

Integrated Medicine Alliance, P.A.

**Please sign the back of this form and return to
Personnel.**

**Please keep the attached booklet for your
reference.**

Integrated Medicine Alliance, P.A.

ACKNOWLEDGEMENT OF RECEIPT OF IMA'S EMPLOYEE MANUAL

This Employee Manual is an important document intended to help you become acquainted with IMA.

Please read the following statements and sign below to indicate your receipt and acknowledgement of IMA's Employee Manual. Please provide the original to your supervisor and please keep a copy for your records.

- I have received a copy of IMA's Employee Manual and I understand that the policies, rules, and benefits described therein are subject to change at the sole discretion of management at any time.
- I understand that I should contact my supervisor regarding any questions not answered in this Employee Manual.
- I understand that this Employee Manual replaces any and all prior manuals, policies, and/or practices of IMA.
- I understand that my employment with IMA is "at will" which means that my employment can be terminated with or without cause, and with or without notice, at any time, at the option of either IMA or myself, except as otherwise provided by law.
- The provisions of this Employee Manual or any other documents (such as benefit statements or confidentiality agreements) are not intended to create any contractual obligation that conflicts in any way with this "at-will" policy.
- I understand that my signature below indicates that I have read and understood the above statements, and will read the IMA's Employee Manual. I agree to abide by the policies, terms, and conditions of employment contained in this Employee Manual.

Employee's Printed Name

Position

Employee's Signature

Date

Authorized Representative's Signature

Date

Integrated Medicine Alliance, P.A.

Integrated Medicine Alliance, P.A.
Employee Manual

January 2016

Integrated Medicine Alliance, P.A.

DISCLAIMER / AT-WILL STATEMENT

THIS EMPLOYEE MANUAL IS NOT A CONTRACT.¹

THE PURPOSE OF THIS EMPLOYEE MANUAL IS TO PROVIDE INFORMATION AND GUIDELINES THAT ARE EXPECTED TO BE FOLLOWED BY EMPLOYEES OF INTEGRATED MEDICINE ALLIANCE, P.A. (hereinafter also referred to as “IMA” or the “Practice”). UNDER NO CIRCUMSTANCES IS ANYTHING IN THIS EMPLOYEE MANUAL INTENDED TO CREATE A CONTRACT OF ANY KIND BETWEEN IMA AND ITS EMPLOYEES, NOR DOES THIS EMPLOYEE MANUAL CONFER ON THE EMPLOYEE ANY RIGHTS OR PRIVILEGES.

NO PROMISE OF ANY KIND IS BEING MADE BY IMA IN THIS EMPLOYEE MANUAL, AND IMA HAS NOT ENTERED IN ANY CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, DUE TO ANY POLICIES SET FORTH OR ADDRESSED IN THIS EMPLOYEE MANUAL. IMA REMAINS FREE TO CHANGE THE WAGES, BENEFITS AND ALL OTHER WORKING CONDITIONS WITHOUT HAVING TO CONSULT ANY EMPLOYEE AND WITHOUT ANY EMPLOYEE’S AGREEMENT OR CONSENT. IMA RESERVES THE RIGHT TO ALTER ANY PROVISION IN THIS EMPLOYEE MANUAL AT ANY TIME, WITHOUT NOTICE, AND CAN TEMPORARILY WAIVE ANY PROVISION IF, IN ITS DISCRETION, IT DEEMS IT APPROPRIATE TO DO SO.

EMPLOYMENT AT IMA IS VOLUNTARILY ENTERED INTO FOR NO STATED TERM OR PERIOD OF TIME, AND THE RELATIONSHIP BETWEEN IMA AND ITS EMPLOYEES IS ONE THAT IS TERMINABLE “AT-WILL.” THIS MEANS THAT IMA AND/OR ANY EMPLOYEE MAY TERMINATE AN EMPLOYEE’S EMPLOYMENT WITH IMA AT ANY TIME, FOR ANY REASON, OR FOR NO REASON AT ALL, WITH OR WITHOUT NOTICE.

¹ If any Employee has an Employment Contract with IMA, some of the provisions contained in this Employee Manual may not apply.

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Employee's Printed Name

Position

Employee's Signature

Date

Authorized Representative's Signature

Date

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SECTION 1. INTRODUCTION

The mission of IMA is to provide care to its patients, with the best possible staff and working environment. To accomplish this, IMA will care for its patients in a skillful, pleasant, courteous, respectful, and efficient manner.

SECTION 2. PURPOSE OF THE EMPLOYEE MANUAL

The purpose of this Employee Manual is to provide information and guidelines that are expected to be followed by employees of IMA. All employees are urged to read this Employee Manual and to utilize it as a reference when needed.

This Employee Manual replaces and supersedes any and all personnel policies and procedures previously promulgated by IMA. It is expected that changes and/or additions to the Employee Manual will occur periodically. All such changes will be approved in writing and signed by the President of IMA. All such changes also will be recorded in the form of a written Personnel Policy Memorandum and will be issued to holders of the Employee Manual. Such changes and/or additions made to the Employee Manual shall replace and supersede prior policies and procedures contained therein.

SECTION 3. DEFINITIONS/CLASSIFICATIONS

The following words and terms, when used in this Employee Manual have the following meanings, unless the context clearly indicates otherwise:

“MANUAL” shall be used to mean IMA’s Employee Manual.

“EMPLOYEE” means all individuals who are employed by IMA in any department and/or office thereof, whether full or part-time.

“UNSCHEDULED ABSENCE” means the failure of an employee to report during the hours he or she is scheduled to work. This includes both paid and unpaid hours.

“NO-SHOW ABSENCE” means an incident where an employee fails to report to work and fails to notify their supervisor.

“ABSENT WITHOUT OFFICIAL LEAVE (AWOL)” and no-show absence are used in conjunction with each other. An employee is also deemed AWOL if they leave the workplace prior to their regular departure time without proper authorization from their supervisor.

“PATTERN OF ABSENCE” means unscheduled absences which occur in a pattern such as the beginning or end of a work week, the day before or after a legal holiday or scheduled day off and/or any other observable pattern is considered a pattern of absence.

“TARDY” means an employee who arrives at work after the scheduled start time or reports to the assigned work area after scheduled start time.

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“EMPLOYMENT BENEFITS” means all benefits and policies provided or made available to full-time and part-time employees by IMA in accordance with benefits policies.

“WORKPLACE” means the physical area of operations of a department or office whether owned or leased by IMA, including buildings, grounds and parking facilities in connection therewith. It includes the location or site at which an employee performs, or is authorized to perform work activity and includes any travel between such sites.

“EXEMPT/NONEXEMPT STATUS” means employees are classified as either exempt or nonexempt on the basis of their job responsibilities in accordance with wage and hour laws. Employees in nonexempt positions are eligible to be paid overtime for all hours worked in excess of forty (40) hours in a workweek. Overtime must be approved in advance by the employee’s supervisor and management. Employees in exempt positions are not eligible for overtime.

“FULL-TIME EMPLOYEE” is an employee who is regularly scheduled to work thirty-two (32) hours or more per week and is eligible for benefits in accordance with benefits policies.

“PART-TIME/HALF-TIME EMPLOYEE” is an employee who is regularly scheduled to work at least eighteen (18), but less than thirty-two (32) hours per week, and may be eligible for certain benefits in accordance with benefits policies, or to the extent required by law.

“PER DIEM EMPLOYEE” is an employee who is normally scheduled to work less than eighteen (18) hours per week, or who works only on an occasional as needed basis, and is not eligible for benefits, unless required by law.

SECTION 4. EMPLOYMENT PRACTICES/POLICIES

4.1 STANDARDS OF BUSINESS CONDUCT

A. Overview

IMA standards of business conduct are designed to ensure that the work of the Practice is conducted as required by law and in accordance with ethical principles. Unlawful or unethical behavior will not be tolerated and may subject an employee to disciplinary measures, including dismissal.

While at work in the office and at outside business-related events, employees are representing IMA; how they act and what they do will reflect on the Practice. Therefore, an employee’s actions must at all times be consistent with the guidelines in this manual. An employee’s appearance and demeanor should also be appropriate and consistent with their behavior at the office or job off-site. If an employee has any questions about the standards of business conduct that IMA requires or about any policies and procedures established by IMA, it is their responsibility to seek assistance and clarification. The best place to start is with a supervisor.

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B. Business Demeanor

As is appropriate in a business setting, employees are expected to maintain the highest level of courtesy, respect, and professional demeanor when dealing with fellow employees and patients. Employees may not use language or gestures that are foul, abusive, obscene, physically threatening or intimidating or exhibit any behavior inappropriate and unacceptable to the conservative business community in which IMA operates. If confronted with this type of behavior, employees are directed to leave such situations as quickly and politely as possible, and to immediately notify their supervisor.

This policy applies to all employees who are on duty, on IMA property, or representing IMA. This policy also applies to telephone demeanor. Employees are expected to act professionally and courteously to all callers, even as caller's actions, tone, or inquiries may appear inappropriate or ignorant.

When important work priorities conflict, the best possible patient care should always come first. When in doubt, an employee should seek the counsel of their supervisor or IMA management. The office physician should be informed immediately of any disagreement regarding patient care or office behavior.

4.2 EQUAL EMPLOYMENT OPPORTUNITY (EEO) EMPLOYER

It is the policy of IMA to actively seek and employ the best person qualified to perform the duties of each position, without regard to sex, race, creed, national origin, ancestry, nationality, color, marital status, domestic partnership status or sexual orientation, gender expression or identity, age, handicap (and/or disability), service in the armed forces, atypical hereditary cellular or blood trait, genetic information, refusal to submit to genetic tests, or to make available results of genetic tests.

It is also the policy of IMA not to bar, discharge or require to retire from employment or to discriminate against any individual in compensation or in terms, conditions or privileges of employment based upon sex, race, creed, national origin, ancestry, nationality, color, marital status, domestic partnership status or sexual orientation, gender expression or identity, age, handicap (and/or disability), service in the armed forces, atypical hereditary cellular or blood trait, genetic information, refusal to submit to genetic tests, or to make available results of genetic tests. All employees are expected to accept these principles and to reflect their spirit in everyday relationships with fellow staff members.

This policy applies to all phases of employment including recruitment, hiring, placement, promotion, demotion, disciplinary action, transfer, termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all IMA sponsored or affiliated employee activities.

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4.3 SEXUAL HARASSMENT POLICY

A. Statement of Policy

IMA has a strong history and tradition of respect for the rights of the individual. With respect to one particular area of individual rights -- the right to be free from sexual harassment -- IMA wishes to emphasize its commitment to the belief that all employees of IMA have the right to enjoy a work environment, whether within the workplace or outside of it, free of inappropriate conduct and communications based on the gender of employees. Thus, IMA opposes sexual harassment in any form, whether by any employee of IMA, or by any other party having business-related interaction with a representative of IMA, and regardless of whether the victim is male or female. Employees should know that such conduct will not be tolerated, and that the policies set forth below will be vigorously enforced. Employees are urged to become thoroughly familiar with these policies, and place them into practice on a daily basis. Violation of any of the policies set forth below is a serious matter, and will be dealt with accordingly.

B. What Conduct is Prohibited?

Sexual harassment occurs when one employee, typically a supervisor, attempts to make another employee's submission to unwelcome sexual demands or overtures a condition to: his or her continued employment; the terms, conditions or the benefits thereof; or an employment decision of any kind affecting that employee. This type of sexual harassment typically involves a promise of favorable employment action in exchange for sexual favors, or an implicit or explicit threat that if the employee does not accede to the sexual demands or overtures, the employee will lose his or her job, receive unfavorable performance reviews, be passed over for promotions, or suffer other adverse employment consequences.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. If a reasonable person of the victim's gender would consider the conduct intimidating, hostile, or as creating an offensive working environment, then sexual harassment has occurred. Such conduct often consists of unwelcome sexual touching and comments. For example, such conduct would include:

- unwelcome contact such as hugging another or placing one's arm around the other;
- unwelcome sexual flirtations, advances, and propositions;
- sexually degrading words used in reference to an individual;
- comments on the speaker's own sexual abilities or those of co-workers;
- display of offensive pictures or objects such as posters or calendars which are of a sexual nature;
- teasing, jokes and remarks of a sexual nature;
- comments of a sexual nature on, or staring at, an individual's physical attributes;
- questions about sexual conduct;
- repeated unwelcome requests for a date after prior requests have been refused, or the proposed invitee has stated that he or she is not interested in such social contact;
- unwanted pressure for sexual favors; and

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- other harassment of a non-sexual nature that is engaged in due to the gender of the individual.

In order to constitute sexual harassment, the conduct need not be sexual in nature, provided that it is occurring solely because of the victim's sex. For example, with respect to women, this would include comments about the lesser abilities, capacities, or the "proper role" of members of the female sex. It would also include subjecting a woman or man to non-sexual harassment solely because of her or his gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite-sex or same-sex harassment.

The conduct described above would constitute prohibited sexual harassment even if the actor did not intend to injure or harass the victim. It may be no excuse or justification for the conduct that the actor was only "joking." The conduct would still constitute sexual harassment even if the victim is strong enough to endure it without any emotional or psychological impact, harm, or damage. The types of conduct described above need not even be directed at a particular individual for that individual to be the victim of sexual harassment; this is because the working environment in which an employee exists and works is directly affected by the treatment of co-workers if they are the subject of sexual harassment.

C. What Are the Consequences of Sexual Harassment?

Sexual harassment is not only offensive and degrading to the employee subject to it, and detrimental to the morale of co-workers, but it is also illegal, being contrary to both state and federal laws against discrimination. Any individual found to have engaged in, or participated with another in, sexual harassment will be subject to disciplinary action, including but not limited to the following: oral reprimand, written reprimand, suspension with or without pay, reassignment to another position as deemed appropriate by IMA, adverse affect on compensation, and termination from employment. One who engages in, or participates with another in, sexual harassment may also be subject to personal financial liability to the victim of the conduct at issue.

Pending the investigation of any complaint of sexual harassment, as described below, IMA retains discretion to impose a temporary reassignment of the parties involved if the circumstances disclosed so warrant.

D. What Will IMA Do to Attempt to Avoid the Occurrence of Any Incidents of Sexual Harassment?

In order to deter and avoid any incidents of sexual harassment, IMA will publicize and enforce the policies described above.

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E. What Will IMA Do Upon Being Advised of Any Incident of Sexual Harassment?

Upon being advised of any claim of sexual harassment, IMA will promptly and thoroughly investigate the matter. If the investigation confirms that sexual harassment has occurred, IMA will then take appropriate and swift remedial action.

In order to further the investigation by IMA of any claim of sexual harassment, all employees are encouraged to report any incident of sexual harassment to which they are subject, or which they may have witnessed, pursuant to the Complaint procedure described in the next section. IMA will then investigate the matter by communicating not only with the parties involved, but also with those who have witnessed it or otherwise have knowledge of it.

1. Confidentiality

It is IMA's goal, both during the investigation and thereafter, to maintain confidentiality to the fullest extent possible, including confidentiality of the identities of all persons involved or alleged to be involved in the incident, revealing only those particulars of the matter to the extent necessary for a thorough investigation. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

2. No Retaliation

All employees should be aware that no retaliation whatsoever will be permitted against one who complains of any incident of sexual harassment, or who assists in the investigation thereof. Any employee who is found to have committed a retaliatory act against an employee who has complained of harassment or participated in an investigation of harassment shall be subject to appropriate discipline.

After the matter is concluded, and if a determination is made that sexual harassment has occurred, in addition to imposing the appropriate discipline on the actor involved, IMA will follow up with the person who was subject to the harassment to determine whether the inappropriate conduct at issue has ended, and to ensure that there has been no new occurrence of sexual harassment by the original actor, or by anyone else in retaliation for the complaint made.

F. What is the Complaint Procedure to be Followed?

Any individual who has been the subject of sexual harassment, or who has witnessed any incident of sexual harassment (hereinafter the "Complainant"), should report the matter without delay to a supervisor or IMA management official. Any supervisor or IMA management official who witnesses any incident of sexual harassment or who has received a complaint of sexual harassment shall immediately notify the Vice-President of IMA.

The Complainant should be prepared to provide full and complete information regarding the incident. Based on the information provided, a written Statement of Complaint in the form of an Affidavit or Certification will be prepared which the Complainant will be asked to sign.

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A similar investigation will be undertaken with the actor alleged to have engaged in the conduct at issue. A statement either in the form of an Affidavit or Certification will also be taken from that person. The individual(s) who performed the investigation will then discuss with each of the parties the information and responses obtained from each of them, as well as other evidence compiled, in order to obtain any further pertinent information from the Complainant and from the alleged actor.

Thereafter, and based on all of the information obtained in the investigation, a recommendation will be made as to whether a determination that sexual harassment has occurred is warranted, and, if so, what the appropriate discipline or resolution should be. Any discipline or other action, which may then be found appropriate, will be implemented immediately.

At the conclusion of the investigation, each of the parties involved will be advised of the decision and of the discipline, if any.

4.4 ANTI-HARASSMENT POLICY/ANTI-DISCRIMINATION POLICY

In addition to the right to be free from sexual harassment, IMA wishes to also emphasize its commitment to the belief that all employees have the right to enjoy a work environment, whether within the workplace or outside of it, free of inappropriate conduct and communications. IMA opposes harassment in any form on the basis of race, creed, national origin, ancestry, nationality, color, marital status, domestic partnership status, or sexual orientation, gender expression or identity, age, handicap (and/or disability), service in the armed forces, atypical hereditary cellular or blood trait, genetic information, refusal to submit to genetic tests, or to make available results of genetic tests, whether by any employee of IMA or by any other party having business-related interaction with a representative of IMA.

Any individual who has been subjected to harassment based upon membership in any of the above classes and/or because of any of the above reasons, or who has witnessed any incident of such harassment, should report the matter without delay in accordance with the complaint procedures detailed in the Sexual Harassment Policy set forth above. Additionally, the investigation procedures (including the anti-retaliation and confidentiality provisions), along with the remedial measures described in detail in the Sexual Harassment Policy referenced above are also applicable to any harassment prohibited under this Section. Employees should know that such conduct will not be tolerated, and this anti-discrimination/harassment policy will be vigorously enforced.

Employees are urged to become thoroughly familiar with this policy, and place it into practice on a daily basis. Violation of this policy is a serious matter, and will be dealt with accordingly.

4.5 CONSCIENTIOUS EMPLOYEE PROTECTION POLICY

It is the policy of IMA not to take any retaliatory action against an employee because the employee does any of the following:

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- Discloses or threatens to disclose to a supervisor or member of management, an activity, policy or practice that the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law;
- Provides information to, or testifying before any public body conducting an investigation, hearing, or inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objects to, or refuses to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

The protection against retaliation when a disclosure is made to a public body typically does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given IMA a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergent in nature.

Employees should report any conduct they observe at work that they believe violates a law, rule or regulation, is fraudulent or criminal or unethical in nature to a supervisor.

In accordance with law, a copy of this policy will be posted and a copy of the law will be distributed to all employees on an annual basis.

4.6 E-MAIL POLICY

This section sets forth IMA's policy with regard to access to, review, or disclosure of electronic mail ("e-mail") messages sent or received by IMA employees with the use of IMA's e-mail system. It also sets forth policies on the proper use of the e-mail system provided by IMA.

A. Use for Business Purposes/ Practice Access, Review, Deletion and Disclosure

The e-mail system is provided to employees at IMA's expense to assist them in carrying out IMA's business. The e-mail system permits employees to communicate with each other internally and with selected outside individuals and companies that IMA, in its sole discretion, decides should be connected to the system. The e-mail system is to be used for business related purposes -- to transmit business information. IMA treats all messages sent, received, or stored in the e-mail system as business messages.

IMA owns the computer system and employees shall at all times use the computer system, including the e-mail system, only for the business purposes of IMA. Employees are asked to minimize the use of the e-mail system (internally or externally) for non-work related activities, and are strongly discouraged from attaching files to personal e-mail transmissions. The attachment of games or pictures to e-mail messages creates excessive volume in IMA's e-mail system, resulting in system-wide delays or failures of the computer system. Intentionally wasting of limited resources, game playing, and engaging in activities which disrupt the business

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environment of the workplace or actions damaging to the computers, computer systems or computer networks are prohibited. The e-mail system should not be used in any way in contravention of the promotion of IMA's business purposes. Employees are expressly prohibited from using e-mail transmissions for commercial purposes and/or for personal gain or profit, or engaging in illegal activities.

In transmitting e-mail communications, an employee should realize that, since those communications can be accessed by IMA at any time, there should be no expectation of privacy or confidentiality in those communications. IMA has the capability to access, review, copy, and delete any messages sent, received, or stored on the e-mail system. Further, in certain circumstances, IMA has the ability to access deleted messages. IMA reserves the right to access, review, copy, or delete all such messages for any purpose at any time and to disclose them to any party (inside or outside IMA) it deems appropriate.

Should employees make incidental use of the e-mail system to transmit personal messages, such messages will be treated no differently from other messages, i.e., IMA reserves the right to access, review, copy, delete, or disclose them for any purpose. Accordingly, employees should not use the e-mail system to send, receive, or store any messages that they wish to keep private. Even if an employee classifies the e-mail message as "personal and confidential" or "private," these messages (and all others) remain subject to inspection and review by IMA. An employee's use of the e-mail system at IMA constitutes the employee's consent to IMA recording and monitoring of the employee's e-mail messages.

Employees should treat the e-mail system like a shared file system -- with the expectation that messages sent, received or stored in the system (or on individual hard disks) will be available for review by any authorized representative of IMA for any purpose. As with the telephone, fax, and copy services available to all employees, the use of e-mail for non-business purposes is discouraged.

Authorized Personal E-Mail Use - Employees may use e-mail to communicate with spouses, children, domestic partners, and other family members. Employees' personal use of e-mail is limited to lunch breaks only. Employees may not use e-mail for personal purposes during otherwise productive business hours. Employees are prohibited from using e-mail to operate a business, conduct an external job search, solicit money for personal gain, campaign for political causes or candidates, or promote or solicit funds for a religious or other personal cause.

E-Mail Monitoring Activities - The company reserves the right to monitor, inspect, copy, review, and store any and all employee e-mail use at any time and without prior notice. In addition, IMA may monitor, inspect, copy, review, and store any files, information, software, and other content created, sent, received, downloaded, uploaded, accessed, or stored through the company's e-mail system. IMA reserves the right to disclose e-mail information and images to regulators, courts, law enforcement agencies, and other third parties without the employee's consent.

Employees Are Prohibited From Using Email to:

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1. Send, receive, solicit, print, copy, or reply to text, images, or jokes that disparage others based on their race, religion, color, gender, sex, sexual orientation, national origin, veteran status, disability, ancestry, or age.
2. Send, receive, solicit, print, copy, or reply to messages that are disparaging or defamatory.
3. Spread gossip, rumors, or innuendos about employees, clients, suppliers, or other outside parties.
4. Send, receive, solicit, print, copy, or reply to sexually oriented messages or images.
5. Send, receive, solicit, print, copy, or reply to messages or images that contain foul, obscene, disrespectful, or adult-oriented language.
6. Send, receive, solicit, print, copy, or reply to messages or images that are intended to alarm others, embarrass IMA, negatively impact employee productivity, or harm employee productivity, or harm employee morale.

Do Not Use E-mail to Communicate with Lawyers – To preserve all communication privileges between lawyers and clients, never use e-mail to seek legal advice or pose a legal question.

Violations – These guidelines are intended to provide IMA employees with general examples of acceptable and unacceptable uses of the company's e-mail system. A violation of this policy may result in disciplinary action up to and including termination.

B. Confidential IMA Information

Employees must exercise a greater degree of caution in transmitting IMA's confidential information on the e-mail system than they take with other means of communicating information (e.g., written memoranda, letters or phone calls) because of the reduced human effort required to redistribute such information and the security considerations when e-mails are transmitted over the Internet.

The use of e-mail for external communications raises certain confidentiality concerns. The mode of transmission itself is not confidentially secure. Third parties have the ability to monitor the instances of transmission and potentially have access to the content. Further, transmission via the Internet is potentially subject to hacker eavesdropping and interference. Therefore, these issues should be considered prior to forwarding any documents or IMA's confidential information to determine whether this mode of transmission is appropriate.

IMA's confidential information, including confidential information and trade secrets of IMA, should never be transmitted or forwarded to outside individuals or companies not authorized to receive that information and should not even be sent or forwarded to other

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employees inside IMA who do not need to know the information. Always use care in addressing e-mail messages to make sure that messages are not inadvertently sent to outsiders or the wrong person inside IMA. In particular, exercise care when using distribution lists to make sure that all addresses are appropriate recipients of the information. Lists are not always kept current, and individuals using lists should take measures to ensure that the lists are current. Refrain from routinely forwarding messages containing IMA's confidential information to multiple parties unless there is a clear business need to do so.

C. Viewing and Protecting E-Mail

In order to further guard against dissemination of confidential IMA information, employees should not access their e-mail messages in the presence of others. E-mail windows should not be left open on the screen when the computer is unattended. All passwords should be kept confidential. However, to ensure that all IMA documents and messages are accessible when a particular employee is not available, it is the responsibility of each employee to see that an appropriate person (or persons) is aware of both login and document passwords.

D. Copyrighted Information

Use of the e-mail system to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.

E. E-Mail Etiquette

Employees should bear in mind that their e-mail messages may be read by someone other than the addressee sent to and may even someday have to be disclosed to outside parties or a court in connection with litigation. Accordingly, employees should please take care to ensure that their messages are courteous, professional and businesslike.

Employees should remember that e-mail messages, once sent, are generally irretrievable. Employees should be sensitive to the fact that in the absence of an explanation, e-mail messages may be ambiguous and convey the wrong impression. This is of specific concern when a message is being forwarded to multiple recipients. Rather than quickly sending messages without adequate review, employees may consider printing the messages and reading them first prior to distribution to ensure that they convey the appropriate message. All employees are reminded that they should use the utmost caution and professionalism in any dealings with fellow employees and patients or prospective patients, including transmission of messages by e-mail.

F. Other Prohibited Uses – No Harassment, Discrimination, Defamation

Use of the e-mail system to engage in any communications that are in violation of any state or federal law and/or are in violation of any IMA policy, including, but not limited to, transmission of defamatory, obscene, offensive, discriminatory, or harassing messages, pictures or images, or messages that disclose personal information without authorization, is prohibited. Displaying or distributing such information may be considered a violation of IMA's Sexual Harassment and Anti-Harassment/Anti-Discrimination Policies which specifically prohibit such behavior and may result in disciplinary action.

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G. Storing and Deleting E-Mail Messages

IMA strongly discourages the storage of large numbers of e-mail messages for a number of reasons. First, because e-mail messages frequently contain IMA's confidential information, it is desirable to limit the number, distribution and availability of such messages to protect IMA's information. Second, retention of messages fills up large amounts of storage space on the network server and personal hard disks, and can slow down the performance of both the network and individual personal computers. Finally, in the event that IMA needs to search the network server, backup tapes, or individual hard disks for genuinely important documents, the fewer documents it has to search through, the more economical the search will be.

Accordingly, employees are to promptly delete any e-mail messages they send or receive that no longer require action or are not necessary to an ongoing project. Employees should audit their stored e-mail messages to identify messages that are no longer needed and should be deleted.

4.7 INTERNET POLICY

This policy applies to all users of IMA's computers and networks. If an employee has any questions about the policy or what it means, please contact a supervisor.

A. Purpose

IMA recognizes that the Internet has become an important resource for research and education. In order to meet this need, employees may be provided access to the Internet.

The use of the Internet is a privilege, not a right, and inappropriate use can result in termination of those privileges and disciplinary action. An employee's activities, while using the Internet from IMA's site, is expected to be in support of research and education and consistent with IMA's objectives of providing thorough research and information assistance to its patients. An employee accessing the Internet from IMA's site is responsible for all online activities which take place through the use of his or her login and password and all employees must comply with the guidelines set forth herein. When using another organization's networks or computing resources, employees must comply with the rules appropriate for that network.

Employees are prohibited from accessing internet sites that are unrelated to the job. No employee shall access his/her personal e-mail or internet account on IMA computers. Employees are prohibited from accessing social internet sites, such as Facebook or My Space, while at work. Employees shall not post any information or otherwise comment on IMA, its operation or employees on social or other internet sites.

B. Responsibilities Of Users/Prohibited Uses

- Employees are to use the Internet only for business-related purposes.
- Employees should refrain from using the Internet for personal use.
- Employees are not to transmit unauthorized information regarding IMA, or personal information regarding its members, directors, officers, and/or other employees.

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- Employees should refrain from giving information about themselves--such as a social security number, credit card numbers, bank account numbers, home address or telephone number--to unknown companies or e-mail associates.
- Employees are not permitted to use the Internet in any manner that violates any federal, state, or local statutes or regulations.
- Employees are expected to observe copyright laws regarding computer software, software licensing agreements, web-site information, and acknowledgement of authorship.
- Employees are not permitted to download any software without first obtaining permission from IMA management.
- In the event that an employee is permitted to download software, a virus scan must be initiated.
- Employees are not permitted to obligate IMA and its members financially to any commercial web-sites without the express permission of the IMA management.
- There are numerous commercial web-sites and home pages on the Internet which require a subscription fee or other costs to access the site or to obtain or print information from that site. Anyone obligating IMA and its members financially to these sites without prior permission may result in the termination of his or her Internet privileges and disciplinary action. Additionally, anyone violating this provision will be required to reimburse IMA for any unauthorized expenses incurred.
- Employees are not permitted to use the Internet to engage in moonlighting or for commercial purposes, advertising, unauthorized political lobbying, or other similar activities.
- Employees are forbidden from accessing websites that contain obscene, discriminatory, harassing, offensive or inappropriate material. Employees are also prohibited from displaying or distributing material which is obscene, discriminatory, harassing, offensive, or inappropriate or which is any way inconsistent with guidelines set forth in IMA's policies. An employee may consider some material to be humorous in content and, therefore, not harassing in nature, but the viewer of such material may not hold the same viewpoint.
- Displaying or distributing such information will be considered a violation of IMA's Sexual Harassment and Anti-Harassment/Discrimination Policies which specifically prohibit such behavior and may result in the termination of the employee's Internet privileges and disciplinary action.
- Employees are to refrain from engaging in any act which could impair the operation of any facet of the computing resources at IMA or the resources of any recipient of the information. Such acts include, but are not limited to, injecting computer viruses, sending large mailings, sending large print jobs, streaming audios and videos, installing or downloading unauthorized software, broadcasting "junk mail" (including chain letters) to mailing lists or individuals (commonly referred to as "spamming"), and other activities which may cause congestion on the network or compromise the integrity of the network.

Note: Deliberate actions to degrade or disrupt network services by spreading computer viruses is a criminal activity under state and federal law.

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C. Privacy

The Internet is an appealing source of information and communication. Privacy is one thing the Internet does not provide. E-mailing or signing an Internet guest book are two ways in which information is obtained about people. Every time an employee uses the Internet, an electronic record is created somewhere in cyberspace. There is no preventive measure which can control it, but one should be aware that it is happening.

D. Copyright

Copyright laws prohibit the unauthorized reproduction or distribution of copyrighted materials. Exceptions are permitted under the principles of "fair use." Employees are not permitted to copy or distribute electronic materials without the explicit permission of the copyright holder. Responsibility for any consequences arising from the infringement of a copyright lies with the employee.

E. Disclaimer

Not all sources on the Internet provide accurate, complete or current information. Employees should evaluate any Internet resources used in the course of research and education, questioning the validity of the information provided.

4.8 CONTAGIOUS OR LIFE THREATENING ILLNESS POLICY

IMA has a legal obligation and is committed to providing a safe and healthy work environment for all employees. Accordingly, all employees who have been diagnosed with any illness that poses a health hazard to other employees or to the public must immediately disclose this information to a supervisor. The supervisor shall consult with IMA management and a physician, if necessary, to assist in making a determination as to the appropriate course of action. All medical information received about the employee will be kept strictly confidential. The Practice treats life-threatening/catastrophic illnesses in accordance with applicable law.

4.9 DRUGS AND ALCOHOL POLICY

IMA recognizes that drug and alcohol use has serious adverse effects on the workforce, resulting in lost productivity and a threat to workplace and public safety and security. A healthy and productive workforce, safe working conditions free from the effects of drugs and alcohol, and the maintenance of the quality of services are important to employees, IMA, and the public.

Accordingly, it is the policy of IMA to (1) provide a work environment that is free from the use, sale, possession, or distribution of illegal drugs or the improper use of legal drugs or alcohol on IMA premises or during the operation of IMA equipment and (2) require employees to perform all job-related duties, either on or off IMA premises, without the presence of illegal drugs, alcohol, or inappropriate legal drugs. Such conduct is also prohibited during non-working time to the extent that, in the opinion of IMA, it impairs the employee's ability to perform his/her job or threatens the reputation or integrity of IMA. Anyone who violates this policy will be subject to discipline, including immediate dismissal.

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A supervisor who knows or has reasonable suspicion that an employee's unusual or unacceptable actions or behaviors or poor or declining job performance is a result of alcohol or drug abuse is responsible for contacting the Vice President of IMA immediately.

Employees convicted of controlled substance-related violations, including pleas of nolo contendere, i.e. no contest, must inform IMA management within five (5) days of such conviction or plea. At its discretion, IMA may require employees who violate this substance abuse policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment. These individuals may also be subject to random testing.

4.10 PHONE USE POLICY

Use of IMA's telephones or cellular telephones or similar personal use devices, for personal outside calls, text messaging or personal matters must be kept to an absolute minimum. The telephone should be used primarily for IMA's business related matters and unless there is a matter that is urgent in nature, the following rules should be adhered to:

1. Personal phone calls can be made only during lunch hours from personal cell phones or the telephone in a break area.
2. Personal text messaging can be done only during lunch hours from personal cell phones in a break area.
3. In the event an employee needs to make a personal call prior to or after his or her lunch hour, they must request permission from their supervisor and must use a telephone other than the one in their immediate work area.
4. It is expected that family and friends are notified of this policy.

All IMA employees are prohibited from using a cellular telephone or similar device for IMA business while driving an automobile. This prohibition of cellular telephone or similar device use while driving includes making or receiving phone calls, text messaging, surfing the Internet, checking phone messages or receiving or responding to e-mail while driving if in any way doing activities related to IMA employment. Any IMA employee that has been supplied with an IMA cellular telephone or similar device is prohibited from using that device for IMA business or personal communications while driving an automobile.

4.11 VOICE MAIL POLICY

Voice mail is a tool given to the employee for business purposes and limited personal use. IMA retains the property rights to its voice mail. Periodically voice mail may be checked to ensure professional and legal use by the employee. Any unauthorized, illegal use of IMA's voice mail may subject the employee to corrective action and/or termination.

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4.12 USE OF OFFICE EQUIPMENT AND FACILITIES

IMA will furnish each employee with basic equipment, as needed. Each employee is expected to care for the Practice's equipment and materials with the same respect shown for his or her own personal property. No downloading of personal software is permitted. Books, reference materials and active and inactive material and files must be maintained in their proper locations when not in authorized use, and care should be taken to maintain equipment in good working order. Clean-up daily and especially the last day of the work week. Cooperation is requested to keep any common areas and break areas neat, clean and orderly.

4.13. OFFICE SUPPLIES

The Practice maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by employees. All office supplies will be provided to employees by their supervisor.

If an employee needs additional items not regularly stocked, please speak to a supervisor to place a special order.

All office supplies are for business use only and should not be removed from the Practice's premises for non-business use.

4.14 OUTSIDE EMPLOYMENT

In order to avoid any potential conflict of interest with IMA, all outside work must be brought to the attention of a supervisor in writing to determine if it conflicts with IMA's current business or the employee's responsibilities within IMA. Employees may not work for competitors of IMA, nor may they take an ownership position with a competitor. This is necessary to ensure continued growth of IMA and the employee both professionally and financially.

Upon approval of outside work, the employee must follow the guidelines listed below:

- a) The employee doing outside work is under an obligation to advise his or her other employer or clients that the work is not by, for, or in the name of IMA and that IMA does not assume liability or responsibility for such work.
- b) Outside work must not interfere with regular assignments.
- c) No outside work shall be done during regular work hours.
- d) No outside work shall be done on IMA property and/or utilize IMA's facilities, equipment or supplies at any time.

IMA recommends that anyone doing outside work secure adequate personal and professional liability insurance for such work.

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4.15 SMOKING POLICY

In recognition of the fact that smoking is hazardous to the health of patients and employees, all offices and departments of IMA are smoke-free facilities. Smoking is not permitted anywhere within the offices, nor in or around the entrances to offices of IMA.

4.16 PARKING

Free parking facilities are available to employees. Employees are required to park within the designated areas. The Practice is not responsible for loss, damage, or theft of any vehicle.

4.17 CHANGES IN PERSONAL DATA

To aid employees and their families in matters of personal emergencies, the Practice needs to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to a supervisor promptly.

SECTION 5. WORK SCHEDULE REQUIREMENTS

5.1 WORKING HOURS

1. Each office or department of IMA will be open during specified hours, which may include all hours of the day and all days of the week, including holidays. The hours for each specific office or department will normally be posted in that office or department.
2. No employee will work more than five (5) continuous hours without a thirty (30) minute unpaid meal break. There will be one (1) meal break during each eight (8) hour shift and two (2) meal breaks during each twelve (12) hour shift. The staff will be expected to coordinate their meal breaks so that there is the least possible disruption of patient care or work flow.
3. There will be several differing shifts, which will vary in length, frequency, and beginning and ending times. Unless otherwise specified in a particular job description, each employee will be required to work some weekends, at the discretion of IMA management.
4. Except in cases of severe weather or other emergencies, regular hours are to be worked. (See Inclement Weather Leave section.)
5. A daily sign-in / sign-out sheet or a time-clock is to be used to maintain an accurate employee record.
6. Only actual hours worked count toward computing pay.

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7. IMA Employees will work at IMA offices at all times for IMA business. Working from home or other remote locations is not permitted unless expressly requested by the Management Committee of IMA or in an emergency situation, the President of IMA. Written authorization will be documented in the records of IMA Human Resource department and approved in advance. IMA Shareholders' individual profit centers are the jurisdiction of the individual Shareholder and employees of those centers may work outside of the designated work space at the Shareholder's individual responsibility and choice.

5.2 OVERTIME

The nature of IMA's business is such that overtime may be required. It is expected that all employees shall work overtime hours when required to do so. The scheduling of overtime is at management's discretion.

1. All approved hours worked in excess of forty (40) hours per week will be considered overtime.
 - i. Non-exempt employees will be paid at one and one-half their normal rate for overtime work.
 - ii. Exempt hourly employees will be paid their normal rate for excess hours.
 - iii. Overtime will not apply to exempt employees paid on a salary basis.
2. All requests for overtime must be approved, in advance, by the responsible supervisor.
3. Only actual hours worked count toward computing overtime pay. Not included in overtime calculations are vacation, sick, holiday and any other leave with pay or leave without pay.

SECTION 6. WORK ASSIGNMENTS & CONTACT INFORMATION

6.1 WORK ASSIGNMENTS

Work assignments will be distributed by the responsible supervisor. Once an employee has begun an assignment they will report directly to the responsible supervisor for all matters relating to its completion.

6.2 CONTACT WITH THE PRACTICE

The Practice should know an employee's location at all times during business hours. The responsible supervisor will keep a record of an employee's assignments, and should be notified of an employee's whereabouts outside the Practice during working hours.

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SECTION 7. ATTENDANCE

7.1 ABSENTEEISM AND TARDINESS

To maintain a productive work environment, IMA expects employees to be reliable and to work as scheduled and to arrive at his/her assigned work area at the proper time. Absenteeism and tardiness result in a burden on other employees and on IMA's overall operations.

A. Reporting an Absence or Being Late for Work

Employees who are unable to be at work on time or unable to work as scheduled due to illness, injury or other justifiable reason must notify their immediate supervisor as soon as possible but not later than two (2) hours before the scheduled work period begins. If the immediate supervisor is not available, another management official should be contacted (unless it is impossible due to circumstances).

Employees have the responsibility for knowing where, when and whom to call and must personally report their absences and being late. It is not acceptable to leave a voice message; employees must speak directly with a supervisor or management official, in the supervisor's absence. The employee is expected to call personally. If, for physical reasons, he/she is unable to do so, a member of the immediate family should call. Failure to properly report an absence or being late may result in disciplinary action and/or ineligibility for payment.

Employees are not allowed to leave the work area after the beginning of their scheduled shift and are expected to continue working until the end of their scheduled shift. Stopping work early without authorization will be considered to be AWOL and in violation of this policy. Time cannot be made up and will not be paid.

Absences of more than one (1) day are to be reported on a daily basis. Any absences due to illness beyond two (2) days require that an employee return to work with an official note from their personal Physician. The daily notification requirement may be waived in cases of hospitalization or extended illness beyond one week if approved by the supervisor. However, employees must notify their supervisor a minimum of every two (2) weeks to keep the supervisor apprised of the situation during extended absences.

B. Tardiness

Employees are expected to be present and ready to work at the assigned time. An employee who clocks in after the scheduled start time or reports to the assigned work area after scheduled start time shall be considered tardy. Since tardiness diminishes IMA's ability to provide excellent care and is discourteous to other employees, it is unacceptable except in the case of emergency. Time cannot be made up.

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C. Excessive Tardiness or Absenteeism

Excessive tardiness or absenteeism will be considered a lack of dedication, and duly noted in an employee's personnel file. Any tardiness, regardless of the amount may be subject to discipline.

7.2 JOB ABANDONMENT

Failure to follow the required procedures for giving proper notice of an absence for three (3) or more consecutive days is considered job abandonment and as such a voluntary resignation.

SECTION 8. PAY MATTERS

1. *Pay Day:* Employees will be paid on a semi-monthly basis.
2. *Pay Advances:* No pay advances will be granted.
3. *Pay Raises:* Adjustments or increases in pay are made at the sole discretion of IMA.
4. All salary and wage increases, including bonus amounts, for common profit center employees must be approved by a majority vote of the management committee of IMA.

SECTION 9. VACATIONS, HOLIDAYS & BENEFITS

IMA is committed to sponsoring a comprehensive benefits program for all eligible employees. IMA will periodically review the benefits program and will make modifications as it determines appropriate. IMA reserves the right to modify, add or delete the benefits it offers.

Vacation, holiday, illness or injury will be paid on the basis of position classification and time scheduled. Employees are expected to work the number of hours per week that they have been assigned. For example, if an employee is expected to work forty (40) hours per week, their benefits accrue at that rate. IMA may conduct periodic reviews of time actually worked and it may result in the reduction of benefit time. Employees who do not work the required number of hours will not be permitted to use benefit time to increase their total number of hours worked.

9.1 VACATION

1. Exempt employees will receive paid vacation time as outlined in their individual contracts.
2. Full-time non-exempt employees hired will be granted vacation as follows:

Date of Hire	First Year	2-4 Years	5-9 Years	10+
Before or on March 25, 2014	2 Weeks	2 Weeks	3 Weeks	4 Weeks
On or After March 26, 2014	1 Week	2 Weeks	3 Weeks	3 Weeks

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3. For full-time non-exempt employees, vacation time is proportionally accumulated each pay period.
4. Employees are eligible to use accumulated vacation after six (6) months of uninterrupted employment at IMA.
5. Employees may carry unused but accumulated vacation time over into a subsequent employment year. However, the total vacation time carried over into a new employment year may not exceed one (1) week. Any additional remaining unused vacation time will be forfeited.
6. Employees who terminate employment with IMA after less than one (1) year of uninterrupted employment will forfeit any unused vacation time.
7. Employees who terminate employment with IMA without cause after more than one (1) year of uninterrupted employment will normally be paid for any unused accumulated pro-rated vacation time, not to exceed one (1) week.
8. Employees whose employment is terminated by IMA for cause will lose any unused vacation.
9. Requests for vacation must be submitted in writing to the responsible supervisor at least two (2) months in advance, and will be scheduled at the sole discretion of the supervisor. The supervisor will be responsible for the equitable scheduling of vacation time. Unapproved absences will not be paid and may be considered abandonment of the employee's position.
10. Vacation time should be taken in weekly blocks, not in days, and should be coincident with the calendar week, unless approved by the supervisor.
11. A week of vacation time is equal to the total number of hours the employee is normally scheduled to work in one (1) workweek.
12. Exceptions to this vacation time policy may be granted based upon experience at the time of hiring. Exceptions are made in recognition of special talent, abilities, or experience at the sole discretion of management. In no event will total vacation time be greater than three (3) weeks per year.
13. Vacation pay will not be granted in lieu of actual time off.
14. Part-time/half-time employees' vacation time is based on the number of hours normally scheduled to work in one (1) workweek. In the event of a staggered schedule of hours per week, the decision as to hours counted toward vacation time is to be made at the sole discretion of the responsible supervisor.
15. Part-time non-exempt employees will be granted vacation as follows:

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Date of Hire	First Year	2-4 Years	5-9 Years	10+
Before or on December 31, 2012	2 Weeks	2 Weeks	3 Weeks	4 Weeks
On or After January 1, 2013	1 Week	1 Week	1 Week	1 Week

16. Since Per Diem employees by definition are only paid for actual hours worked, they are not granted paid vacation time, unless an exception is granted as outlined above in number twelve.
17. If an official holiday falls in an employee's vacation week, the employee will be charged one week's vacation time, and be paid holiday hours for the holiday falling therein at the rate of one and one-half times the normal rate, if that employee would have normally worked on the holiday (see the Holiday policy section). No extra time off will be granted, unless approved by the employee's supervisor.
18. Vacation time will accumulate from January 1st to December 31st each year.

9.2 SICK LEAVE

1. Full-time employees hired on or after March 26, 2014 are granted three (3) paid sick days per year, with one (1) day accumulating every four (4) months worked. Full-time employees hired on or before March 25, 2014 are granted six (6) paid sick days per year, with one (1) day accumulating every two (2) months worked
2. Part-time employees hired on or after March 26, 2014 are granted one (1) paid sick day per year. Part-time employees hired on or before March 25, 2014 are granted three (3) paid sick days per year, with one (1) day accumulating every four (4) months worked.
3. Per Diem employees receive no paid sick leave.
4. Sick leave will be paid according to the hours the employee is scheduled to work on the day the employee is ill.
5. Employees who take sick leave for more than two (2) consecutive days will require a physician's note to return to work. Otherwise, these days will be considered personal days.
6. An employee may carry one (1) unused sick day over into a subsequent employment year. Any additional remaining unused sick days will be forfeited.
7. Unused sick leave is forfeited on termination of employment for any reason.
8. Employees are eligible for paid sick leave after three (3) months of uninterrupted employment at IMA.

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9. Sick leave will accumulate from January 1st to December 31st each year.

9.3 PERSONAL DAYS

1. Full-time employees hired on or after March 26, 2014 are granted two (2) paid personal days per year, with one (1) day accumulating every six (6) months. Full-time employees hired on or before March 25, 2014 are granted four (4) paid personal days per year, with one (1) day accumulating every three (3) months worked
2. Part-time employees hired on or after March 26, 2014 are granted one (1) personal day per year. Part-time employees hired on or before March 25, 2014 are granted two (2) paid personal days per year, with one (1) day accumulating every six (6) months worked.
3. Per Diem employees receive no paid personal days.
4. Personal days should be requested at least one (1) week in advance and are subject to the approval of the responsible supervisor, unless exceptional circumstances exist. Unapproved absences will not be paid and may be considered abandonment of the employee's position.
5. Employees are eligible to use accumulated personal days after three (3) months of uninterrupted employment at IMA.
6. Personal days may not to be used in lieu of vacation time.
7. Employees may carry one (1) unused personal day over into a subsequent year. All other unused personal days will be forfeited.
8. Personal days will be paid according to the hours the employee would have been normally scheduled to work on the day the personal leave is taken.
9. Unused personal days are forfeited at termination of employment for any reason.
10. Personal days will accumulate from January 1st to December 31st each year.

9.4 HOLIDAYS

IMA recognizes the following as official holidays:

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

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- Christmas Day

Each holiday will be recognized by IMA as the day on which it is recognized by the Federal Government.

For offices or departments which are closed on an official holiday that falls on a workday, non-exempt employees who would otherwise have been scheduled to work on that day will be paid at their normal rate. Employees not regularly scheduled to work on the day the holiday falls will not be paid for the holiday.

For offices or departments which are open and conducting normal business on an official holiday, non-exempt employees who work on the holiday will be paid for the actual holiday hours worked at a rate of one and one-half times the normal rate. Employees who do not work on the holiday will not be paid for it.

Exempt employees do not receive paid holiday time.

IMA management will make every reasonable effort to distribute holiday shifts among employees equitably.

9.5 LEAVES OF ABSENCE

An employee may be granted a leave of absence without pay, when otherwise required by law. The written approval of the employee's supervisor and subsequent approval by the Board of Directors is required. Leaves of absence are granted only after earned vacation time and/or family and medical leave is exhausted.

Reasonable efforts to return the employee to the same or similar job held prior to the granted leave will be made, subject to the requirements of IMA. (See the Family and Medical Leave Policy section.)

9.6 FAMILY AND MEDICAL LEAVE POLICY

A. Statement of Policy

Employees of IMA may be eligible for family and/or medical leave (hereafter referred to collectively as "family leave") under either the federal Family and Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA), or both, in certain instances. Employees are permitted to take up to twelve (12) weeks of unpaid family leave for the birth, adoption or placement for foster care of a child, or to care for certain seriously ill family members. Employees are also permitted to take up to twelve (12) weeks of unpaid family leave for the employee's own serious health condition.

B. Eligibility

An employee is eligible for family leave under this Section after he or she has been employed by IMA for a period of twelve (12) months. Also, to be eligible for family leave for

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the birth or adoption of a child, or to care for a seriously ill family member (spouse, parent, parent-in-law, or child), he or she must have worked at least 1,000 hours in the twelve (12) months preceding the requested leave. To be eligible for family leave for the placement of a foster child, or for an employee's own serious health condition, he or she must have worked at least 1,250 hours in the twelve (12) months preceding the requested leave.

C. Reasons for Leave/Certifications by Health Care Providers

An employee is eligible for family leave under this policy for any of the following reasons:

1. The birth or adoption of a child;
2. The placement of a child with the employee for foster care;
3. The care of a parent (including parent-in-law), spouse, son or daughter with a serious health condition; and
4. His/her own serious health condition.

For purposes of determining the employee's eligibility for family leave for his or her own serious health condition, or the serious health condition of a family member, "serious health condition" means any physical or mental illness or injury that requires either in-patient care or continuing treatment by, or under the supervision of, a health care provider. With respect to the employee's own serious health condition, the condition must also render the employee unable to perform the functions of his/her position.

IMA may require the employee to submit a certification from a health care provider that the employee is needed to care for the family member, or in the case of the employee's own illness or injury, that he/she is unable to perform the functions of his/her position. IMA may also require a second and third certification from additional health care providers. IMA will bear the cost of any second or third certification that it requires.

With respect to leave for the birth or adoption of a child, IMA may require the employee to submit a certification verifying the birth or adoption.

D. Calculation of Leave

The amount of leave available to the employee will be calculated on a "rolling forward" basis.

Subject to working the requisite hours as set forth under the Eligibility Section above, in most instances, an employee will have twelve (12) weeks of family leave available to them during the twelve (12) month period beginning on the first day of the first family leave the employee takes while working for IMA. For example, if an employee requests six (6) weeks of leave to care for a family member beginning on June 1, 2008, he or she will have another six (6) weeks of family leave available to him or her until June 1, 2009, at which time, if the employee has not used any additional leave after the first six (6) week leave that began on June 1, 2008, the employee will then have another twelve (12) weeks of leave available for the period from June 1, 2009 to June 1, 2010.

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Leave for the placement of a foster child must be taken and concluded within one (1) year from the date of placement. Leave for the birth or adoption of a child must be commenced within one (1) year from the date of the birth or adoption.

E. Reduced Schedule or Intermittent Leave

In certain instances, an employee is entitled to take intermittent or reduced schedule leave for his/her own serious health condition, or for the serious health condition of a family member. This type of leave involves continuing to work part of the time in some capacity and taking time in certain increments, rather than not working at all for a consecutive twelve (12)-week period. The employee may not take intermittent or reduced schedule leave for the birth or adoption of a child unless IMA agrees, in writing, prior to the commencement of any leave, to permit leave to be taken on that basis.

If such a leave is taken, during the period of time that an employee is taking a reduced schedule or intermittent leave, the employee may be transferred to a different position which better accommodates recurring periods of leave. Intermittent and reduced schedule leaves must be taken within certain time periods, which may vary depending upon the type of leave that an employee request. Please contact your supervisor if you have a request for intermittent or reduced schedule leave to see if you are eligible.

F. Notice Requirements

The employee must notify his/her supervisor in writing at least fifteen (15) days before he/she wishes to take family leave under this policy. If the reason for the leave is unforeseeable, the employee must notify his/her supervisor as soon as practicable after he/she becomes aware that he/she will be seeking family leave.

G. Substitution of Paid Leave

The employee may elect, and IMA may require, that the employee use other forms of paid leave as a substitute for unpaid family leave. The employee must request the type of leave he or she wishes to take before he or she begins any leave. If the employee does not make an election of paid leave, IMA will designate the type of leave to be taken prior to the commencement of the leave. When paid leave is substituted for unpaid family leave, the leave time taken will count towards the employee's 12-week entitlement under this policy.

H. Workers' Compensation, Disability Leave, or Maternity Leave

If an employee is on a disability leave, workers' compensation leave due to an illness or injury which meets the criteria for a "serious health condition" under this policy or on a maternity leave, that leave will count toward the employee's 12-week entitlement under this policy and will run concurrently with any family leave taken under this policy.

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I. Employee's Right to Reinstatement

Upon returning from family leave, the employee is entitled to be reinstated to the same position or an equivalent position with equivalent pay, benefits, and terms and conditions of employment. However, the employee's entitlement is no greater than if the employee had not gone on family leave. If, for example, the employee's position is eliminated or altered while he/she is on leave, or IMA experiences a reduction in force wherein the employee's employment would have been terminated had he or she not been on leave, he/she is not entitled to be reinstated if the termination or alteration of employment would have happened regardless of whether he/she was on leave.

J. Consequences of Employee Not Returning to Work

If the employee fails to return to work following the expiration of approved family leave, and there has been no extension by IMA, as otherwise required by law, the employee will be deemed to have voluntarily resigned from employment.

K. Coverage under Group Health Plan

While the employee is on leave, IMA will continue his/her coverage under IMA's health insurance plan provided, however, that he/ she continues to pay his/her premium contribution to the group health plan during the family leave period. The employee must contact his/her supervisor prior to commencing family leave to make arrangements to pay his/her premium contribution during the family leave period. Failure to continue paying premium contributions may result in a termination of the employee's benefits.

L. Recovery of Health Coverage Premiums

IMA retains the right to recover health coverage premiums paid for an employee on unpaid family leave.

M. Consequences of Employee's Failure to Make Timely Health Plan Premium Payments

IMA's obligation to maintain the health insurance coverage will terminate if the employee's premium payment is more than thirty (30) days late. IMA will advise employees at least fifteen (15) days prior to any such coverage terminating.

N. Certification of Fitness for Duty

Upon an employee's return from leave for his/her own serious health condition, IMA may require the employee to submit a certification from a health care provider that he/she is physically and mentally able to return to work.

O. Consequences of Failure to Submit Certifications

If an employee is asked to produce a health care provider certification to support his/her family leave, and the employee fails to produce a certification, the leave is not considered family

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leave and, therefore, the employee will be considered to be on an unauthorized leave and may be terminated if he/she does not return to his/her position.

Upon returning to work from leave, if the employee is required to produce a certification of fitness for duty and fails to do so upon returning from leave, IMA may delay the employee's restoration to his/her position until the certification is provided. Under such circumstances, unless a fitness for duty certification or a new medical certification for a serious health condition is submitted at the time the family leave has concluded, the employee may be terminated.

9.7 MEDICAL INSURANCE BENEFITS

IMA will offer health insurance benefits to employees scheduled to work 30 or more hours per week, after three (3) months of employment. This insurance will be contributory, meaning that both the employee and IMA will contribute to the cost of the insurance. In addition, eligible employees will be offered the opportunity to purchase health insurance coverage for their spouses and dependents.

All health insurance benefits are subject to the limitations of the policy, including the coverage eligibility date. Although this is the general policy of IMA regarding health insurance, IMA reserves the right to alter any aspect of this policy, at any time, at IMA's sole discretion.

9.8 NEW JERSEY PAID FAMILY LEAVE INSURANCE PROGRAM

After July 1, 2009, employees are entitled to take up to six (6) weeks of paid leave to care for newborn and newly adopted children or family members with a serious health condition pursuant to the New Jersey State Temporary Disability Insurance program. Beginning January 1, 2009, all employees will be required to contribute a percentage of their earnings toward the Paid Family Leave fund through payroll taxes. Eligible employees will be able to collect a portion of their weekly salary during the leave period, subject to a one (1) week waiting period. These benefits run concurrently, not consecutively, with any leave provided under the New Jersey Family Leave Act and the Federal Family and Medical Leave Act.

Pursuant to the New Jersey Paid Family Leave Act, an employee may take leave for up to six (6) weeks to care for a newborn or newly-adopted child, or for a family member with a serious health condition. The leave may be taken within a year after the date of birth or adoption of a child. In order to take leave to care for a serious health condition of a family member, an employee must provide a certification by a health care provider which shall include, in addition to other information, the date on which the serious health condition commenced; its probable duration; and why the employee is needed for participation in the care of the family member. Employees have the option of intermittent leave to care for a family member with a serious health condition.

An employee must provide at least thirty (30) days notice of leave with respect to a birth or adoption of a child, and at least fifteen (15) days for the serious health condition of a family member, unless an emergency or otherwise unforeseen circumstance precludes prior notice.

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An employer may require the employee, during a period of paid family leave, to take up to two (2) weeks of available sick or vacation time, or any other leave at full pay made available to the employee by the employer, before the employee is eligible for paid family leave. Leave must be taken during a single continuous period of time, unless the employer agrees otherwise (or intermittent leave applies, as set forth above).

Paid family leave does not guarantee that the Practice will reinstate any employee returning from paid leave. The New Jersey Paid Family Leave program provides for a pay benefit from the State only, and does not entitle the employee to leave.

9.9 WORKERS' COMPENSATION

IMA is insured under the Workers' Compensation Act. This insurance provides compensation for lost time, medical expenses, loss of life or dismemberment from injury or illness arising out of or in the course of regular duties. To protect the employee's and IMA's interest in case of injury or illness considered work-connected, employees must report such an illness/injury immediately to a supervisor so that a report can be made to the insurance carrier.

9.10 BEREAVEMENT LEAVE

Bereavement leave for immediate family deaths (spouse, parent, child, sibling, grandparent, grandchildren, in-laws) is granted up to three (3) days. One (1) day is granted for other relatives (such as aunt, uncle, cousin, niece, or nephew).

Full-time and part-time/half-time employees will be paid up to three (3) days for bereavement. Bereavement will be paid according to the hours the employee would have been normally scheduled to work on those days.

Per Diem employees receive no paid bereavement leave.

IMA reserves the right to require proof of death and attendance at the funeral.

9.11 JURY DUTY

During jury duty, full-time and part-time/half-time employees will be paid the difference between their normal rate of pay and the pay received for jury duty. Jury duty longer than one (1) week is unpaid. Employees are expected to immediately return to work when excused from jury duty. Jury duty will be paid based on the hours the employee would have normally been scheduled to work.

Per Diem employees receive no jury duty leave.

9.12 VOTING TIME LEAVE

IMA encourages employees to vote. Such voting time off will be granted in accordance with state laws.

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9.13 INCLEMENT WEATHER LEAVE

Severe weather is to be expected during the winter months. Except when the Practice is closed in cases of severe weather conditions, all employees are expected to work their regular hours. When the office is closed due to severe weather conditions, employees who would have otherwise been scheduled to work on that day will be paid at their normal rate. Employees not regularly scheduled to work on that day will not be paid. When the office is open, time taken off due to poor weather conditions is to be used as vacation time or personal time.

SECTION 10. EMPLOYEE TERMINATION

IMA strives to maintain continuous employment for all employees, but it also recognizes that conditions may develop which preclude continuous employment. These conditions include employee resignation, discharge or reduction of staff (layoff).

10.1 VOLUNTARY TERMINATION

A resignation is considered voluntary termination. It is the request of IMA that employees provide at least two (2) weeks written notice of their intention to resign to their supervisor. This notice should state the reason for resignation and the effective date. An employee who has given notice of resignation is requested to work at least the next two (2) weeks unless management deems otherwise.

In addition, the following actions are also considered to be resignations:

- * Failure to report back to work as scheduled after an illness, leave of absence or vacation.
- * Failure to report back to work as scheduled after a layoff.
- * Failure to call in or report to work for three (3) consecutive scheduled work days.

In the event you resign your employment with us, you need to do the following in order to receive any terminable benefits to which you may be entitled:

- Give the required notice and then work out the full notice period.
- You may not take any available vacation and personal days during the notice period.
- Should a serious medical condition arise which requires you to take sick time during the notice period, you must extend your notice period by the length of time you are unable to work your regular schedule.

Employees who have resigned and given two (2) weeks written notice are entitled to receive unused vacation time, if any, earned for the calendar year in which they resign. No pay is given for unused sick or personal days. Active participation in the employee health insurance plan will end as of the last day of the month of the date of termination/separation. The employee

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will be notified to convert health benefits coverage, at his or her discretion, to the extent allowable by applicable law. (See Benefits Upon Termination section.)

10.2 LAYOFF

IMA reserves the right to reduce either permanently or indefinitely its current work force. Layoff decisions shall be based on longevity and/or on the current needs of IMA.

10.3 BENEFITS UPON TERMINATION

Active participation in the employee health insurance plan will end on the last day of the month of the date of termination/separation. If a termination/separation event occurs, the employee may qualify for continued health insurance benefits as stated in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), or NJ Continuation (NJCOBRA). This type of coverage may last for 18, 29, or 36 months, depending on the qualifying event. This insurance will remain in effect for as long as the employee pays the premiums. The employee is given thirty (30) days (for NJ Continuation) or sixty (60) days (for COBRA) from the date of the qualifying event in which to elect to pay for the coverage. Specific arrangements must be made in writing with each terminated employee and only employees who were covered by the group health insurance plan at termination may be eligible for COBRA. Further details are available from the employee's supervisor.

10.4 RETURN OF IMA PROPERTY

Any IMA property issued to an employee, including but not limited to phones, tools, instruments, computer equipment, keys, I.D. cards, or Practice credit or gas cards, must be returned to IMA at the time of termination. The employee will be responsible for any lost or damaged items. The Practice may take further action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

10.5 NOTIFICATION

Employees should notify IMA if they change addresses during the calendar year in which termination occurs so that tax information will be sent to the proper place.

SECTION 11. MISCELLANEOUS

11.1 CONFIDENTIALITY OF BUSINESS RECORDS AND INFORMATION

All business records, documents, or other business information relating to IMA are the sole property of IMA. All such records and information are confidential, and may not be copied, distributed, discussed, or sent to another individual or company in any form, without the express written consent of IMA. Breaking this policy is grounds for disciplinary action, up to and including termination of employment.

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11.2 DISCLOSURE OF FINANCIAL INTERESTS

It is the policy of IMA to adhere to all regulations which limit or prohibit referrals to any medical organization in which IMA or any of its physicians have any financial interest.

One or more of the physicians working for IMA at any given time may have a financial interest in another medically-related organization. Except as allowed by law, IMA does not refer patients to such organizations, excluding emergencies. A sign informing patients of any such financial interest will normally be posted in or near the waiting rooms.

11.3 PATIENT PRIVACY

Patients have a right to privacy and dignified treatment. Except in an emergency, IMA personnel will not undress or otherwise expose patients unless they are visually isolated from others not involved in their care.

In compliance with HIPAA and similar laws, IMA staff will not discuss any matter relating to a patient's care except in the proper performance of their patient care duties. All clinical patient records and information are confidential. Other than in the proper provision of medical care, they will not be copied, distributed, discussed, or sent to another individual or company in any form, without the express written consent of the patient or the responsible party.

When conducting a physical examination, employees should keep patient dignity foremost in mind. Employees must never exploit patients for sexual purposes. Before a physical examination starts, the physician or another staff member should inform the patient of the right to have another person, usually a staff member, present during the examination. IMA policy is to have another staff member present when the physician, physician's assistant, or nurse practitioner examines the patient's sexual or reproductive organs or rectum, except in emergencies. Examinations of children should be done in the presence of a family member if possible.

The physician or staff members should be alert to suggestive or flirtatious behavior or mannerisms on the part of the patient and should not put themselves into a compromising position.

11.4 ACCESS TO MEDICAL RECORDS

Patients, or their properly authorized representatives, may review their own medical records onsite during normal hours without charge. Such review must be scheduled with the office supervisor beforehand so that patient care is not interrupted. Whenever a patient requests a time to review records, the physician who most recently examined the patient shall be informed as soon as is feasible, and shall be the one to approve such request.

A copy of the requested pages of the medical records will be provided within a reasonable time frame to patients or properly authorized representatives upon request, for a fee.

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Requests for copies of records by attorneys, insurance adjusters, or others not providing medical care to the patient will be honored upon receipt of proper authorization, for a fee. In all such cases, the physician who most recently treated the patient must approve the request. The relevant physician may, in his or her best judgment, determine that some information in a patient's chart may cause harm if released. In such a case, the information in question will not be copied, or will be withheld from the review, and the patient or authorized representative will be informed that information has been omitted from the copy or review for that reason.

The charge for copies of medical records will be as determined by the rules of the Board of Medical Examiners of the State of New Jersey.

11.5 INFORMATION ABOUT FEES

Patients and prospective patients, in their efforts to obtain cost effective medical care, have the right to receive information about the fees that IMA charges.

IMA will maintain a comprehensive list of its standard fees. In addition, IMA will maintain a short list of the most common procedures and charges. Upon request from a patient or prospective patient for information regarding fees, IMA will provide to that person a copy of the short list, and will inform them that a comprehensive list is available upon request.

Whenever a copy of the comprehensive list is distributed, IMA will require that a brief form be signed, certifying that the individual is receiving the information only for personal health care decision-making and will not use it for any commercial or competitive purpose.

In order to protect against any antitrust and/or collusion liability, IMA will not distribute information regarding fees to other physicians or practices, and will not solicit such information from them.

A sign informing patients that a fee listing is available to them will normally be posted in the waiting rooms.

11.6 REFERENCE CHECKS

The Practice will not honor any oral requests for references. All requests must be in writing. Generally, the Practice will only confirm its employees' dates of employment and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of the Practice. If an employee receives a request for reference information, it should be forwarded to their supervisor.

11.7 DOCUMENT RETENTION

The Practice maintains a formal document retention policy and procedure. The employee's supervisor will explain how that policy applies to employees and the work that they perform. Employees must retain all work products in the manner required and for the time period

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required by this policy. Never destroy or delete any work product until the retention periods specified by the Practice's policy have been satisfied.

11.8 CONTACT WITH MEDIA

All media inquiries regarding the practice and its operations must be referred to the President of IMA. Only the President of IMA is authorized to make or approve public statements pertaining to the Practice or its operations. No employees, unless specifically designated by the President of IMA, are authorized to make those statements.

SECTION 12. PROPER DRESS AND HYGIENE

IMA patients' satisfaction represents the most important and challenging aspect of its business. Whether or not an employee's job responsibilities place him or her in direct patient contact, all employees represent the practice with their appearance and actions. Properly attired employees foster a favorable image for the Practice to the public and to fellow employees.

While proper hygiene promotes professionalism within the practice and a favorable image to patients, it also helps to maintain a clean work environment. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. To maximize our patients' well being, finger nails must be clipped short and hair must be secured away from the face.

SECTION 13. RISK MANAGEMENT (HEALTH & SAFETY STANDARDS & REPORTING)

It is IMA policy to maintain a safe and healthful work environment. Safety can only be achieved through teamwork at IMA. Employees should use appropriate safety measures at all times. Any violation of a safety precaution is in itself an unsafe act.

Universal precautions must be strictly adhered to in the handling of any bodily fluid. Violation of universal precautions could lead to personal illness or the spread of disease to others.

Medication samples are accepted by the physicians for their use with patients. Samples may be distributed only by a physician or under their direction.

Any incident of medical care or advice rendered to our office staff must be documented and billed appropriately as we would for any patient. There should be no "hallway consultations."

Safety on the job is the responsibility of every employee. Accidents should be reported as soon after the occurrence as possible. All employees should follow the procedure stated below:

- Notify a supervisor or IMA management official.

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- Do not leave the scene or premises unless otherwise informed. This allows for questioning if necessary.
- A supervisor or management official will complete an incident report which enables IMA to determine if it is a workers compensation event, and facilitates timely submission of forms to the Workers' Compensation Insurance agent and/or other appropriate agencies.

Any unsafe or unhealthful condition should be brought to the immediate attention of the employee's supervisor or another management official.