

# DT MEDICAL STAFFING EMPLOYEE HANDBOOK

415 PLASTERS AVENUE SUITE 200 ATLANTA, GA 30324





## **Introduction**

### **Handbook Disclaimer**

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Agency. Employment with A DT Medical Staffing is "AT-WILL." This means employees or A DT Medical Staffing may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with A DT Medical Staffing for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Agency reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Agency also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.



## Welcome Message

Dear Valued Employee,

Welcome to DT Medical Staffing! We are pleased with your decision to join our team.

A DT Medical Staffing is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Agency.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Management.

Welcome aboard. We look forward to working with you!

Sincerely,

DT Medical Staffing Management



## **Changes in Policy**

Change at A DT Medical Staffing is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by A DT Medical Staffing, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Management.

## **General Employment**

### **At-Will Employment Immigration Law Compliance**

A DT Medical Staffing is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, 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 A DT Medical Staffing within the past three years, or if their previous I-9 is no longer retained or valid.

A DT Medical Staffing may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, A DT Medical Staffing provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

## **Equal Employment Opportunity**

A DT Medical Staffing is an Equal Opportunity Employer. Employment opportunities at A DT Medical Staffing are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.



This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Agency will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Agency will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Management. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

A DT Medical Staffing strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. A DT Medical Staffing will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

### **Employee Grievances**

It is the policy of A DT Medical Staffing to maintain a harmonious workplace environment. A DT Medical Staffing encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Management.

After receiving a written grievance, A DT Medical Staffing may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with A DT Medical Staffing's Sexual and other Unlawful Harassment Policy.



A DT Medical Staffing assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## **Internal Communication**

Effective and ongoing communication within A DT Medical Staffing is essential. As such, the Agency maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, A DT Medical Staffing uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

## **Outside Employment**

Employees may hold outside jobs as long as the employee meets the performance standards of their position with A DT Medical Staffing.

Unless an alternative work schedule has been approved by A DT Medical Staffing, employees will be subject to the Agency's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

A DT Medical Staffing's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

## **Anti-Retaliation and Whistleblower Policy**

This policy is designed to protect employees and address A DT Medical Staffing's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, A DT Medical Staffing will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Agency or employee violations of the law, including discriminatory or other unfair employment practices;



- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Management directly. Employees should also review their state and local requirements for any additional reporting guidelines.

A DT Medical Staffing will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Management or any state or local agency responsible for investigating alleged violations.

## **Employment Status & Recordkeeping Employment Classifications**



For purposes of salary administration and eligibility for overtime payments and employee benefits, A DT Medical Staffing classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with A DT Medical Staffing or if your job responsibilities change, you will be informed by the Management of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

**Full-Time:**

Full-time employees are regularly scheduled to work greater or equal to 32 hours per week. Generally, regular full-time employees are eligible for A DT Medical Staffing's benefits, subject to the terms, conditions, and limitations of each benefit program.

**Part-Time:**

Part-time employees are regularly scheduled to work less than 32 hours per week. Regular part-time employees may be eligible for some A DT Medical Staffing benefit programs, subject to the terms, conditions, and limitations of each benefit program.

**Temporary:**

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [A DT Medical Staffing benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by A DT Medical Staffing Management, of a change.

**Personnel Data Changes**

It is the responsibility of each employee to promptly notify their supervisor or the Management of any changes in personnel data. Such changes may affect your





eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Management as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

### **Expense Reimbursement**

A DT Medical Staffing reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Management.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Management for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

### **Termination of Employment**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.



- **Termination** - Involuntary employment termination initiated by A DT Medical Staffing. In most cases, A DT Medical Staffing will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by A DT Medical Staffing for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with A DT Medical Staffing, shall provide A DT Medical Staffing with at least two weeks of written notice. Such notice is intended to allow the Agency time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with A DT Medical Staffing is based on mutual consent, both the employee and A DT Medical Staffing have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with A DT Medical Staffing shall return all files, records, keys, and any other materials that are the property of A DT Medical Staffing.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the Management.

## **Working Conditions & Hours**



## **Company Hours**

A DT Medical Staffing is open for business from Monday - Friday 8 AM to 5 AM. This excludes holidays recognized by A DT Medical Staffing. The standard workweek is 32 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

## **Emergency Closing**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by A DT Medical Staffing management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

## **Workplace Safety**

A DT Medical Staffing is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. A DT Medical Staffing and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

### **Complaint and Reporting Procedure:**

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their



supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

ATTN: Management  
DT Medical Staffing  
415 Plasters Avenue Suite 200  
Atlanta GA 30324  
678-353-3533

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

**Retaliation Prohibited:**

A DT Medical Staffing expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Management.

**Security**

The purpose of A DT Medical Staffing's security policy is to protect Agency assets and to maintain a safe working environment for all employees.

**Facility Access:**

All regular A DT Medical Staffing employees will be issued a key to gain access to A DT Medical Staffing facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from A DT Medical Staffing, and at any other time upon A DT Medical Staffing's request, all keys must be returned to your supervisor.

**Closing Procedures:**



The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the Management.

### **Meal & Break Periods**

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

A DT Medical Staffing will schedule meal and break periods in order to accommodate Agency operating requirements.

### **Break Time for Nursing Mothers**

A DT Medical Staffing accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Agency will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Management



## **Employee Benefits**

### **Military Leave**

A DT Medical Staffing grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Management.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

A DT Medical Staffing complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Management.

### **Jury Duty**

A DT Medical Staffing encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.



Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either A DT Medical Staffing or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, A DT Medical Staffing may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

### **Workers' Compensation**

Employees who are injured on the job at A DT Medical Staffing are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by A DT Medical Staffing. No premium is charged for this coverage and no individual enrollment is required. A DT Medical Staffing will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Management to obtain the required claim forms and instructions.

### **Voting Leave (Georgia Employees)**

A DT Medical Staffing requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.



A DT Medical Staffing may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide A DT Medical Staffing with certification, such as a voter's receipt, to prove that he or she voted.

### **Health Insurance Continuation**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event." The following are qualifying events:

- Resignation or termination of the employee
- Death of the covered employee
- A reduction in the employee's hours
- For spouses and eligible dependents, the employee's entitlement to Medicare
- Divorce or legal separation of the covered employee and his or her spouse
- A dependent child no longer meeting eligibility requirements under the group health plan

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at A DT Medical Staffing's group rates plus an administration fee.

### **Notification Requirements:**

The employee, or family member, has the responsibility to inform the Management of a divorce, legal separation, or a child losing dependent status. The employee, or





a family member, has 60 days after the qualifying event to provide such notice, unless a longer period is permitted under rules of the plan. A DT Medical Staffing has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, or reduction in hours.

Once the notification has been made to the Plan Administrator, the Plan Administrator will inform the employee that he or she has the right to choose continuation of coverage. If employees choose to continue coverage, A DT Medical Staffing is required to provide coverage that is identical to the coverage provided under the plan to similarly situated employees or family members.

### **Period of Coverage:**

Continuation of coverage is extended from the date of the qualifying event for a period of 18 to 36 months. The length of time for which continuation coverage is made available (i.e., the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the employee's COBRA rights.

An employee's continuation of coverage may be cut short for any of the following reasons:

- A DT Medical Staffing no longer provides group health coverage to any of its employees
- The premium for the employee's continuation coverage is not paid in full on a timely basis
- The employee becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition
- The employee becomes entitled to Medicare

This policy provides a summary of health insurance continuation benefits. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Agency reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For further details on health insurance continuation available through A DT Medical Staffing, as well as copies of the plan documents, contact the Management.

### **Employee Conduct**



## Standards of Conduct

A DT Medical Staffing's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Agency's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Agency's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*



This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding A DT Medical Staffing's standards of conduct, please direct them to your supervisor or the Management.

## **Disciplinary Action**

Disciplinary action at A DT Medical Staffing is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. A DT Medical Staffing reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

A DT Medical Staffing recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging A DT Medical Staffing business practices or any other confidential information
- Any misrepresentation of A DT Medical Staffing to a customer, a prospective customer, the general public, or an employee



## **Confidentiality**

A DT Medical Staffing takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers’ personal information, company financial data, marketing strategies, proprietary production processes, research and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Agency’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with A DT Medical Staffing and as a direct result of your job responsibilities with A DT Medical Staffing. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Agency to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Agency, and not otherwise available to persons or companies outside of A DT Medical Staffing, may result in disciplinary action, up to and including termination of employment. If you leave the Agency, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee’s right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees’ rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Management.

## **Personal Appearance**

The purpose of A DT Medical Staffing's personal appearance policy is to ensure a safe and sanitary workplace for all employees. A DT Medical Staffing strives to



maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing A DT Medical Staffing, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

Only company approved uniforms

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

A DT Medical Staffing understands that in certain situations, the Agency may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Agency will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on A DT Medical Staffing.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Management.

## **Workplace Violence**

A DT Medical Staffing strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person



- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. A DT Medical Staffing will not tolerate any form of retaliation against any employee for making a report under this policy.

A DT Medical Staffing will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.