the statutory tests, the position may be classified as Exempt and the salary an employee receives for working in such a position covers all hours worked. Exempt employees are not eligible for overtime pay.

§[05] 03.05.02. - Regular Full Time and Part Time Employees and Limited Term Employees

In addition to Exempt or Non-Exempt status, each job at PAW also belongs to at least one other employment category:

Regular Full Time: An employee who is regularly scheduled to work at least 40 hours per week (also expressed as 2080 hours per year). Regular full-time employees are eligible for all available benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part Time: An employee who is regularly scheduled to work fewer than 40 hours per week. Part-time employees may be eligible for certain benefits, depending upon the number of regularly scheduled hours per week, and subject to the terms, conditions, and limitations of each benefit program.

Limited Term Employees (LTE) or Intern positions may be either full-time or part-time. Employees are hired into these positions to temporarily supplement the workforce. While in temporary employment status, employees are ineligible for certain benefits such as group health insurance, paid time off (PTO), etc. Temporary employees are subject to the same "at-will" rules as full-time or part-time regular employees, with no employment contract for a specific period of time or any guarantee of employment duration.

§[05] 03.06. - LEVELS OF SUPERVISION

Levels of supervision for delegated tasks are defined as follows:

- Direct Supervision: the delegating licensed veterinarian has immediate availability to continually coordinate, direct, and inspect personally the practice of another.
- Personal Supervision: Direct Supervision when the veterinarian is personally present on the premises.

Direct Supervision is defined by Wis. Admin. Code VE § 1.02(5). This handbook is intended to reflect the most recent definition of that term.

A veterinary student, certified veterinary technician, or unlicensed medical assistant may, under the direct supervision of the veterinarian and pursuant to mutually acceptable written protocols, perform evaluative and treatment procedures necessary to provide an appropriate response to life-threatening emergency situations for the purpose of stabilizing the patient pending further treatment.

§[05] 03.06.01. - Delegated Tasks

In delegating veterinary medical acts to veterinary students, certified veterinary technicians, and others, the veterinarian shall do the following:

- Only delegate tasks corresponding with the education, training, and demonstrated abilities of the person being supervised.
- Observe and monitor the activities of those supervised on a daily basis.
- Evaluate the daily effectiveness of delegated acts.
- Establish and Maintain a daily log of each delegated patient service provided off the premises of the supervising veterinarian.
- Notify the caregiver that services may be delegated to a student, certified veterinary technician or an unlicensed medical assistant.

In receiving delegated veterinary acts as set forth by a licensed veterinarian, veterinary technicians shall:

- Accept only those acts where there are mutually approved protocols, written standing orders or verbal directions;
- Accept only those acts which the veterinary technician is competent to perform based on education, training or experience; and
- Consult with a veterinarian where the veterinary technician knows or should know a delegated act may harm a patient.

§[05] 03.06.02. - Personal Supervision

Veterinary Students may perform the following acts under Personal Supervision:

- Except as provided under Wisconsin State Statute 95.21 (2), veterinarians may delegate to veterinary students the provision of veterinary medical services.

Certified Veterinary Technicians may perform the following acts under Personal Supervision:

- Administration of local or general anesthesia, including induction and monitoring;
- Performing diagnostic radiographic contrast studies;
- Dental prophylaxis and simple extractions that require minor manipulation and minimal elevation; or
- Administration of rabies vaccines except as provided under Wisconsin State Statute 95.21 (2).

Unlicensed Veterinary Assistants may perform the following acts under Personal Supervision:

- Nonsurgical veterinary treatment of animal diseases and conditions, including administration of vaccines, and administration of sedatives and pre-surgical medications;
- Observations and findings related to animal diseases and conditions to be utilized by a veterinarian in establishing a diagnosis or prognosis, including the drawing of blood for diagnostic purposes;
- Dental prophylaxis; and
- Nutritional evaluation and counseling.

§[05] 03.06.03. - Direct Supervision

Veterinary Students may perform the following acts under Direct Supervision:

- No specific direct supervision acts may be delegated to veterinary students beyond what may be delegated to unlicensed veterinary assistants.

Certified Veterinary Technician may perform the following acts under Direct Supervision:

- Nonsurgical treatment of animal diseases and conditions, including administration of vaccines;
- Observations and findings related to animal diseases and conditions to be utilized by a veterinarian in establishing a diagnosis or prognosis, including routine radiographs, nonsurgical specimen collection, drawing of blood for diagnostic purposes, and laboratory testing procedures;
- Administration of sedatives and pre-surgical medications;
- Obstetrical treatments; and
- Nutritional evaluation and counseling.

Unlicensed Veterinary Assistants may perform the following acts under Direct Supervision:

- Basic diagnostic studies, including routine radiographs, nonsurgical specimen collection, and laboratory testing procedures;
- Monitoring and reporting to the veterinarian changes in the condition of a hospitalized animal patient; and
- Dispensing prescription drugs pursuant to the written order of the veterinarian.

§[05] 03.07. - PERSONNEL FILES

Employee files are maintained by the **[SAO]**. Personnel files are the property of PAW and access to the information they contain is restricted. Supporting Role Members may only have access to personnel file information on a need-to-know basis.

Personnel file access by employees to review materials in his/her file will generally be permitted within 3 business days of the request. Personnel files are to be reviewed in PAW's corporate office and may not be removed.

An employee's right to review his or her personnel file does not include the right to review:

- records relating to the investigation of possible criminal offenses committed by the employee;
- letters of reference or notes taken in reference checking for the employee;
- materials used by PAW for staff planning, such as recommendations concerning future salary increases, promotions and job assignments, or other comments or ratings used for PAW's planning process; and
- other items as set forth in the law.

§[05] 03.08. - OUTSIDE EMPLOYMENT

PAW recognizes that some employees may want or need to engage in outside employment and other activities, including second jobs, consulting engagements, self-employment, and volunteer activities. Employees may hold outside jobs, including any outside venture for profit, as long as they continue to meet the performance standards of their jobs with PAW; as long as work performed for the outside job is not performed on PAW time or via use of PAW-owned resources; and as long as there is no conflict of interest.

An outside job is not considered a valid excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work overtime, or refusal to work hours assigned by PAW. Each individual engaged in outside work must consider the impact that outside employment may have on his/her ability to perform the duties of his/her position with PAW. All employees will be judged by the same performance standards as others in similar positions and will be subject to PAW's scheduling requirements, regardless of any outside job commitments.

If PAW determines that an employee's outside work activity causes or contributes to job-related problems, interferes with his/her work performance or ability to meet performance requirements, disciplinary action up to and including termination may result.

Employees may not use PAW's property, facilities, equipment, supplies, IT systems (such as computers, networks, email, telephones, or voicemail), time, trademarks, brand, or reputation in connection with any outside employment.

Employees may not receive any outside income or material gain for materials produced for PAW or for services performed for PAW. Outside employment that constitutes a conflict of interest is prohibited.

Any employee, regardless of position or title, who has been determined to have violated this policy will be subject to discipline, up to and including termination of employment.

§[05] 04. PERFORMANCE, CONDUCT, & DISCIPLINE

§[05] 04.01. - CONFLICT OF INTEREST

PAW is committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities and expects its employees to conduct their business according to the highest ethical standards of conduct and to comply with all applicable laws. This policy is intended to increase awareness of potential conflicts of interest and establish a procedure for reporting them.

Employees should always act in the best interest of PAW and not permit outside interests to interfere with their job duties. PAW prohibits all employees from using their position with PAW or PAW's relationship with its caregivers, patients, or suppliers for private gain or to obtain benefits for themselves, members of their family, or anyone else.

For purposes of this policy, a potential conflict of interest occurs when an employee's outside interests (for example, financial or personal interests) interfere with PAW's interests or the employee's work-related duties. For example, a conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for the employee, the employee's family member, or anyone else as a result of PAW's business dealings.

If you have a question about whether a situation is a potential conflict of interest, please contact the **[SAO]**.

§[05] 04.01.01. - Favors and Gifts

Business decisions should be made in the best interests of PAW. PAW prohibits employees from seeking or accepting any gifts, favors, entertainment, payment, or loans for themselves, their family members, or anyone else from any caregiver, patient, supplier, or other party doing business with PAW. Cash should never be accepted. If an employee violates this policy, PAW will take prompt corrective action, including discipline, if appropriate.

§[05] 04.01.02. - Reporting Procedure

If you become aware of any potential conflict of interest or ethical concern regarding your employment or another employee at PAW, you must promptly speak to, write, or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the **[SAO]** or **[COO]** as soon as possible. You should be as detailed as possible. PAW will investigate all concerns regarding conflicts of interest. PAW will determine whether a conflict of interest exists and what action should be taken.

§[05] 04.01.03. - No Retaliation

PAW prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a potential conflict of interest or violation of this policy or cooperating in related investigations.

§[05] 04.01.04. - Administration of This Policy

The **[SAO]** is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about conflicts of interest that are not addressed in this policy, please contact the **[SAO]** or **[COO]**.

§[05] 04.02. - ATTENDANCE AND PUNCTUALITY

PAW requires regular and punctual attendance from all employees. Employees who are going to be absent for a full or partial workday or late for work must notify their supervisor or the office as far in advance as possible, but at least 15 minutes before the start of their shift. Employees who must miss work because of emergencies or other unexpected circumstances must notify their supervisor or the hospital as soon as possible.

Except for a medical emergency, employees must notify their supervisor or the hospital personally. Contact must be made via email to which the employee receives a response or direct phone conversation. Voicemail or text, multimedia, or social media messaging are insufficient methods of contacting a supervisor or the hospital.

§[05] 04.02.01. - Excused Absences

Absences and tardiness will be considered excused if the employee requested the time off in accordance with PAW's policies on taking time off, received the required approval for the absence. Absences also will be considered excused if the employee requested the time off in accordance with PAW's policy permitting a leave of absence, received the required approval for the leave, and is in compliance with the leave policy.

Any employee who is absent for three or more consecutive days due to illness must provide a note from his or her physician/health care provider to verify the employee's need for sick leave and fitness to return to work.

Employees are expected to leave promptly at the end of their shift. Employees who repeatedly stay beyond their shift will be requested to justify their repeated behavior at the request of the **[SAO]**.

§[05] 04.02.03. - Unexcused Absences

An employee will be considered to have taken an unexcused absence if the employee is absent from work during scheduled work hours without permission, including full- or partial-day absences, late arrivals, and early departures.

If an employee does not appear for a shift and does not call to explain the employee's failure to appear, the employee will be disciplined as follows:

- First failure to notify of absence: written warning.
- Second failure to notify of absence: final warning.
- Third failure to notify of absence: voluntary resignation.

PAW reserves the right to discipline employees for unexcused absences. Discipline may include counseling, oral or written warnings, suspensions, negative marks on a performance review, or termination of employment, in PAW's discretion.

With the exception of unusual circumstances, any employee who is absent from work for three days without notifying PAW will be deemed to have voluntarily abandoned his or her job and the employee's employment will be terminated at the close of business on the third day.

§[05] 04.02.04. - Staff Meetings

Employees are required to attend staff meetings for which their presence has been requested. If an issue arises where an employee is unable to attend a staff meeting, the employee must notify the **[SAO]** as soon as possible.

If an employee misses a staff meeting, the employee must schedule a time to receive all the information presented at said meeting and will be expected to understand, adhere to, and comply with changes covered at said meeting.

§[05] 04.03. - CONDUCT EXPECTATIONS

PAW expects appropriate conduct from its employees. These guidelines are informational and do not alter the at-will employment relationship.

Offenses or violations may cause an employee to be counseled, given opportunities for improvement, or disciplined, up to and including termination of employment, at the sole discretion of PAW. Examples of these offenses or violations include, but are not limited to the following:

- Abusive or discourteous behavior, including use of profane, obscene, inflammatory or abusive language, racial, ethnic, or religious slurs;
- Violation of safety rules; failure to report an accident or injury;
- Theft, distribution or misuse of PAW property;
- Falsifying any PAW record or giving false information regarding any PAW record;
- Insubordination or refusing to follow instructions of supervisors;
- Engaging in conduct or behavior having an adverse effect on PAW; or
- Violating any PAW policies or guidelines.

Certain offenses or violations may cause PAW to consider immediate termination of an employee. Examples of these offenses or violations include, but are not limited to the following:

- Not calling to notify PAW and not appearing for a scheduled shift;
- Walking off the job during a shift;
- An absence which creates a significant administrative burden; or
- An absence caused by an unethical incident, either professional or personal.

Nothing in this policy or handbook is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. PAW employees have the right to engage in or refrain from such activities.

§[05] 04.04. - EMPLOYEE PERFORMANCE REVIEW

In order to attract and retain a highly qualified and competent work force, PAW has instituted a performance management and development program to compensate employees in a fair and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy.

Through this program, employees will receive constructive work reviews designed to address performance and skill developmental needs and interests. Employees are evaluated on an annual basis and eligible for consideration of a salary or wage review at that time.

Under usual and appropriate circumstances, employees should normally receive a performance review annually. If an employee's job responsibilities change substantially at any time after the

annual work review, however, another may be performed before the next annual review, after the new assignment has begun.

Merit increases are based on PAW performance and financials and are not guaranteed. A performance review does not always result in an automatic salary or wage increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

§[05] 04.05. - DISCIPLINARY PROCEDURES

PAW's general approach to performance and conduct issues is to provide feedback and coaching to employees to bring about improvement. Nevertheless, as an at-will employer, PAW retains the discretion to issue discipline as it sees fit in any circumstance. Depending upon the circumstances involved, the employee may receive coaching, written warning, suspension without pay, or any combination and in any order, up to and including termination of employment. PAW retains sole discretion to repeat or skip any of these possible actions, depending on the overall circumstances in any given situation.

PAW often exercises their discretion to use a progressive discipline procedure when disciplining employees. The purpose of this policy is to state PAW's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for excellent performance in the future. All records of disciplinary actions are kept in the employee's personnel file and may be reflected in performance evaluations.

Disciplinary action may progress in the following order:

- Informal Discussion: Involves a meeting with the employee, the employee's immediate supervisor, and sometimes the [SAO]. During the meeting, the problem and expectation of improvement will be discussed.
- Verbal warning: Given when an employee must be informed that if the problem is not addressed and solved, it could lead to further disciplinary action up to and possibly including termination.
- Written reprimand: Given when a serious action or problem warrants written documentation of the incident as well as the disciplinary action taken.
- Probation: An employee's work performance and behavior will be watched and evaluated over a certain period of time to establish whether or not the employee can continue their employment.
- Suspension: Implemented when either repeated-uncorrected problem persists or a serious problem occurs. During a suspension, the employee is not permitted on any PAW property and forfeit all PAW-owned property, until a complete investigation of the problem has taken place. Once the investigation is complete, the employee may have employment reinstated (full or probationary), or employment may be terminated. The employee is not paid during the suspension. Health and Dental insurance remain in effect for eligible employees during suspension, and the employee will still be responsible for their portion of the premiums.
- Termination: Implemented when the PAW rules of conduct have been violated or if an employee's work performance is not acceptable.

All employees have the right to appeal any disciplinary decision to the **[SAO] or [COO]**.

§[05] 04.06. - EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. As an at-will employer, both the employee and PAW have the right to terminate employment at will, with or without cause, at any time.

Employee benefits will be affected by employment termination.

Employees will receive their final paycheck/severance in accordance with applicable terms of law. Outstanding debts and account balances owed to PAW will be deducted from this final paycheck in accordance with state law. If the check is insufficient to cover these debts, then employee is responsible to pay remainder balance immediately.

§[05] 04.06.01 - Termination by Employee

Part-time employees must provide two-weeks' notice of termination of employment.

Non-exempt, full-time employees must give four (4) weeks' notice of termination of employment.

Exempt full time employees need to give twelve (12) weeks' notice of termination of employment.

Written notice must accompany a verbal notice. Written notice may be either in the form of a letter or a professional, written email. No other forms of written notice are acceptable. Written notice must include the anticipated last day of work.

§[05] 04.06.02 - Termination by Employee Due to Death or Disability

In the event of an employee's disability of over 30 days duration which renders the employee unable to perform the essential job functions of his or her position with or without reasonable accommodation, then employment may be terminated. An employee's employment is terminated at the time of an employee's death, regardless of when PAW receives notice of the same.

§[05] 04.06.03 - Termination by Employer Without Cause

PAW reserves the right to immediately terminate an employee's right to perform services for PAW or receive pay, regardless of employment status.

§[05] 04.06.04 - Termination by Employer for Cause

In the event of termination of an employee's employment for cause, all obligations of PAW to employee shall terminate. Termination is at the discretion of PAW administration and the PAW board of directors.

Causes for termination by employer include but are not limited to:

- Failure of employee to uphold the culture and core values of PAW Health Network, Inc.;
- Majority vote of leadership team that employee has not served the patient to PAW's expectations;
- Two or more unexcused absences in a one-year period;
- Chronic tardiness / absenteeism;
- Failure to work a scheduled holiday;
- Four total unexcused absences from mandatory meetings;
- Poor work habits;
- Violation of PAW policies and procedures;
- Incompetence / inability to perform necessary functions of job;
- Loss of professional license;
- Failure to maintain an unrestricted license to engage in the practice of veterinary medicine in Wisconsin;

- Revocation or suspension of Employee's license to engage in the practice of veterinary medicine in the State of Wisconsin or any discipline or censure imposed on Employee by any professional organization having jurisdiction over the Employee;
- The placement of any penalty, condition, or limitation on Employee's license that impairs Employee's ability to practice veterinary medicine as a result of action under the authority of any licensing agency of any state or jurisdiction;
- Any material breach of an employee's duties or obligations under employment agreements, which is not cured within thirty (30) days of written notice thereof from PAW to the employee;
- Abuse of patients, caregivers, or other employees;
- Insubordination / failure or refusal to recognize and respect the authority of a superior;
- Eliciting, or attempting to elicit, dissent or discord amongst staff members against employer except as protected by law;
- Failure to respond to an emergency situation to the full extent an employee is capable of responding in a safe manner;
- Abuse of benefits;
- Negligence of duties;
- Misconduct, as defined by the Wisconsin Unemployment Insurance law and cases decided thereunder, which shall include, but not be limited to, gross neglect of Employee's duties, dishonesty in dealings between Employee and Employer or between Employee and caregivers, referral sources, vendors, advisors, patients, or employees of Employer; use of alcohol, illegal drugs, or unauthorized controlled substances while on the job or in a manner that impairs Employee's ability to perform his or her duties;
- The failure of Employee to practice veterinary medicine in accordance with the applicable ethical or legal standards; or
- A criminal conviction of the Employee or a plea that results in the conviction of the Employee for any willful act involving dishonesty or breach of trust or for the commission of a felony, the circumstances of which substantially relate to the duties of the Employee for the Employer.

§[05] 04.07. EMPLOYMENT REFERENCE CHECKS

For former PAW employees, all requests for an employment reference are to be directed to the **[SAO]**, who will provide the requested reference for the former employee. Until such time as a current or former employee provides PAW with a release signed by the individual who is the subject of the inquiry, the only reference that will be provided is the confirmation of dates of employment, job title, and compensation.

§[5] 05. SAFETY

§[5] 05.01. - GENERAL

Accidents and injuries are serious concerns for employees and PAW. Following safety expectations and avoiding unnecessary risks is absolutely critical to creating and maintaining a safe work environment. All employees should act with their own safety and the safety of others in mind. Failure to follow safety rules and instructions may result in disciplinary action, up to and including termination of employment.

§[5] 05.02. - PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment is required in many instances at the hospital. PAW is very concerned about employee safety and requires all employees to wear safety equipment that is appropriate to their position.

In accordance with OSHA, all Employees are to be apprised of those potential hazards inherent in their work environment. PPE is available throughout the hospital and is there for your protection. It is expected that employees will use the appropriate PPE for the tasks that they are performing. This means that employees must wear the proper equipment if the task has inherent hazards such as splashes, slips, bites, scratches, or similar which may cause injury, whether through trauma, infection, or otherwise.

It is the responsibility of both the supervisors and employees of PAW to ensure that such equipment is used properly and at the appropriate times and places. Employees who notice any unsafe and improper working conditions are required to bring their concerns to the **[SAO]** or the **[COO]**. No retaliation for bringing such concerns to the attention of PAW's management will be allowed.

§[05] 05.03. - FIRE

All employees should be aware of fire extinguisher locations and how to use them. If a fire is small and easily contained, use a fire extinguisher to put it out immediately. However; if a fire is severe, the first priority is to ensure the safety of all people in the building and call 911.

All employees and patients should meet in the front of the building, by the road sign, to be sure all are evacuated.

If personal safety is not at risk, attempts should be made to evacuate the patients and move cars away from the building. If a patient is on IV fluids, disconnect or cut the IV line and tie it off. Cats and small dogs should be placed in carriers and boxes to the extent possible.

All people and patients are to wait by the sign until further instructions are received from fire safety professionals, the **[SAO]** or **[COO]**.

§[05] 05.04. - RADIOGRAPHIC SAFETY

Radiation is a biological hazard for which no level of exposure is considered "safe". It is important that all employees wear dosimetry badges at all times to monitor exposure. Whenever possible, one or more employee(s) should step out of the room at the moment of exposure. Patients may also be tied down or sedated to avoid employee exposure.

Employees present for a radiograph must wear an apron, gloves, and a thyroid protector. Most of the radiation danger comes from scatter radiation from the patient, so employees should face the

patient and the x-ray tube during exposures so that the apron protected portion of the body faces the scatter and the unprotected portion does not.

§[05] 05.05. - INJURY REPORTING

Any injury at work - no matter how small - must be reported immediately to the **[SAO]** when it is safe to do so. Seek first aid attention for small injuries and emergency medical care for more serious injuries. Serious conditions often arise from small injuries if they are not cared for at once. An "Injury Report" form must be filled out for each injury by the injured employee or a witness. PAW's Worker's Compensation insurance may apply in such situations.

If medical attention is sought, inform the physician that the injury is work-related. Medical expenses pertaining to the injury are not the responsibility of the employee. Failure to report the injury in a timely manner may jeopardize coverage of expenses by PAW's worker's compensation insurance. On-the-job injuries will be handled in accordance with all applicable worker's compensation laws.

If the injury is animal-related, the rabies vaccination status of the animal must be confirmed as quickly as possible. Rabies precautions must be taken seriously. The fatality rate for rabies in humans is practically 100% after a human begins to present symptoms.

Employees should immediately cleanse bite wounds on themselves with chlorohexidine or iodine, flush with water, and ice the area. Employees should use caution to avoid allowing other persons to come in contact with their bodily fluids. Employees should use a strong disinfectant to clean up any area where an injury was treated.

§[05] 05.06. - HORSEPLAY/ROUGHHOUSING

Due to the potential for injury to a person, patient, or property, horseplay and roughhousing are prohibited on PAW property, during work time, or while representing PAW.

§[05] 05.07. - AGGRESSIVE PATIENTS

Use caution when handling aggressive or fractious patients.

Every employee should use knowledge from past experiences and caution at all times to protect themselves and their co-workers from injury. New employees must take special care because they may lack sufficient experience in handling patients to understand imminent dangers. New employees should not let a desire to "please" outweigh their safety.

All employees must use competent restraint techniques. If another employee is putting themselves or others at risk by the methods the employee uses, please teach them the proper method or request assistance from a supervisor.

Employees should ask for help or guidance when handling an aggressive animal if they do not feel comfortable handling said animal. In some cases, the animal may need to be subjected to the minor risk of a sedative or anesthetic to reduce the risk of injury to employees. All employees must be warned when an aggressive or suspicious animal is encountered. All employees must use cage cards to forewarn anyone handling an aggressive or suspicious animal.

§[5] 06. OTHER INFORMATION

§[05] 06.01. - BULLETIN BOARDS

Employees must review bulletin boards for updated information about the hospital, patients, and caregivers.

§[05] 06.02. - PAW MAILBOXES

Important hospital information will be distributed via PAW mailboxes. Employees must check their PAW mailboxes with reasonable frequency.

Any mail sent to PAW is the property of PAW, regardless of whether the mail is addressed to a particular individual.

§[05] 06.03. - COMMON USE SPACES

OSHA regulations prohibit the presence of food to be consumed by humans in patient care areas. Employees must store, prepare, and consume human food in the break room. This area is to be maintained by all employees, regardless of position, title, or standing. Employees are expected to clean up after themselves.

When employees are done using dishes and utensils, the same employees must wash them. Employees must not leave food or food containers in the refrigerator for too long. Please understand that any food found spoiled will be discarded, possibly with the container. If any employee, regardless of position, sees that the counter needs to be cleaned or the garbage needs to be emptied, please do so. Be considerate of your fellow employees.

PAW recycles. There are separate containers for shredded confidential papers, garbage, and comingled recyclables. Employees must distinguish each as they discard any waste.

The lounge areas must be kept clean (chairs, furniture and bedding). Pets are not allowed in the lounges or on the bedding due to differing individual hygiene standards. Bedding must be washed by employee, bedding is required after multiple nights of use.

Good work habits and a neat workspace are essential for job safety and efficiency. Every employee is expected to keep their workspaces clean and free of dust.

All equipment and materials in the hospital are to be maintained with care. Employees should report necessary repairs or replacements to the Property Manager.

§[05] 06.04. - PAW PROPERTY

Employees are responsible for any PAW property, whether owned or leased, that they may have in their possession. In the event of separation from PAW, employees with PAW property issued to them or under their control must be returned to the [SAO]on or before their last day of work. Such items may include:

- Credit cards;
- Cell phones;
- Desktops, laptops, tablets, hotspots, thumb drives, other devices;
- Written materials, plans, files;
- Treatment-related equipment, medical tools;
- Keys or electronic access cards to offices / caregiver facilities;
- Manuals, study guides, books, magazines;

- Monies owed PAW;
- Multi-use PPE such as face shields, coats, other safety coverings (does not include personally purchased PPE);
- Vehicles owned or leased by PAW; and
- Name badges, radiology badges.

These items must be immediately returned to the [SAO], should employment terminate for any reason. Employees must not retain any copies of PAW-owned information. Additionally, theft, attempted theft, or the inappropriate removal or possession of PAW's property, including but not limited to medical equipment or multi-use PPE will not be tolerated, and PAW may take any legal action deemed necessary to recover or protect its property.

The cost to replace any PAW property held by an employee and not returned within 48 hours after the employee's last shift will be deducted from the employee's final paycheck to the extent allowed by state law.

§[05] 06.05. - SMOKING/TOBACCO

Employees may not take smoking breaks other than regular breaks allowed by PAW. Smoking is only permitted in the designating smoking areas outside the hospital. Employees should keep smoking to locations out of the view of caregivers. Employees are expected to limit the smell of smoke as much as possible so as not to disturb patients, caregivers, and other employees.

PAW does not allow smoking in PAW buildings, vehicles, or facilities. Smokers must use outdoor smoking areas and dispose of smoking materials safely.

§[05] 06.06. - EXPENSE REIMBURSEMENTS

PAW will reimburse employees for approved expenses. Expenditures must be approved before they are made unless indicated in this or another section of the Employee Reference Text. Expenses are reimbursed at actual cost. Receipts are required for all expenses.

§[05] 06.07. - INCLEMENT WEATHER

PAW does not generally close in the event of inclement weather. If an employee cannot travel to work the employee must contact the [SAO] as soon as possible. Once weather or road conditions improve, employees must travel to work to appear for the remainder of their scheduled shift. Compensation will be prorated for exempt employees.

§[05] 06.07.01. - Severe Weather at the Hospital

In case of severe weather conditions which threaten the safety of persons at the hospital, such as a tornado, employees must ensure the safety of all people in the building in a manner by which employees also remain safe. If human safety is not at risk, patients may also be moved to safety.

In the event of a tornado, employees should move immediately to the back kennel runs and stay away from windows and doors.

§[05] 06.08. - TELECOMMUTING OR WORKING FROM HOME

PAW may approve work-from-home arrangements and retains full discretion to approve or deny any such requests, as well as to continue or discontinue any such arrangements. If any employee has an approved work-from-home arrangement, the employee will be expected to work at the efficiency and productivity he/she would in the office and will be expected to comply with all PAW policies, including protecting confidential information.

§[05] 06.09. – INTELLECTUAL PROPERTY

All right, title, and interest in and to all the results and proceeds of the services any PAW employee performs as an employee of PAW are works made for hire and are the sole and exclusive property of PAW. If any or all of the intellectual property an employee takes part in creating are deemed not to be works made for hire, employees shall assign all right, title, and interest in and to said intellectual property to PAW without further consideration.

Intellectual property includes an employee's image and voice, whether in vocal recordings or videos made by or for PAW. PAW will have the right to use such intellectual property at PAW's sole discretion, including the right to restrict or deny use.

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EMPLOYEE ACKNOWLEDGEMENT FORM

I understand that this handbook describes important information about employment with PAW, and that I should contact the **[SAO]** or **[COO]** regarding any questions I may have about these policies or my employment. I acknowledge that revisions to this handbook may occur since the information, policies, and benefits described herein are subject to change. I further understand that revised information may supersede, modify, or eliminate existing policies, and that only the Management Team of PAW has the authority to adopt any revisions to the policies in this handbook.

I understand that when I joined PAW as an employee, I entered into my employment relationship voluntarily and that there is no express or implied contract of employment between PAW and me. I acknowledge that either PAW or I may terminate my employment at any time for any lawful reason, with or without cause, with or without prior notice. I understand that this is the essence of the employment "at will" relationship under which I am employed.

I acknowledge that I have read the policies contained in this handbook and understand that if I violate the terms and conditions of the policies contained herein, I may be subject to disciplinary action, up to and including termination of employment. However, I also understand that my employment can be terminated for any legal reason, regardless of whether I have violated any policies.

I acknowledge that I have read the non-disclosure policy and understand that if I violate the terms and conditions of this policy or any other that I may be subject to disciplinary action, up to and including termination of employment, as well as legal action.

I acknowledge that I have read and understand all policies pertaining to the monitoring of all electronic, computer, and telephonic communications systems and PAW's right to conduct security inspections. I consent to both PAW's monitoring of all electronic, computer, and communications equipment and all security inspections as they may relate to me and my employment with PAW.

I acknowledge that I have read and understand the intellectual property policy. I understand that all right, title, and interest in and to all the results and proceeds of the services I perform as an employee of PAW are works made for hire and are the sole and exclusive property of PAW. If any or all of the intellectual property I take part in creating are deemed not to be works made for hire, I hereby irrevocably assign all right, title, and interest in and to said intellectual property to PAW without further consideration.

Finally, I acknowledge that this manual is not a contract of employment and that no employee of PAW, other than the President, and unless specifically allowed under the terms and conditions of this handbook, may make a representation or commitment to the contrary. I understand that it is my responsibility to read and understand the policies contained in this handbook.

Employee's Signature

Date

Employee's Printed Name