

# USA Top Docs



## Employee Policy & Procedure Manual

*(Last Updated: 12/01/2018)*

*Initial Receipt:* \_\_\_\_\_

*Date:* \_\_\_\_\_

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# Welcome (Section 1)

## 1.1 History, Goals & Culture

USA Top Docs was started in 2006 with the goal of providing the public a resource to find reviewed and approved healthcare providers in an easy format. The company started providing these services in New Jersey and has been expanding to additional states ever since.

The goal of our company culture is to foster an open environment of communication and growth for all employees in a casual yet professional setting. Our hope is that each employee will see USA Top Docs as more than just a place of employment and have a genuine and sincere personal attachment and drive for our company success as their personal success in their respective role.

## 1.2 Purpose of this Handbook

This handbook has been prepared to inform new employees and remind existing employees of the policies and procedures of USA Top Docs (and all its divisions) and to establish USA Top Docs expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with USA Top Docs.

USA Top Docs reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of USA Top Docs policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees. Your signature on the last page of this document will serve as signed verification that you have read and understand the policies and procedures set forth in this manual.

## 1.3 At-Will Employment

Employment at USA Top Docs is at-will as per your offer letter & annual compensation plans. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only the CEO & Director are authorized to modify the at-will nature of the employment relationship, and the modification must be in writing.

## **Workplace Commitments (Section 2)**

### **2.1 Equal Opportunity Employment**

USA Top Docs is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, USA Top Docs makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact their supervisor.

### **2.2 Non-Harassment Policy / Non-Discrimination Policy**

USA Top Docs prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, USA Top Docs prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

#### Reporting:

Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor. USA Top Docs will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and USA Top Docs will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

### 2.3 Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy will be subject to disciplinary action, up to and including termination.

## 2.4 Open Door Policy

USA Top Docs has an open door policy and takes employee concerns and problems seriously. USA Top Docs values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

## **Company Policies and Procedures (Section 3)**

### **3.1 Professional Conduct**

USA Top Docs expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected.

Individuals who act in an unprofessional manner may be subject to disciplinary action including termination.

### **3.2 Dress Code**

An employee's personal appearance and hygiene is a reflection on USA Top Docs's character. Employees are expected to dress appropriately for their individual work responsibilities and position. Dress code at USA Top Docs is defined as clean, modest, professional attire that may be casual in nature and appropriate for the weather/season.

### **3.3 Timesheets & Paychecks**

All employees will be issued an electronic timesheet to be completed each day. Employees are asked to report actual specific times worked and not just their standard shift schedule.

It is the employees responsibility to complete, print out, sign and submit their timesheet by the end of day on the 2<sup>nd</sup> working day before a time period ends to the director of USA Top Docs (for example, you are to submit your completed, printed & signed timesheet on the 13<sup>th</sup> of the month for the 15<sup>th</sup> paycheck if the 13<sup>th</sup> is a typical workday. If the 13<sup>th</sup> is a Friday, then the timesheet is to be submitted on the 12<sup>th</sup> which would be a typical workday)

Paychecks are directly deposited on the 15<sup>th</sup> and last day of the month (30<sup>th</sup> or 31<sup>st</sup>). If the pay date lands on a holiday, paychecks will be distributed on the closest business day before the holiday.

The paycheck will reflect work performed for the current pay period (15<sup>th</sup> Paycheck will include hours completed from the 1<sup>st</sup> through the 15<sup>th</sup> & the 30<sup>th</sup>/31<sup>st</sup> Paycheck will include hours completed from the 16<sup>th</sup> through the last day of the month). Paychecks include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to IRA retirement plan.



Notify a supervisor if the paycheck appears to be inaccurate.

Advances on paychecks are not permitted. Information regarding final paychecks can be found under the termination section of this handbook.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to the Director of USA Top Docs immediately.

### 3.4 Company Property

Company property, such as equipment, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess.

Company computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

In reference to personal cell phone use please see policy 3.5 below.

Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment. USA Top Docs monitors internet and email use and stores the history of each computer on its server regardless of individual computer history removal.

Violations of these policies could result in disciplinary action and possible termination.

### 3.5 Phone and Cell Phone Personal Use in the Office

While at work employees must exercise the same discretion in using personal cell phones as for the use of Company phones. Excessive personal calls and/or texting during the workday, regardless of the phone used, will interfere with employee productivity and be distracting to others. A reasonable standard the company encourages is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention or personal emergency. In the event the phone call requires more than 10 minutes, you will be asked to take a break and remove that time from your timesheet.

Texting and surfing the internet should also be limited to a few minutes per day during work hours except for a personal emergency or special circumstance discussed with your supervisor in advance.

Violations of these policies could result in disciplinary action.

### 3.6 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, USA Top Docs retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of USA Top Docs, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

### 3.7 Personnel Files

USA Top Docs maintains a personnel file on each employee. These files are kept confidential to the extent possible.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform USA Top Docs of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

## **Employment Classification (Section 4)**

USA Top Docs assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

### **4.1 Exempt Employees**

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of USA Top Docs. Exempt employees are not eligible to receive overtime compensation.

Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

### **4.2 Non-Exempt Employees**

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee.

### **4.3 Part Time, Full Time or Temporary Status**

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 36 hours receive part-time classification.

From time to time USA Top Docs may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only the Director or CEO may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

## **Attendance Policies (Section 5)**

### 5.1 General Attendance

USA Top Docs maintains normal typical work week hours. Hours may vary depending on job responsibilities and role. Your supervisor will provide you with your work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor.

USA Top Docs does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism, defined as more than 8 unplanned separate absences in 1 calendar year) may result in disciplinary action and possible termination.

Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action including termination.

### 5.2 Tardiness & Leaving Early

Employees are expected to arrive on time (as defined as 5 minutes prior to their shift start time) and ready for work. An employee who arrives 5 minutes after their scheduled arrival time is considered tardy. USA Top Docs recognizes that situations arise which hinder punctuality; regardless, excessive tardiness (defined as 8 unplanned separate tardiness incidents in 1 calendar year) is prohibited, and may be subject to disciplinary action including termination.

### 5.3 Breaks

When working conditions permit, and pending a supervisor's approval, employees are entitled to one 15 minute breaks for every 8 hours worked unless otherwise discussed and approved.

Meals may be eaten during work hours at your desk provided you are able to work through your meal and clean up after one self. If you wish to leave the office or stop production for a meal break you may however the meal break is not a paid break. The employee will need to review the need for a meal break with their supervisor and adjust hour's accordingly. For example, if your shift is from 8am – 4pm and you wish to take a 30 minute lunch break you would need to add an additional half an hour to your work day (8am – 4:30pm) to cover the meal break. In this circumstance you will continue to only be paid for 8 hours and meal breaks are not a payable time period.

## **Leave Policies (Section 6)**

### 6.1 Paid Time Off (PTO) – Not including sick time.

USA Top Docs provides, as a benefit, paid time off (PTO) for its eligible employees. Forward requests for time off in advance to a supervisor, who may approve or deny the request based on company resources. USA Top Docs is flexible in approving time off when doing so would not interfere with company operations.

A regular employee (both full and part time) are eligible to receive paid time off after 3 months of service.

Employees must earn and accrue their PTO time before they may be used. Employees should review their offer letter and/or their annual compensation plan for the total of PTO.

PTO can be used for vacation or personal time (Sick time is explained in 6.2 “Sick leave”) and will be accrued after 90 days at the following rates:

- Employees working more than 36 hours per week
  - Will accrue 2.5 days of time off per quarter (January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> & October 1<sup>st</sup>) equal to their standard work day.
- Employees working between 30-35 hours per week
  - Will accrue 1.75 days of time off per quarter (January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> & October 1<sup>st</sup>) equal to their standard work day.
- Employees working between 20-29 hours per week
  - Will accrue 0.50 days of time off per quarter (January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> & October 1<sup>st</sup>) equal to their standard work day.
- Employees working less than 20 hours per week
  - Are not eligible for Paid Time Off (PTO)

Any additional time accrued and remaining in the employee’s PTO time bank will be forfeited. Employees will have access to view their PTO banks directly.

### 6.2 Sick Leave

Situations may arise where an employee needs to take time off to address medical or other health concerns. USA Top Docs requests that employees provide notification to their supervisor as soon as practicable when taking time off.

Sick days are granted on a [paid/unpaid] basis to regular employees based on time accrued in their PTO (Paid Time Off) bank.

As per the new NJ Department of Labor law (to read the entire legislation please visit: [https://nj.gov/labor/wagehour/lawregs/nj\\_state\\_wage\\_and\\_hour\\_laws\\_and\\_regulations.html#11D1](https://nj.gov/labor/wagehour/lawregs/nj_state_wage_and_hour_laws_and_regulations.html#11D1)) sick time will now accrue at the rate of 1 hour of sick time, per 30 hours worked up to a maximum of 5 days.

Additionally, up to 5 days of sick time can be carried over for 1 additional year.

- For example: If you accrued 5 sick days in 2019 and used none, you would have 10 sick days in 2020. If however you do not use any you are still only able to carry 5 days into 2021.

Sick time will be distributed with no wait period at the beginning of year calendar year and will be equivalent to the number of hours worked for 1 week. For example:

- Employees working:
  - 40 hours = will receive 40 hours of sick time (equivalent to 1 working week)
  - 30 hours = will receive 30 hours of sick time (equivalent to 1 working week)
  - 20 hours = will receive 20 hours of sick time (equivalent to 1 working week)
  - Etc.

Abuse of this policy may result in disciplinary action. Please see Section, 5.1 (General Attendance) for additional information.

### 6.3 Family and Medical Leave Act Leave

USA Top Docs is exempt from following the Family and Medical Leave Act since we are a company of fewer than 50 employees and an extended absence of one employee can directly impact the company in a negative manner.

This being said, USA Top Docs will try to work with each employee and situation in an individual manner. Any questions or issues about an extended leave should be directed to the Director of USA Top Docs.

### 6.4 Holidays

- USA Top Docs observes the following holidays:
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving
  - Christmas Day
  - Additional days as outlined on the company intranet and your offer letter and/or annual compensation plan.

- You will only be paid for the holiday if the holiday falls on a normal working day for your schedule. If for example you only work Monday through Thursday and the holiday falls on a Friday you will not be paid for the holiday. If in the same scenario the holiday falls on a Monday of that week you will be paid for the holiday.

## 6.5 Bereavement Policy

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor's approval, use any available vacation for additional time off as necessary.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, grandchild, father, father-in-law, mother, mother-in-law, grandparent, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.
- Employees are allowed up to four hours of bereavement leave unpaid but will not be counted as an absence and you may use PTO if available to attend the funeral of a friend or extended family (ie: 2<sup>nd</sup> cousin, neighbor, etc.), provided such absence from duty will not interfere with normal operations of the company.

In cases where the employee has extended duties associated with the family member's death, such as serving as the executor of the estate, the employee can apply for additional time off. The company may grant a 15-day leave of absence to an employee who requests it, based on personal and business responsibilities following the family member's passing. If the employee does not have enough vacation time to cover 15 days, the time off may be unpaid. Again, since USA Top Docs is not required to guarantee a position all requests for leaves of absence will be reviewed individually.

Anyone who abuses this bereavement policy is subject to disciplinary action including termination.

## 6.6 Jury Duty Time Off

USA Top Docs understands that occasionally employees are called to serve on a jury.

Employees who are selected for jury duty must provide a copy of their jury summons to a supervisor. Time taken for jury duty is granted on a [paid/unpaid] basis. USA Top Docs

will pay the employee normal paid for the 1<sup>st</sup> work day of Jury Duty. Any addition days may be taken using PTO time or unpaid.

Employee's must submit proof of jury duty in order to have the absence excused.



## **Work Performance (Section 7)**

### 7.1 Expectations

USA Top Docs expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

### 7.2 Performance Reviews

USA Top Docs may evaluate an employee's performance on a yearly basis (provided they are not on an improvement plan). The goal of a performance review is to identify areas where an employee excels and areas that need improvement. USA Top Docs uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Professionalism
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with company policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at will-relationship with USA Top Docs.

Forward any questions about performance expectation or evaluation to the supervisor conducting the evaluation.

### 7.3 Insubordination

Supervisors and employees should interact with mutual respect and common courtesy.

Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

## **Discipline Policy (Section 8)**

### 8.1 Grounds for Disciplinary Action

USA Top Docs reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that USA Top Docs does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, devices or assets;
- Removing company property without prior authorization or disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Unreported leaving early;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. USA Top Docs reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

## 8.2 Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by USA Top Docs at its sole discretion as it deems appropriate.

## 8.3 Termination

Employment with USA Top Docs is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- to continue to work until the last scheduled day of employment;
- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- to return all files, documents, equipment, keys, access cards, software or other property belonging to USA Top Docs that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor;
- to participate in an exit interview if requested.

If company property (to return all files, documents, equipment, keys, access cards, software or other property belonging to USA Top Docs that are in the employee's possession) is not returned the employee will be charged up to \$300 to replace items or re-secure facility and/or hardware and/or software. The amount will be deducted from the employees final paycheck.

## **Health and Safety (Section 9)**

### 9.1 Workplace Safety

USA Top Docs takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of USA Top Docs's workplace safety policy.

Employees should use any safety and protective equipment provided to them, and maintain work areas in an organized, uncluttered, safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately.

Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of USA Top Docs. Any questions regarding safety and safe practices should be directed to the Director of USA Top Docs.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

### 9.2 Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately.

### 9.3 Emergency Procedures

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only the director of USA Top Docs and/or the CEO may authorize employees to reenter.

## **Employee Benefits (Section 10)**

This handbook contains descriptions of some of our current employee benefits. Please review your offer and/or annual compensation letter for specific benefits associates with your work classification and/or position.

### 10.1 Health Insurance

Health benefits are not offered at this time. If this was to change in the future and your job classification entitled to benefits you will be notified.

### 10.2 Retirement Plan

USA Top Docs does offer an IRA you can participate in. If you wish to participate in the IRA please let the Director of USA Top Docs and we will supply the paperwork that needs to be completed. USA Top Docs will match 3% of your standard gross pay if you choose to contribute.

### 10.3 Workers' Compensation

As required by law, USA Top Docs provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses.

Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses.

A separate insurance company administers the worker's compensation insurance. Representatives of this company may contact injured employees if needed.

## 10.4 Disability Coverage

Disability benefits and or family leave insurance may provide a partial paycheck reimbursement depending on the situation to all those who qualify.

If you are ill, injured (not caused by work) and/or pregnant you may apply for Temporary Disability insurance (TDI) with the State of New Jersey. You may review specifics, requirements and the application on their website at:

- <http://lwd.dol.state.nj.us/labor/tdi/tdihome.html>

In the event you are not disabled but in need of Family Leave Insurance to bond with a newborn child in the first year, bond with an adopted child in the first year of placement, or care for a family member with a serious health condition. You may review specifics, requirements and the application on their website at:

- <http://lwd.dol.state.nj.us/labor/tdi/tdihome.html>

Please note that New Jersey's family leave insurance does not guarantee job protection. As per policy 6.3 in this manual USA Top Docs is exempt from following the Family and Medical Leave Act since we are a company of fewer than 50 employees and an extended absence of one employee can directly impact the company in a negative manner.

This being said, USA Top Docs will try to work with each employee and situation in an individual manner. Any questions or issues about an extended leave should be directed to the Director of USA Top Docs.

## **Termination** **(Section 11)**

### 11.1 Voluntary Termination

USA Top Docs recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, USA Top Docs requests that the employee provide two weeks advance notice in writing. This request does not alter an employee's at-will relationship with USA Top Docs.

All rights and privileges of employment with USA Top Docs terminate upon the date of separation. As further discussed in Section 8.3, terminating employees are required to return all company property assigned to them. Failure to do so may result in the withholding of their final paycheck.

### 11.2 Final Paycheck

Employees who terminate employment with USA Top Docs will have their final pay check directly deposited as previous payroll checks. Should the check not be able to be directly deposited, it will be mailed to the final address provided to USA Top Docs.

Please review the requirements upon termination in policy 8.3 in order to ensure no delay and/or garnishment of your final paycheck.

### 11.3 Exit Interview

USA Top Docs may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect company property and discuss employment experiences with USA Top Docs.



# USA Top Docs



## **Acknowledgement of Receipt for USA Top Docs Employee Policy & Procedure Manual**

I acknowledge that I have received a copy of the USA Top Docs Employee Policy & Procedure Manual. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of USA Top Docs policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with USA Top Docs is at-will. I have the right to resign at any time with or without cause, just as USA Top Docs may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the Director and/or CEO.

I acknowledge that USA Top Docs may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at USA Top Docs's sole discretion.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Director or CEO)

***Upon signature please submit to your supervisor who will sign the form and  
then issue you a copy to be kept with your manual***