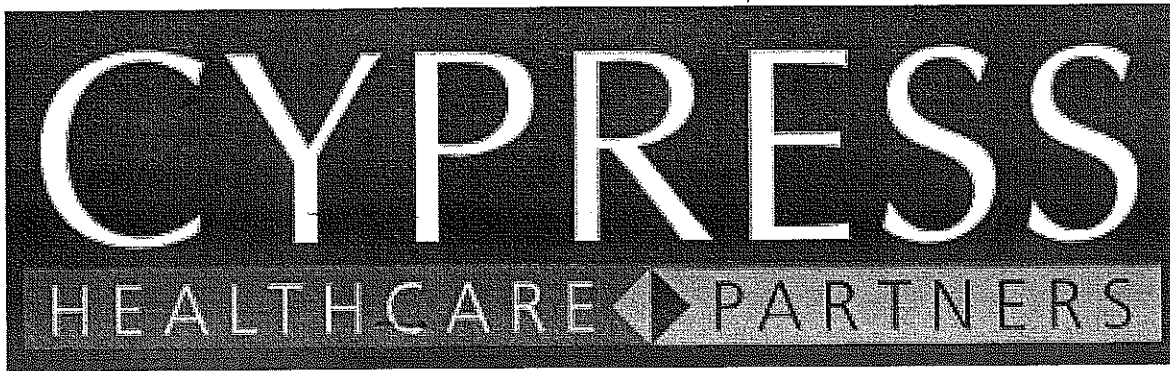


Cypress Employee Handbook



(Effective June 2015)

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General Employment Policies

Introductory Statement

Welcome! As an employee of Cypress Healthcare Partners, LLC (the "Company"), you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Company.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between Cypress Healthcare Partners, LLC and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

Cypress Healthcare Partners, LLC maintains an employee suggestion Voicemail Box. If you have a suggestion, please call (831) 242-8686. Be sure to leave your name so that we can follow up with you, and mention Cypress Healthcare Partners, LLC since the suggestion line is used by other groups affiliated with Cypress Healthcare Partners.

About Cypress Healthcare Partners

History

Cypress Healthcare Partners, LLC was formed in 1996 by Bill Hines and Mike McMillan. In November 1996, a partnership of Salinas Valley Memorial Hospital and Cypress Healthcare Partners, LLC acquired Doctors on Duty. Cypress Healthcare Partners, LLC is the managing general partner of Doctors on Duty.

Cypress Healthcare Partners, LLC is a "physician practice management" company that provides a variety of administrative support to physicians, medical groups and hospitals. The administrative support services include medical billing and collection, practice operations, accounting, payroll, HR, IT, physician credentialing, managed care contracting, EMR selection and implementation, healthcare benchmarking and analytics, physician recruiting, legal support, medical facility design and construction, and more.

The Company's business model is based on the premise that the highest and best use of physicians' time is to see and treat patients. When physicians spend time on administrative tasks, like hiring and training a receptionist, reviewing EOBs, or overseeing accounts payable, they aren't performing "at the top of their license." Physicians are our clients, and everything we do should be geared around making their professional lives easier and more productive.

Cypress Healthcare Partners, LLC provides its practice management services to about 165 physicians, mostly in Monterey County, in about 15 different practices and groups. We provide services to physicians in a wide variety of medical specialties, including family practice, internal medicine, pediatrics, urgent care, emergency medicine, ob/gyn, cardiology, cardiac surgery, hospitalist medicine, pulmonology, intensivist medicine, neurology, orthopedics, podiatry, neurosurgery, general surgery, ENT, GI, psychiatry, physiatry, student health, infectious disease, palliative medicine, endocrinology, occupational medicine, plastic surgery and more.

The Company's clients include PrimeCare, Doctors on Duty, Peninsula Primary Care (CHOMP), Salinas Valley Medical Clinic (SVMHS), Monterey Spine & Joint, Central Coast Cardiology, Salinas Valley Emergency Medical Group, Vantage Surgery Center, Monterey Hospitalist Medical Group (CHOMP), Monterey County Surgical Associates, Romie Lane Pediatric Group, Health Care for Women, CSUMB Campus Health Center, Harden Urgent Care, and others.

Cypress Healthcare Partners, LLC employs about 135 people (billing and collection staff, certified coders, receptionists, medical assistants, schedulers, referral and authorization specialists, x-ray technicians, practice administrators, clinic managers, analytics specialists, EMR implementation specialists and trainers, back office leads, front office leads, physician assistants, nurse practitioners, LVNs, accountants, bookkeepers, payroll specialists, HR specialists, network administrators and IT support staff, and others).

Physicians and Patients First

Cypress Healthcare Partners, LLC is a service business. Our mission and goal are to constantly strive to provide prompt, courteous, quality services to our physician and hospital clients and their patients. Think "Physician and Patient First."

We want to foster a work environment that encourages people to improve, learn, better their skills and professionally advance their careers. There is no employee or position within our organization that does not have the ability to have a major impact (positive and negative) on our business; a caring (or uncaring) PA, a polite and pleasant (or rude) receptionist, a professional (or discourteous) collector, a prompt, efficient (or slow) medical assistant all individually have the ability to make us successful (or unsuccessful). We all make a difference – a big difference.

For Profit Business

We are in business to make a fair profit; we are not a charitable organization or non-profit corporation. Employees, managers and executives of the organization are expected to contribute to our goal of earning a fair profit. Healthcare is a competitive business, and we must do the very best we can to survive and be successful.

Affiliations

In partnership, Salinas Valley Memorial Healthcare System and Cypress Healthcare Partners own Doctors on Duty. Given our special relationships with Salinas Valley Memorial Healthcare System and CSUMB, please warmly welcome and thoughtfully treat their employees when they visit our clinics.

Officers and Key Management

The following are the Company's senior officers and key managers:

William A. Hines - Principal/Partner
Michael K. McMillan - Principal/Partner
Jasmine Ensley - Vice President
April Fleeman - Senior Manager

At-Will Employment Status

Cypress Healthcare Partners, LLC personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only Mr. Hines or Mr. McMillan has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Anti-Harassment

Cypress Healthcare Partners, LLC is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. Company policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. **All such conduct violates company policy.**

The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. Applicants, employees, unpaid interns, volunteers and independent contractors are all protected from harassment.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to your own or any other Company supervisor, the president or the personnel administrator of the Company as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors will refer all complaints involving harassment or other prohibited conduct to the personnel administrator, investigative officer or the president of the Company. The Company will immediately undertake an effective, thorough and objective investigation of the allegations.

If the Company determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Company encourages all individuals to report any incidents of harassment or other prohibited conduct forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book or can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Equal Employment Opportunity

Cypress Healthcare Partners, LLC is an equal opportunity employer and makes employment

decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

All such discrimination is **unlawful**.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the HR Manager. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the HR Department or HR Manager and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the HR Department or HR Manager and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the

Company will make the accommodation.

Right to Revise

This employee handbook contains the employment policies and practices of Cypress Healthcare Partners, LLC in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Cypress Healthcare Partners, LLC reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the president of Cypress Healthcare Partners, LLC.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Cypress Healthcare Partners, LLC as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Policies May Be Superseded by Written Employment Agreement

All policies in this handbook are subject to any terms of a valid written employment agreement signed by Mr. Hines or Mr. McMillan. If any of the policies or terms of this Handbook conflict with terms of the written agreement, the terms of the written agreement shall govern, unless otherwise prohibited by law.

Most or all of the Company's employees do not have written employment agreements.

Hiring

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status.

Health Benefits Extension

Unless health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Contact Human Resources for more information.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or Cypress Healthcare Partners, LLC. Your cooperation and assistance in performing such additional work is expected.

Cypress Healthcare Partners, LLC reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

New Hires and Introductory Period

Completion of the introductory period does not entitle you to remain employed by Cypress Healthcare Partners, LLC for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

The **first 3 months** of continuous employment at Cypress Healthcare Partners, LLC is considered an **introductory period**. During this time, you will learn your responsibilities, get acquainted with fellow employees and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

Regular Full-Time Employees

A regular full-time employee is one who regularly works a minimum of 30 hours per week and who has completed the introductory period. Regular full-time employees who have completed their introductory period are eligible for most employee benefits described in this handbook. However, eligible employees may enroll in the group health plan as of the 1st of the month after the employee completes the first 60 days of continuous employment, but not to exceed 90 days.

Regular Part-Time Employees

A regular part-time employee is one who regularly works less than 30 hours, but more than 20 hours, per week and who has completed the introductory period.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Leaves of Absence

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Company.

Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact Supervisor.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The Company may request recertification every six months from the date of the previous certification. You should notify the company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

Cypress Healthcare Partners, LLC will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Family and Medical Leave

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service. If the leave is for FMLA only, the 12 months of service must have accumulated within the previous seven years. There is no such cap under CFRA;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave*; and
- The employee is employed at a work site where there are 50 or more employees within a 75 mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee's registered domestic partner (CFRA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA).

For additional information about eligibility for family/medical leave, contact the HR Department or HR Manager.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered servicemember is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*;
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

* The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, Cypress Healthcare Partners, LLC uses a Rolling Year.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

- Please contact Human Resources as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Company at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.
- If the employee cannot provide 30 days' notice, the Company must be informed as soon as is practical.

- If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the Company and the employee.

Certification

Cypress Healthcare Partners, LLC requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. The Company may require recertification from the health care provider if additional leave is required. *(For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.)* If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The Company will require certification by the employee's health care provider that the employee is fit to return to his or her job.

Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work.

Payment is due on the same schedule as payments that are made under COBRA by the 5th day of each month.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The Company may require, or employees may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact Human Resources.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue other company provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid Family and Medical Leave Act/California Family Rights Act leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in a 12-month period. The 12-month period is measured forward from the date any employee's first Family and Medical Leave Act leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 1 hour.

Jury Duty and Witness Leave

Cypress Healthcare Partners, LLC encourages employees to serve on jury duty when called. Jury duty time off is provided on an unpaid basis, and employees may use their accrued PTO during jury duty. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to Human Resources within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, Cypress Healthcare Partners, LLC will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Cypress Healthcare Partners, LLC requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, PTO and/or vacation.

Cypress Healthcare Partners, LLC requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, PTO and/or vacation.

Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Paid Time Off (PTO, Including Sick Leave)

Employees are entitled to paid time off (PTO) based upon their years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence or termination of employment. Temporary and part-time employees do not accrue PTO.

Paid time off accrues to a maximum cap of **200** hours (25 days at 8 hours per day). Once this cap is reached, the employee will have a reasonable amount of time to take accrued PTO. If no PTO is taken during that reasonable amount of time period, no further PTO will accrue until some paid time off is used.

Employees become eligible to take PTO beginning on the 90th day of employment.

Employees may use accrued PTO for any reason, including vacation, illness, care for family members or other personal matters. Employees will need to schedule time off with their supervisors. **Specific provisions relating to paid sick leave under California's Healthy Workplaces, Healthy Families Act, including procedures relating to notification and usage of this paid sick time, are discussed below.**

An employee whose employment terminates will be paid for accrued, unused PTO. Employees on unpaid leave do not accrue PTO. Paid time off will be accrued on the following basis:

0 months - 1 year - employee accrues **.06538** hours of PTO for each hour worked, which equates to 17 days of Paid Time Off per year for a full-time employee.

1-4 years - employee accrues **.08462** hours of PTO for each hour worked, which equates to 22 days of Paid Time Off per year for a full-time employee.

5 years and thereafter - employee accrues **.10385** hours of PTO for each hour worked, which equates to 27 days of Paid Time Off per year for a full-time employee.

An employee may not use paid time off before its accrual. Employees will not be paid for any time in excess of accrued paid time off.

An employee's use of paid time off may run concurrently with other leaves pursuant to local, state or federal laws.

California Paid Sick Leave

Beginning July 1, 2015, California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). All employees who have worked in California for 30 or more days within a year from the start of their employment are eligible for protected paid

sick time under the Act. Employees cannot be discriminated or retaliated against for requesting or using paid time off (PTO) for qualifying reasons protected by the Act.

Cypress Healthcare Partners, LLC's PTO policy meets the requirements of the Act. Employees' paychecks will separately identify accrued PTO that is designated at sick time under the Act.

An employee can use accrued PTO for any of the qualifying reasons protected by the Act, as set forth below. If an employee decides to use PTO as protected paid sick time, the employee should designate the time off accordingly. Otherwise, Cypress Healthcare Partners, LLC will treat the time off as PTO and not protected paid sick time.

If you have any questions, please contact HR Manager.

Sick Time Notification

Employees that have a foreseeable need to take paid time off for a qualifying reason under the Act must provide advance oral or written notification to Supervisor. If the need is not foreseeable, employees shall provide notice to Supervisor as soon as practicable.

Qualifying Reasons for Paid Sick Leave

Paid time off under the Act can be used for any of the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid time off under the Act, a covered family member includes:

- A child: Defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A parent: Defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A "parent" may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

Partial Day Policy (Exempt Employees Only)

The California Labor Commissioner, in July 2006, recognized that a California employer can replace salary on an exempt employee's partial day off by charging the time to the employee's vested vacation or PTO bank, provided time off equals 4 or more hours in a work day and the employee has such paid vacation or PTO available at the time of the absence. Cypress Healthcare Partners, LLC has adopted this "Partial Day" policy for exempt employees.

Example 1: Joe is an exempt employee at ABC Company. He plans on coming in after lunch on Monday in order to extend his vacation from the prior week. ABC Company is generally open from 8:00 a.m. until 6:00 p.m. Joe arrives at work at 2:00 p.m. ABC Company may deduct the time missed on Monday from Joe's accrued vacation benefit, provided he has the time available.

Example 2: Mary wants to leave work at 10:00 a.m. on Friday to participate in a golf tournament. Her normal office hours are from 9:00 a.m. to 5:00 p.m. She has previously used up her PTO/vacation time and has only 2 hours of accrued PTO/vacation time remaining. Although she will take off more than 4 hours, she must receive her full salary for the day because she does not have enough accrued PTO/vacation time to cover her absence, but two hours may be charged to her PTO/vacation bank, which may result in "negative PTO."

Exempt employees taking a partial day off from work due to illness or other unforeseeable circumstances are expected to notify their supervisor at the earliest possible time, but in no event less than 24 hours for foreseeable absences. Exempt employees are required to report all their time off to the Payroll Department in writing (e.g., email, fax), and copy their supervisor.

Pregnancy Disability Leave

Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- Cypress Healthcare Partners, LLC will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform Cypress Healthcare Partners, LLC when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer.

is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;

- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Cypress Healthcare Partners, LLC with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:
 - A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition.
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be allowed to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued PTO (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 1 hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that

coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the HR Department for more information.

School Activities

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one to 12 may take time off for a school activity;
- The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 hours each school year;
- Employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If both parents are employed by Cypress Healthcare Partners, LLC, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use PTO leave in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay, and
- Employees must provide their supervisor with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

School Appearances Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact the HR Department or HR Manager.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

Benefits

Benefits Overview

Cypress Healthcare Partners, LLC is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at Cypress Healthcare Partners, LLC. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions which describe the benefits in greater detail. If you do not receive a Summary Plan Description or you would like additional information regarding employee benefits and to answer any questions, please contact Human Resources.

The Company reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The Company currently offers the following employee benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- 401(k) Retirement Plan

401(k) Plan - Vanguard

The Company offers a 401(k) Plan to its eligible employees. The Vanguard Group is the Plan's Service Provider and Ascensus Trust is the Plan's Trustee.

Entry Dates versus Enrollment Dates

Employees may choose to enroll in the 401(k) portion of the plan by filling out an enrollment form, determining your investment choices and choosing the level of salary deferrals you prefer. Enrollment can occur on the 1st day of each quarter. The quarterly enrollment dates are January 1st, April 1st, July 1st and October 1st. Employees can also change the level of their deferrals on the first day of any quarter. Deferrals may be stopped at any time but may not be restarted again until the next quarterly enrollment date. If employees choose not to join the 401(k) plan at their initial hire date, they may be required to sign a form declining participation. Contact your Supervisor or the HR Manager for additional information and forms.

Matching Contributions

Each year that you contribute a portion of your compensation into the Plan as a pre-tax deferral and/or Roth deferral, Cypress Healthcare Partners, LLC may make a contribution to the Plan as a matching contribution on your behalf. The amount of the matching contribution, if any, will be determined each year by Cypress Healthcare Partners, LLC. Matching contributions are subject to the vesting requirements of the Plan.

Loans

Loans are allowed in the Plan. The Department of Labor regulates loans and certain rules and limitations apply to them. The Plan document also provides several stipulations that you should know regarding how loans are handled. Under Code Section 72(p), a loan cannot exceed 50% of your vested account balance or \$50,000, whichever is less. A loan must be amortized over a period of 5 years or less (except for home loans which can be for a period of 20 years or more, up to your Normal Retirement Date). Loans must be repaid (to yourself) on a payroll deduction basis and a market rate of interest must be applied to your payment. The interest and principal both go back to your individual account in the same investment you have chosen for salary deferrals.

Under the 401(k) Plan, a loan must be for a minimum of \$1,000 and requires an origination fee of \$100 paid by the participant. The origination fee may be adjusted from time to time. A loan application and a copy of the complete loan program are available from the HR Department.

Plan Agent Information

HFG Hastie Financial Group

A Registered Investment Advisory Firm

1260 South Main Street, Suite 102

Salinas, CA 93901

(831) 422-4910

(888) 233-2298

william.hastie@lpl.com

www.hastiefinancialgroup.com

CA Insurance License #0F09619

Lactation Policy

Cypress Healthcare Partners, LLC accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area.

Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact their supervisor or Human Resources to request accommodations. Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to six weeks after an unpaid, seven-day waiting period when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Workers' Compensation

Cypress Healthcare Partners, LLC, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace or partially replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to Human Resources; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires Cypress Healthcare Partners, LLC to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Company-Provided Physician

Cypress Healthcare Partners, LLC provides medical treatment for work-related injuries through Doctors on Duty Medical Clinics and Salinas Urgent Care, which the company has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a rolling 12-month period measured backward from the date an employee uses any family leave.

Management

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Cypress Healthcare Partners, LLC property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by his or her supervisor. Your first informal performance evaluation may take place after you complete the introductory period. Subsequent performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Cypress Healthcare Partners, LLC and depend upon many factors in addition to performance. After the review, you may be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

If your supervisor fails to conduct your performance evaluation in a timely manner, you should let your supervisor know or contact Human Resources.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that Cypress Healthcare Partners, LLC maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to HR Department or HR Manager.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Cypress Healthcare Partners, LLC may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or

copy the records). The records will be made available no later than 30 calendar days from the date Cypress Healthcare Partners, LLC receives your written request to inspect or copy your personnel records (unless you/your representative and Cypress Healthcare Partners, LLC mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, Cypress Healthcare Partners, LLC will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Workplace Privacy

Except for business purposes (e.g., recording an eLearning video), employees may not use any audio or video recording devices in work areas or in the course of conducting business.

The Company does not currently use video surveillance in public work and clinic areas, and it has no plans to do so, but it reserves the right to do so for safety, security or business (e.g., monitor how busy clinics are) purposes. If the Company does use video surveillance, it will not be in any restrooms, locker rooms or changing areas and will not include sound recording.

Company Property

Badges and Keys

Employees will receive an identification badge at the start of your employment. Some badges also double as an electronic key to enter the building or clinic, and badges are also used to swipe into the electronic time clocks. Some employees also may receive keys to access their building, clinic, certain rooms or offices, or locked files.

If a badge or key is lost, stolen, or rendered unusable due to neglect or damage, the employee must obtain a replacement through the employee's Supervisor. The first replacement is free. Subsequent replacements are \$6.50, to be paid by the employee. Employees will not be charged for replacing defective badges or those rendered unusable by reasonable wear and tear.

Report lost or stolen badges or keys immediately to the Supervisor. Upon termination, employees are required to return badges and keys to their Supervisor.

Electronic and Social Media

This policy is intended to protect the Company's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Blackberries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.

Cypress Healthcare Partners, LLC also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, Blackberries or smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through Cypress Healthcare Partners, LLC servers are Company property owned by the Company for the purpose of conducting Company business. These items must be maintained according to Cypress Healthcare Partners, LLC rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization from a manager must be obtained before any Company property may be removed from the premises.
- All electronic communications also remain the sole property of Cypress Healthcare Partners, LLC and are to be used for Company business. For example, email messages are considered Company records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of Cypress Healthcare Partners, LLC and remains the property of Cypress Healthcare Partners, LLC.

- Information stored in Cypress Healthcare Partners, LLC computers and file servers, including without limitation patient information, financial statements and other financial information, and client information is the property of the Company and may not be distributed outside the Company in any form whatsoever without the written permission of the CEO or President.
- Violation of any of the provisions of this policy, whether intentional or not, will subject Cypress Healthcare Partners, LLC employees to disciplinary action, up to and including termination.

Monitoring of Company Property

Cypress Healthcare Partners, LLC reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Cypress Healthcare Partners, LLC computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Company reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Company policy or any law occurs. E-mail may be monitored by the Company, and there should be no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private" or "confidential."

Employee passwords may be used for purposes of security but the use of a password does not affect the Company's ownership of the electronic information or ability to monitor the information. The Company may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Cypress Healthcare Partners, LLC senior management (CEO, President or Vice President).

Prohibited Use

All existing Company policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Company assets or resources. It is a violation of Cypress Healthcare Partners, LLC policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Cypress Healthcare Partners, LLC policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Company computer is a violation of the Company's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of Cypress Healthcare Partners, LLC to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

Cypress Healthcare Partners, LLC provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. No Internet "surfing" is permitted, except for a work-related issue. Generally, these Company resources and property should be used only for business related purposes; however, there are a few exceptions:

- To send and receive necessary and occasional personal communications;
- To use the telephone system, cell phones or smart phones for brief and necessary personal calls or messages; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, [or outside of work hours] provided that employees adhere to all other usage policies.

This policy is not intended to limit the ability of employees to use Company email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

Downloading any software, icons, screen savers, mouse pointers or similar items, is prohibited unless you have received prior approval from management. Downloading of games onto your computer system is prohibited. Such downloads may cause problems with your computer, introduce viruses or spyware.

Any personal usage of Company property must not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or other shared resources, or violate any Company policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. All policies relating to monitoring usage of Company property apply.

Social Media

Cypress Healthcare Partners, LLC does not use nor does it condone the use of social media in the workplace for any purpose. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the Company deems to be social media, consult with the HR manager.

Use of Internet based programs such as Facebook, Linked In, and Twitter (this is not meant to be an exhaustive list) is a violation of Company policy and use of Company property (including computers or handheld devices) to access social media tools or programs during working time on the work premises can result in discipline up to and including termination.

The Company uses filtering software to block access to social media sites, though it is not possible to include all such URLs and sites. Employees are prohibited from using "redirect" sites or other tricks to bypass firewall restrictions.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information still apply.

Nothing in the Company's social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Employee-owned Devices

Employee's own computers (including hand held devices) and electronic communications are not to be used during work time on the work premises unless specifically authorized in writing by a senior manager. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, still apply.

Employer Property

Company-owned lockers, furniture, desks, computers, cell phones, data processing equipment-software, and vehicles are Cypress Healthcare Partners, LLC property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. Cypress Healthcare Partners, LLC reserves the right to inspect all Company property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Company property may be removed from the premises.

Company voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. Cypress Healthcare Partners, LLC reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

Cypress Healthcare Partners, LLC may periodically need to assign and/or change "passwords" and personal codes for:

- email
- voicemail
- computers
- electronic medical records

These communication technologies and related storage media and databases are to be used only for Company business and they remain the property of Cypress Healthcare Partners, LLC.

Cypress Healthcare Partners, LLC reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the company voice-mail and email systems are subject to the same company policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory

content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave Cypress Healthcare Partners, LLC. The Company is not responsible for personal items left in the workplace if not claimed and removed at the time of an employee's termination.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

As a healthcare business, our patients and clients expect our facilities to be clean and neat.

Off-Duty Use of Facilities

Employees are prohibited from remaining on Cypress Healthcare Partners, LLC premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of their worksite. Employees may not use parking areas specifically designated for customers, vendors, Company vehicles, or reserved for managers or physicians. Cypress Healthcare Partners, LLC is not responsible for any loss or damage to employee vehicles or contents while parked on Company property.

Prohibiting Personal Use of Company Cell Phone

Cell phones (including handheld devices and smart phones such as Androids, Blackberries, iPhones and iPads) may be provided to some employees to assist them in performing their job. Cell phones are Company property. Data (including web browsing), messages (including voice mail, mobile email, and text messaging), and other stored electronic information is subject to monitoring and the employee does not have an expectation of privacy in the use of this Company property.

You must assign a password to your Company cell phone to prevent unauthorized access. This password does not affect the Company's ownership of the cell phone or ability to monitor the information.

Company cell phones must not be used in any manner that violates any other Company policy, including safety policies, confidentiality policies, and policies against discrimination and harassment.

Employees who are provided a Company cell phone may use it to send and receive occasional and limited personal communications. Any personal usage of a Company-issued cell phone must not interfere with the employee's work performance, take away from work time, or violate any Company policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. Employees are responsible for paying for additional time or data usage in excess of any rate plan maintained by the Company

Smoking

Smoking is not allowed in any enclosed area of a Company facility or office. Your Supervisor may direct you to areas of you facility or office where smoking is permitted. If you smoke in a permitted area, please remove any cigarette butts or other debris.

Solicitation and Distribution of Literature

To ensure efficient operation of the Company's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Company property. Cypress Healthcare Partners, LLC has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. (For example, do not send an email to co-workers soliciting or promoting anything.) No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

At certain Company locations, however, there may be an employee bulletin board that the manager has designated for posting notices that do not otherwise violate Company policies.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

Employee Conduct

Attitude and Cooperation

Attitude is important. We want employees who have positive, "can do" attitudes.

Each employee is expected to demonstrate the ability to cooperate with other members of the staff. The Company is committed to cross-training personnel in skills that are, in many larger organizations, limited to one "job description." Employees are encouraged to learn the various duties of other personnel during the down-time and are expected, as a matter of course, to assist other overloaded staff members if the demands of their own job permit. To decline an assignment, on the basis of job description is considered proper grounds for dismissal.

Initiative, flexibility, positive approach to problems, and creative handling of day-to-day tasks are valuable assets. If an employee has a new idea, it should be expressed. Each member of the staff should feel free to discuss and resolve problems with their Manager, and each member of the staff is encouraged to confront problems directly rather than ignore or hide them. Cypress Healthcare Partners, LLC wants to develop a culture of improvement, not blame. Management is open to discussing your concerns directly.

The patients, services, fees, reputation, or characteristics of other medical practices should not be commented on, criticized, or discussed with patients (don't "knock the competition").

Business Conduct and Code of Ethical Conduct

Introduction and Purpose

Cypress Healthcare Partners, LLC has confidence in the loyalty and integrity of its owners, administrative and management personnel and employees. The Company considers it important to publish this code of ethical behavior in its employee handbook to assist officers, managers, physicians and employees in avoiding improper activities and in assuring that all applicable laws are followed.

Manager Responsibility

Officers and managers are responsible for promptly advising Mr. Hines and Mr. McMillan of any report of a violation or suspected violation this section governing ethical conduct. Mr. Hines or Mr. McMillan, or a compliance officer designated by them, shall be primarily responsible for investigating such reports.

Hotline

The purpose of the Hotline is to encourage the reporting of unethical or illegal conduct and to provide guidance to employees in the interpretation of these policies. Calls to the Hotline may be placed anonymously, though the Company would prefer to have the caller's name to aid in the investigation of any inappropriate conduct. No retaliation will be taken against an employee for using the Hotline. The Hotline number is (831) 242-8687. Be sure to say that the matter involves Cypress Healthcare Partners, LLC because the hotline is used for other Company-affiliated practices.

Display Good Judgment and High Ethical Standards in Your Business Dealings

All of Cypress Healthcare Partners, LLC's operations must be conducted with honesty, fairness and integrity. These qualities are evidenced by truthfulness and the absence of deception or fraud. If an employee has concerns about dishonest or deceptive conduct in any of the Company's business dealings, the employee should contact his or her manager, supervisor, Mr. Hines, Mr. McMillan or the Hotline.

Conflicts of Interest

An employee may not receive any profit or gain because of his or her position with Cypress Healthcare Partners, LLC apart from compensation and benefit programs. A conflict of interest occurs if an employee's activities or personal interest appear to or might influence the business decisions required by his or her responsibilities, are detrimental to the Company's business, or result in an improper or illegal gain for him, her or a third party.

Employees should not hold a significant financial interest in, serve as a director or officer of, receive compensation from, or provide consultation or other services to suppliers or competitors of Cypress Healthcare Partners, LLC or any of its clients without the written consent of Mr. Hines or Mr. McMillan. This does not, however, apply to personal investments in shares or other securities of corporations traded on major securities exchanges.

Employees who deal with suppliers must do so in a reputable, professional and legal manner. To avoid the appearance of impropriety, employees should decline gifts that have more than a nominal value from suppliers, including discounts, the acceptance of which would raise suspicion of improper influences. Discounts that are available to all employees, and/or may be generally available to employees of other companies, may be accepted. This policy does not apply to incidental items that have a value of less than \$15 (e.g., logo pen or mug) or to food/beverages provided by vendors, such as pharmaceutical reps.

Medical Billing

If you are involved in medical billing, always bill correctly for services.

Cypress Healthcare Partners, LLC bills only for services rendered, and all bills must comply with billing requirements for government-sponsored programs and other payors. Employees must exercise care in assuming the accuracy of any written or oral report made to any government agency or other payor.

If an employee has concerns about the propriety of billing practices, the physician or employee should contact his or her manager, supervisor, Mr. Hines, Mr. McMillan, Ms. Ensley, the Senior Certified Coder or the Hotline. The Hotline number is (831) 242-8687.

The Company Complies with All Laws Pertaining to Medicare, Medi-Cal and other Federal Programs

There are a number of laws governing Medicare, Medicaid and other federal health programs. These laws prohibit the payment of remuneration in return for the referral of Medicare or Medicaid patients or to induce the purchase of goods or services to be paid for by Medicare or

Medi-Cal. They also prohibit making false claims for Medicare or Medi-Cal reimbursements.

No employee shall solicit or receive payment of any type (including kickbacks, bribes or rebates) in exchange for referring (or recommending the referral of) any person to another for the purchase of goods or services.

No employee shall offer or grant any benefit to a referring physician or other referral source on the condition that such physician or referral source refers or agrees to refer any patients to Cypress Healthcare Partners, LLC or an affiliate.

If an employee has concerns about a violation of the above policy, he or she should contact his or her supervisor or manager, Mr. Hines, Mr. McMillan or the Hotline. The number to call is (831) 242-8687.

Advise Senior Management About Non-Routine Requests from Government Agencies

Cypress Healthcare Partners, LLC's policy is to cooperate with reasonable requests from any governmental agency concerning the Company's operations. The fact that a law enforcement agent requests information from Cypress Healthcare Partners, LLC or from an employee of one of Cypress Healthcare Partners, LLC does not mean a crime has been committed or even that the agent suspects that a crime was committed. If law enforcement agents seek to contact you directly, you are advised:

1. You have the right to speak or decline to speak, as all such conversation by you is entirely voluntary;
2. You have the right to speak to an attorney before deciding to be interviewed; and
3. You can insist that if you agree to be interviewed, an attorney must be present. Employees are requested to advise Mr. Hines or Mr. McMillan before responding to any requests that are outside the ordinary scope of routine reports that are regularly made to governmental authorities.

Conducting Personal Business

Employees are to conduct only Cypress Healthcare Partners, LLC business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Confidential Information and HIPAA

Each employee is responsible for safeguarding confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding Cypress Healthcare Partners, LLC, its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of

this policy will not be tolerated and legal action may be taken by the Company.

As a healthcare entity, the Company is subjected to additional strict confidentiality laws, including HIPAA. The Company has a HIPAA compliance policy, and employees are required to comply with HIPAA regulations and the Company's HIPAA policies. From time to time, the Company provides HIPAA training, and employees are encouraged to contact the HIPAA Compliance Officer regarding any questions.

Employees may not access patient information unless they have a legitimate need to know this information to perform their jobs. Most of the Company's electronic medical record systems have an audit trail that will show what user accessed specific patient records. Improperly accessing a patient record (e.g., of a friend or relative) is a serious violation of the Company's policies and may also constitute a crime under state and federal laws. **DO NOT IMPROPERLY ACCESS PATIENT RECORDS.**

Employees may not disclose information regarding patients to any person or entity, other than as necessary to perform their jobs and as permitted under HIPAA policies.

Employees may not use e-mail to transmit patient information (i.e., PHI) unless instructed or authorized by the Company's Privacy or HIPAA Compliance Officer.

Employees may take patient information from the premises in paper or electronic form without first receiving permission from the Privacy or Compliance Officer.

After termination, former employees must continue to maintain the confidentiality of any information learned while an employee.

Cypress Healthcare Partners, LLC treats patient confidentiality very seriously.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Cypress Healthcare Partners, LLC, which impairs an employee's ability to exercise good judgment on behalf of the Company, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, Cypress Healthcare Partners, LLC may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type

of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Clinic and office managers may issue more specific guidelines.

Because each employee is a representative of Cypress Healthcare Partners, LLC in the eyes of the public and our clients, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Acceptable clothing for management or office employees includes suits, sport coats, or dress shirts and slacks with ties, blouses and sweaters with skirts or dress slacks or dresses. Jeans, T-shirts, tank or halter tops, and casual shoes or sneakers are not permitted for any employees working in clinics or otherwise in direct contact with patients. T-shirts, tank or halter tops are not permitted for any other employees. All clothing should be clean and without rips or holes.

All employees required to wear uniforms provided by Cypress Healthcare Partners, LLC must take care of their uniforms and report any wear or damage to their supervisors. Instructions regarding cleaning and maintenance of uniforms will be provided. Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor.

Employees involved in direct patient care or contact should not have visible tattoos. Usually an employee can adhere to this policy by wearing long-sleeved shirts.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a company representative with day-to-day personnel responsibility and discuss the need for accommodation.

Drug and Alcohol Abuse

Cypress Healthcare Partners, LLC is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;

- Driving a Company vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Cypress Healthcare Partners, LLC also may bring the matter to the attention of appropriate law enforcement authorities.

To enforce this policy, Cypress Healthcare Partners, LLC reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on Cypress Healthcare Partners, LLC. In addition, the Company must keep people who sell or possess controlled substances off Company premises to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

Cypress Healthcare Partners, LLC will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by Mr. Hines or Mr. McMillan may comment to news reporters on Cypress Healthcare Partners, LLC policy or events relevant to Cypress Healthcare Partners, LLC.

This policy does not limit an employee's right to discuss the terms and conditions of his or her employment, or to try and improve these conditions.

Off-Duty Conduct

While Cypress Healthcare Partners, LLC does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the

Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility.

Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by Cypress Healthcare Partners, LLC, employees are expected to devote their energies to their jobs with the Company.

Employment that directly conflicts with the Company's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to Cypress Healthcare Partners, LLC explaining the details of the additional employment. If the additional employment is authorized, Cypress Healthcare Partners, LLC assumes no responsibility for it. Cypress Healthcare Partners, LLC shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Patient and Client Relations

Employees are expected to be polite, courteous, prompt, and attentive to every patient, client and customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the manager should be called immediately.

Patients, physicians, clients and customers are to be treated courteously and given proper attention at all times. Never regard a patient's, physician's, or client's question or concern as an interruption or an annoyance. You must respond to such inquiries, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the patient, physician or client in obtaining the help he or she needs. If you are unable to help a patient or client, please find someone who can.

Remember that patients, co-workers and others are usually observing you and constantly assessing your professionalism (or lack of professionalism). Don't congregate or chat in view or earshot of patients. Don't "socialize" when you are working.

All correspondence and documents, whether to patient, clients or others, must be professional, neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business. If you are unsure whether your communication (email or letter) meets professional standards, please ask a senior manager to

review it before it's sent.

Don't argue with a patient, physician or client. If a problem develops or if a patient or client remains dissatisfied, ask your supervisor or manager to intervene.

Cypress Healthcare Partners, LLC adheres to the 5 Cs of Customer Service:

Courtesy

Compassion

Convenience

Communication

Cooperation

Political Activity

Many employees participate in political activities on their own time. Company time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. Cypress Healthcare Partners, LLC will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by Cypress Healthcare Partners, LLC announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that Cypress Healthcare Partners, LLC officially endorses or opposes any candidates for political office that Cypress Healthcare Partners, LLC itself has not publicly announced. Company employees are entitled to their own personal position.

The Company will not discriminate against employees based on their lawful political activity engaged in outside of work.

Prohibited Camera Phones

Cypress Healthcare Partners, LLC prohibits the use of personal cell phones that contain a camera in exam rooms, treatment areas, and all areas where PHI (Protected Health Information under HIPAA) is visible.

Prohibited Use of Company Cell Phone While Driving

In the interest of the safety of our employees and other drivers, Cypress Healthcare Partners, LLC employees are prohibited from using cell phones (including all smart phones) while driving on Company business and/or Company time.

If your job requires that you keep your cell phone turned on while you are driving, you must use

a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Company business and/or Company time. The Company recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving.

Violating this policy is a violation of law and a violation of Company rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and a violation of Company rules.

You must also safely pull off the road before conducting Company business.

Punctuality and Attendance

As an employee of [CompanyName], you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of

any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practicable of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of two (2) days, Cypress Healthcare Partners, LLC will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Wages

Advances

Generally, Cypress Healthcare Partners, LLC does not make advances against future wages. However, advances are sometimes made at the discretion of Senior Management and subject to special or urgent needs.

The advancement of wages must be paid back by cash, personal check or money order. The company will not deduct the advanced wages from future earnings. You may be required to sign a promissory note (loan agreement) before an advance is made.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to Cypress Healthcare Partners, LLC benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment;

Partial day deductions from available accrued vacation or sick leave balances will also be made by the Company when applicable. Exempt employees are also subject to the Partial Day Policy under Leaves of Absence in this Handbook.

It is Company policy to comply with these salary basis requirements. Therefore, Cypress Healthcare Partners, LLC prohibits all Company managers from making any improper deductions from the salaries of exempt employees. The Company wants employees to be aware of this policy and know that the Company does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or to Human Resources.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Employees Withholding Allowance Certificate

As required by law, your employer must send a copy of your Employee's Withholding Allowance Certificate (Form W-4 [federal] or DE 4 [state]) to the Franchise Tax Board (FTB) if the form meets either of the following two conditions:

- You claim more than 10 withholding allowances.
- You claim to be exempt from state or federal income tax withholding and your employer expects your usual weekly wages to exceed \$200.

Your employer will continue to treat the Form W-4 and/or DE 4 as valid until notified, in writing, by the FTB of the proper marital status and number of allowances to use for California Personal Income Tax (PIT) withholding purposes.

If you disagree with the FTB determination, you may request a review of the determination by writing to: W-4 Unit, Franchise Tax Board MS F180 P.O. Box 2952, Sacramento, CA 95812-2952, Fax: 916-843-1094.

An employee will have to provide proof that the FTB determination is incorrect for California PIT withholding purposes. Your employer must continue to withhold as instructed in the original determination until notified by the FTB, in writing, of any changes.

If the FTB finds that the number of withholding allowances an employee claimed is unreasonable, the employee may be subject to a \$500 penalty as provided by Section 13101 of the California Unemployment Insurance Code.

Expense Reimbursement

Cypress Healthcare Partners, LLC generally reimburses employees for business expenses by the 15th of each month but no later than 45 days after expenses are incurred. Employees who have incurred business expenses must submit required receipts and the Expense Report to their Supervisor for approval no later than 60 days after the expenses are incurred. Expenses submitted more than 60 days after being incurred will not be reimbursed.

If you have any questions about the Company's expense reimbursement policy, contact your manager or Human Resources.

Makeup Time

Cypress Healthcare Partners, LLC allows the use of makeup time when nonexempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your supervisor, with your signature, on

the Company-provided form. Requests will be considered for approval based on the legitimate business needs of the Company at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If you request time off that you will make up later in the week, you must submit your request at least 24 hours before the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 24 hours before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. The Company's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. Cypress Healthcare Partners, LLC does not encourage, discourage, or solicit the use of makeup time.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out. You are required to remain on the work premises during your rest break(s), unless your Supervisor allows you to leave the premises (e.g., to move your car if you are on limited street parking). You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

You will be authorized and permitted one (1) 10-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours. If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four hour work period. Your rest break will be scheduled by Supervisor.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must be able to start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work). Your meal period will be scheduled by your Supervisor.

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your Supervisor and must be in writing. You must discuss any such waiver with your Supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work). Your second meal period will be scheduled by your Supervisor.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are

in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify Human Resources.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your Supervisor and document the reason for the missed meal period or time worked. Please also refer to the Company's Timekeeping Policy.

Request for Waiver of 30-Minute Meal Break for Shifts Between 5 and 6 Hours

You understand that if you work over 5 hours in a workday, you are entitled to an unpaid meal break of at least 30 minutes. California law allows you to voluntarily choose not to take the unpaid meal break if you work between 5 and 6 hours in a workday. This is convenient to the employee because it allows the employee to go home at least 30 minutes sooner than otherwise, with no difference in pay.

Unless you affirmatively opt out or revoke it, which you may do at any time by giving written notice to your Supervisor or Manager, your acknowledgement of this handbook includes your waiver of an unpaid meal break when you have a shift between 5 and 6 hours in a workday. For as long as your waiver is in effect, the Company will assume that your failure to punch in and out for meal breaks, or otherwise take meal breaks, for shifts between 5 and 6 hours means that you have voluntarily chosen not to take your meal break as permitted by California law.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Cypress Healthcare Partners, LLC will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Cypress Healthcare Partners, LLC provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

The Company carefully monitors and avoids overtime. You should not have a pattern of

punching in early or punching out late so that you generate frequent short periods of overtime (e.g., .25 hours because you clocked out 13 minutes after your shift ended).

Pay for Mandatory Meetings/Training

Cypress Healthcare Partners, LLC will pay nonexempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Payment of Wages

Paychecks are normally available at your workplace. If you observe an error on your check, please report it immediately to your supervisor or to the Company's payroll specialist.

Paydays are scheduled on the 5th and 20th of the month, or the last workday before the 5th, and 20th for the semi-monthly pay periods ending on the last day of the month and the 15th, respectively. If a regular payday falls on a weekend or holiday, employees will be paid on the preceding business day.

Cypress Healthcare Partners, LLC offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins. (It may take one or two payroll cycles before the direct deposit takes effect.)

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 15 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 15 days before the end of the pay period.

Recruitment Bonus

Cypress Healthcare Partners, LLC wants to recruit quality applicants and in order to do so encourages employees to refer qualified candidates to the Company. If your referral is employed by Cypress Healthcare Partners, LLC, a recruiting bonus of **\$250** will be paid to employees

under the following terms and schedule:

- Referrals will be paid only if the original employment application completed by the applicant contains the employee's name as the referral source or the employee's supervisor otherwise confirms that the applicant originated through the employee's referral.
- After the applicant has been hired and successfully completed three months of service, provided the applicant's introductory period is not extended.
- If the applicant is referred by more than one employee, the referral bonus will be split equally among the referring employees and paid on the same terms as above.

Reporting-Time Pay

Cypress Healthcare Partners, LLC will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

Cypress Healthcare Partners, LLC will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

Cypress Healthcare Partners, LLC will not pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the Company's power to control.

Timekeeping Requirements

All nonexempt employees are required to use an electronic time clock (or other approved time tracking method) to record time worked for payroll purposes. Electronic time clocks may use biometrics (e.g., fingerprints) to confirm employee identities and minimize timekeeping errors. *(The biometric time clocks create templates using infrared light and optics that are based solely on the three-dimensional shape of the hand. The process is incapable of detecting surface details or markings of the hand, and, likewise, also is incapable of placing markings upon the hand.)* All time worked must be accurately reported on your time record.

Employees must record their own time at the start and at the end of each work period. Employees must clock out for their meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." Working off the clock violates company policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to your supervisor.

Employees also must record their time whenever they leave the building for any reason other than Cypress Healthcare Partners, LLC business, unless their job description requires them to travel among business locations (e.g., nonexempt IT staff).

Employees may be required to certify that their time record is accurate. (Timekeeping through the biometric time clocks does not require any employee certification.)

If a written timecard is used with prior approval, any handwritten marks or changes on the timecard must be initialed by a supervisor. Punching another employee's timecard or clocking in/out on the electronic time clock (i.e., "Buddy Punching"), allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to Cypress Healthcare Partners, LLC's Meal and Rest Break Policy.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Company vehicle or their own vehicles for Company business will be required to show proof of current valid driving licenses and proof of insurability under the Company's policy or current effective insurance coverage before the first day of employment.

Cypress Healthcare Partners, LLC may participate in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of his or her job, Cypress Healthcare Partners, LLC retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on Company business will be reimbursed at the rate of 57.5 cents (as of 2015) per mile. The mileage rate may increase or decrease according to the IRS's published Standard Mileage Rates.

Ergonomics

Cypress Healthcare Partners, LLC is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Cypress Healthcare Partners, LLC believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact Human Resources.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the HR Department or HR Manager. In compliance with California law, and to promote the concept of a safe workplace, Cypress Healthcare Partners, LLC maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the manager's office.

In compliance with Proposition 65, Cypress Healthcare Partners, LLC will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Recreational Activities and Programs

Cypress Healthcare Partners, LLC or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

Cypress Healthcare Partners, LLC from time to time may develop guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, identification badges or other company property are missing.

The Company's workplace security program is described in detail in the Company's Illness and Injury Prevention Program (IIPP).

Workplace Violence

Cypress Healthcare Partners, LLC has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work related weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

The Company's workplace violence program is described in detail in the Company's Illness and Injury Prevention Program (IIPP).

Termination

Employee References

All requests for references must be directed to the Human Resources Manager or other senior executive. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, Cypress Healthcare Partners, LLC discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Cypress Healthcare Partners, LLC also will inform prospective employers of the amount of salary or wage you last earned.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at Cypress Healthcare Partners, LLC, or fails to report to work for two consecutively scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law). All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Confirmation of Receipt

Confirmation of Receipt

I have received my copy of the Company's employee handbook (Effective June 2015). I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

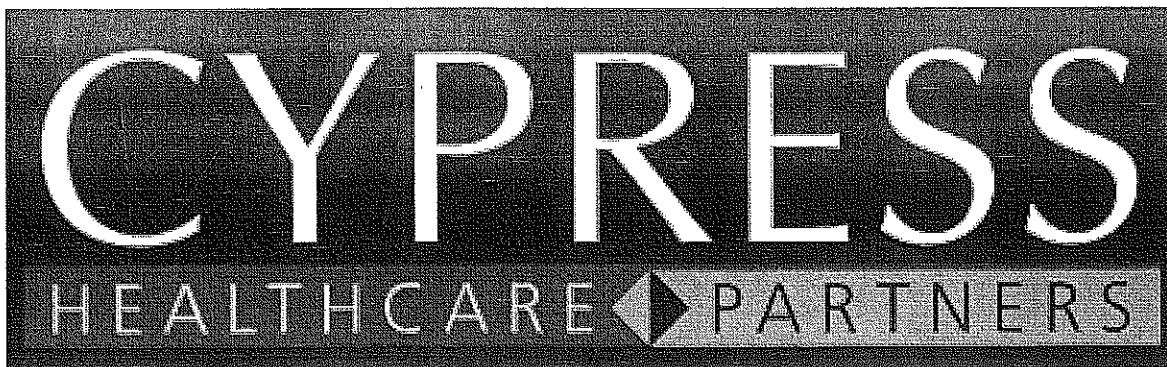
I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Cypress Healthcare Partners, LLC is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Cypress Healthcare Partners, LLC and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Cypress Healthcare Partners, LLC.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. Cypress Healthcare Partners, LLC reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than Mr. Hines or Mr. McMillan, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only Mr. Hines and Mr. McMillan have the authority to make any such agreement and then only in writing, signed by one of them.

Employee's Signature _____

Employee's Printed Name _____

Date _____



Procedural Justice, Police Legitimacy, Social Capital, Collective Efficacy, Satisfaction (MJA)

Circle the correct numeric response to each question

Survey Scale: 1=Strongly Disagree
2=Disagree 3=Neutral 4=Agree 5=Strongly Agree

#	Question					
1	Most Fayetteville public officials are only interested in the wealthy.	1	2	3	4	5
2	Members of the Fayetteville Police Department are fair when making decisions.	1	2	3	4	5
3	Members of the Fayetteville Police Department are caring.	1	2	3	4	5
4	The criminal justice system is fair.	1	2	3	4	5
5	I support the actions of Fayetteville Police Officers.	1	2	3	4	5
6	Generally speaking, most people can be trusted these days.	1	2	3	4	5
7	Fayetteville Police Officers obey the same laws they enforce.	1	2	3	4	5
8	Members of the Fayetteville Police Department are willing to listen to what I have to say.	1	2	3	4	5
9	Members of the Fayetteville Police Department treat me with respect.	1	2	3	4	5
10	Members of the Fayetteville Police Department are concerned about my safety	1	2	3	4	5
11	Members of the Fayetteville Police Department are interested in helping me.	1	2	3	4	5
12	I would call the police if I witnessed a crime occurring in my neighborhood.	1	2	3	4	5
13	People should obey the law even if it goes against what they think is right.	1	2	3	4	5

14	Police officers, in general, are honest.	1	2	3	4	5
15	The work of the Fayetteville Police Department makes me feel good about our city.	1	2	3	4	5
16	The police respond quickly to help people in need.	1	2	3	4	5
17	Violent crime is a problem in my neighborhood.	1	2	3	4	5
18	When called, the Fayetteville Police Department arrives in a reasonable amount of time.	1	2	3	4	5
19	Fayetteville Police Officers are courteous and professional.	1	2	3	4	5
20	Overall, I am satisfied with the level of service provided by the Fayetteville Police Department.	1	2	3	4	5
21	Fayetteville Police Officers act in an unbiased manner.	1	2	3	4	5
22	Fayetteville Police are fair when dealing with residents.	1	2	3	4	5
23	I trust the Fayetteville Police Department.	1	2	3	4	5
24	I have a positive overall opinion of the Fayetteville Police Department.	1	2	3	4	5
25	The Fayetteville Police Department serves my law enforcement needs.	1	2	3	4	5
26	I am satisfied with the way the Fayetteville Police Department responds to crime in my neighborhood.	1	2	3	4	5
27	Fayetteville Police Officers care about resolving my concerns.	1	2	3	4	5
28	The police generally have the same sense of right and wrong as I do.	1	2	3	4	5
29	The police stand up for values that are important to me.	1	2	3	4	5
30	My neighborhood is safe because of the actions of the Fayetteville Police Department.	1	2	3	4	5

31	My neighbors would call the police if they saw crime.	1	2	3	4	5
32	My neighbors can be trusted.	1	2	3	4	5
33	I live in a close-knit neighborhood.	1	2	3	4	5
34	People in my neighborhood do not share the same values.	1	2	3	4	5
35	My neighbors would intervene if there was a fight in the neighborhood.	1	2	3	4	5
36	My neighbors would call the police if they saw a crime.	1	2	3	4	5
Question		1 = Yes, 2 = No				
37	I have had direct contact with a Fayetteville Police Officer in the past 2 years	1	2			
38	If yes, what kind of contact (victim of crime, suspect in crime, witness to crime, routine traffic stop, or other)?					
39	If you answered yes to question 31 do you feel that you were treated fair	1	2			
40	In general, I trust the police	1	2			
41	Open Ended - How can the Fayetteville Police Department serve you better					
Question		Survey Scale: 1 = Police 2 = Neighbors 3 = Both Police and Neighbors 4 = No One				
42	If two neighbors were arguing who would resolve the dispute?	1	2	3	4	
43	If youth in the neighborhood were being disrespectful or vandalizing property who would address this issue?	1	2	3	4	
44	If teenagers were engaging in criminal behavior who would address this issue?	1	2	3	4	

Question		Survey Scale: 1 = zero, 2 = one to two, 3 = three to four, 4 = five to six, 5 = 7 or more			
45	How many times in the past year have you attended a community watch meeting?	1	2	3	4
46	How many times in the past year have you had friends over?	1	2	3	4
47	On a monthly basis, how often do you visit with your neighbors?	1	2	3	4
48	In the last 4 years, how many times have you voted?	1	2	3	4
49	In the last 4 years, how often have you been involved in community politics?	1	2	3	4
50	In the past year, how often have you attended neighborhood events?	1	2	3	4
51	In the past year, how often have you attended police department events?	1	2	3	4
Group membership Questions		1 = Yes and 2 = No			
52	Are you a member of the following:	1	2		
53	Church	1	2		
54	Neighborhood Association	1	2		
55	Youth Organization	1	2		
56	Sports club or league	1	2		
57	Self-help group	1	2		
58	Seniors Group	1	2		
59	Veterans Group	1	2		

60 Club surrounding a hobby (garden club)	1 2
61 Political Group	1 2