

EMPLOYEE MANUAL
FOR
KIDS CARE PEDIATRIC ASSOCIATES, PC

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I. Welcome

Welcome to the Kids Care Pediatric Associates, PC (herein after referred to as "Company"). We hope that you enjoy your position with us and that it will prove beneficial to both you and the Company. We offer our best wishes for your future success. We hope you will be just as proud to be a member of our organization as we are to have you.

II. Company Policy

- To provide the consumer with consistently high quality medical care, with friendly, competent service.
- To provide all our employees with equal opportunities for advancement.
- To provide you with good working conditions, to pay you a fair wage and to promote your welfare.
- To produce a profit for the Company's future growth.

Effective: July 01, 2012

III. Purpose of This Manual

This manual is for the information and use of all employees of the Company. It contains the policies of the Company relating to hours, wages, employee benefits and conditions of employment, and provides a reference manual that should be followed by the Company and its employees. Company policies are operating practices and procedures of the Company. These policies have been established for the benefit of the employees and management in order to provide the best working conditions possible.

THE LANGUAGE OF THIS MANUAL AND THE RULES AND POLICIES STATED WITHIN ARE NOT INTENDED TO CREATE, NOR DO THEY CONSTITUTE, A CONTRACT IMPLIED OR EXPRESS BETWEEN THE COMPANY AND ANY OF ITS EMPLOYEES. THE POLICIES AND PROCEDURES ARE NOT UNCHANGEABLE. IF

CIRCUMSTANCES ARISE THAT WARRANT CONSIDERATION OF A CHANGE IN POLICIES OR PROCEDURES, EMPLOYEES SHOULD BRING SUCH CIRCUMSTANCES TO THE ATTENTION OF MANAGEMENT. THIS MANUAL AND THE RULES AND POLICIES CONTAINED IN IT ARE SUBJECT TO CHANGE AT ANY TIME WITHIN THE SOLE DISCRETION OF MANAGEMENT.

EMPLOYMENT AT THE COMPANY IS ON AN "AT WILL" BASIS AND MAY BE TERMINATED BY THE COMPANY OR THE EMPLOYEE AT ANY TIME FOR ANY REASON. ANY CHANGE TO THIS AT WILL EMPLOYMENT STATUS, INCLUDING EMPLOYMENT FOR A PARTICULAR REASON, MAY BE GRANTED ONLY WITH THE SPECIFIC PRIOR WRITTEN APPROVAL OF THE PRESIDENT OF THE COMPANY.

It is the duty of the management to administer fairly without discrimination these policies, and all employees are expected to abide by and follow these policies. In the event you have any questions concerning the application of any procedure or policy, you should first ask your supervisor, if possible. Any employee who feels that a policy has not been administered in accordance with this manual should refer the problem directly to his/her supervisor or to another member of management. No employee shall be penalized or discriminated against in any way for having requested consideration of the application of these policies or questioning the application of a policy in any situation.

Management intends that justice and fair dealing be the practice as well as the policy of the Company. Every employee should feel free to discuss his or her problems and any policies contained in this manual with members of management. We welcome suggestions from you that will aid in maintaining constructive and harmonious relationships throughout the Company.

Please read this manual carefully and review it with whomever you like-your family, your fellow employees, or your supervisor. If you have any questions, please bring them to either the Office Manager or Dr. Feinstein. When you have completed your review, please sign the form at the end of the manual stating that you have reviewed the manual, understand its contents, and agree to abide by it. Documentation as to your review of this manual will be filed.

IV. What You Can Expect From the Company

A. Company Policies

1. Labor Policy

The Labor Policy of the Company is an open shop-open door policy. Each employee has the right to deal with members of management with reference to all working conditions. No employee is required to obtain any other person or organization to represent him or her in the presentation of problems or questions of regarding the application of the Company's working policies. No employee need pay to any person or to any organization any contribution or assessment for the right to work here. Management does not and will not discriminate against any employee because of membership or non-membership in any organization, whether it is religious, fraternal, professional or social. Each employee has the right to bring any problems to the attention of his or her supervisor or to any member of management. It is the duty of management to aid and assist whenever possible, in the solution of any problems or in the working out of suggestions. It is by solving our problems and capitalizing on suggestions that progress is made.

The management has attempted to provide the best conditions of employment, the most satisfactory tools and the most opportunity for advancement for each employee. It is the policy of the Company to compensate each employee in accordance with his or her ability and skill, and to provide him or her with every opportunity for training and development.

2. Hiring Policy

The Company hires individuals on the basis of their qualifications and ability to complete the responsibilities and tasks of the job to be filled. Unless otherwise provided in writing, employment with the Company is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason.

The Hiring Policy of this Company includes the following:

a. Equal Employment Policy

The Company is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, sexual orientation, pregnancy, age, veterans' or military status or non-job physical or mental handicap or disability or other classification protected by applicable federal, state or local laws, except where there is a bona fide occupational disability. The Company will provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, sex, age or national origin except when a bona fide occupational qualification exist. All decisions on employment

are made to further the principle of equal employment. All promotion decisions will continue to be made in accordance, with Equal Employment Opportunity principles, and only valid job requirements will be used.

b. Conflict of Interest

All persons employed by the Company owe a duty of fidelity to the Company. Employees must never place themselves in a position where their self-interest may conflict with this duty. Any employee who breaches this policy is subject to disciplinary action, up to and including discharge.

c. Moonlighting

Employees may engage in other employment provided it does not interfere with duties as an Employee of the Company or impair the ability of the Employee to perform Company duties. **Employee must advise supervisor in writing that they have or want a second job.** All outside Employment shall be subject to departmental rules and regulations, and the prior approval of both the Office Manager and Dr. Feinstein.

d. Introductory Period

The first ninety (90) Days of your job at the Company are considered an introductory period and will be used to verify your skills, capabilities and suitability for our Company. Likewise, this gives new Employees the opportunity to evaluate the Company as a place to work. As previously stated in this manual, during the introductory period as at any time during employment, your job may be terminated at any time without any reason without notice.

e. Standards of Conduct

It is anticipated that the Company employees will apply themselves fully to their work. Included in this assumption is that employees will report to work punctually as scheduled, perform their work assignments in a timely and professional manner, and follow all the Company policies, procedures, and practices.

Conduct that interferes with operations will not be tolerated. The Standards of Conduct are designed to be used to correct behavior. For the most part, they follow the principle of progressive discipline, i.e., warnings followed by increasing discipline depending on the type and frequency of offenses. Discipline under the Standards of Conduct will not be based on any employee's race, color, religion, gender, age,

national origin, disability, or political affiliation. The standards were developed to protect the well-being and rights of all employees. The standards are intended to be illustrative but not all-inclusive. Accordingly, an offense which, in the judgment of management, although not listed in the policy, seriously undermines the effectiveness of the college's activities or the Employee's performance, is to be treated consistent with the provisions of the Standards of Conduct Policy.

f. Employee Background Check:

The Company will perform a background investigation to evaluate a job candidate's qualifications, character, fitness, and to identify potential hiring risks for safety and security reasons. A background investigation may include criminal history, social security number trace, past employment verification, credit score, and criminal history.

g. Health Examinations

The Company employing units may require periodic physical examinations and/or tests to certify an Employee's continued ability to perform job duties or to serve as a measure of disease control. The costs of these examinations and/or tests are the responsibility of the Company. If there is reasonable cause to believe that an Employee has an illness that can be detrimental to other staff, the Company may require the Employee to have a health examination to indicate whether the Employee has such an illness.

h. Immigration Law Compliance

The Company does not unlawfully discriminate on the basis of citizenship or national origin but, at the same time is committed to employing only the U.S. citizens and aliens who are authorized to work in the U.S. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

3. Internet Policy

Purpose.

The purpose of this policy is to ensure the proper use of the Company's internet system and make its employees and users aware of what the Company deems as acceptable and unacceptable use of its internet system. This policy also provides for sanctions in the event of a breach or violation of the policy

terms hereunder. This information is in addition to that found in the Security Manual which can be found on the Kids Care website as well.

Applicability.

This Policy applies to all users of company technology, including employees, contractors, vendors, partners, associates, and any other parties accessing or using the Company's System through on-site or remote terminals.

Disclaimer of liability for use of Internet.

The Company is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

Duty not to waste computer resources.

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

No expectation of privacy.

The computers and computer accounts given to employees are the exclusive property of the Company. No individual should have **any expectation of privacy in any communication** over this System. The System is to be used solely for company-related business, and is not to be used for personal business or pleasure.

Monitoring of computer usage.

The Company reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the System. Any individual who is given access to the System is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee. The Company's interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of the Company's computer System; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the Company's Internet System.

Blocking of inappropriate content.

Company may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

Prohibited activities.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of Company's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in Company's computers. Employees encountering, witnessing or receiving this kind of material should immediately report the incident to their immediate supervisor and Stuart Feinstein, MD, by phone at 516-775-0493 or email at info@kids-care.com. Company's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

Games and entertainment software.

Employees may not use the Company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Illegal copying.

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your immediate supervisor and Human Resources.

Accessing the Internet.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to Company's network must do so through an approved Internet firewall. Accessing the Internet directly is strictly prohibited unless the computer or cell phone you are using is not connected to the Company's network.

Virus detection.

Files obtained from sources outside the Company, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Company's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-company sources, without first scanning the material with company-approved virus checking software. If you suspect that a virus has been introduced into the Company's network, notify the Company immediately.

Sending unsolicited e-mail (spamming).

Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Amendments and revisions.

This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy.

Any employee who abuses the privilege of access to the Company's Voicemail, E-mail or the Internet System will be subject to corrective action, up to and including termination. If necessary, the Company also will advise law enforcement officials of any illegal conduct.

Use of Internet.

Use of the Internet via Company's computer system constitutes consent by the user to all of the terms and conditions of this policy.

Points of Contact.

Questions concerning the use of the Internet System should be directed to Stuart Feinstein, MD, by phone at 516-775-0493 or email at info@kids-care.com. Questions concerning the improper use of the System should be directed to the employee's immediate supervisor and Stuart Feinstein, MD, by phone at 516-775-0493 or email at info@kids-care.com.

4. Email Policy

Purpose.

The purpose of this policy is to ensure the proper use of the Company's email system and make the users (defined below) aware of what the Company deems as acceptable and unacceptable use of its email system. This policy also provides for sanctions in cases of breach of violation of the policy terms.

Applicability.

This policy applies to the use of the Company's email services by the users at the Company's offices, as well as remote locations, including, but not limited to, the users homes, airports, hotels, and client offices.

All company employees, full-time or part-time, independent contractors, interns, consultants, clients, and other third parties who have been granted the right to use the Company's email services are defined as the users for the purpose of this policy and are required to sign this agreement confirming their understanding and acceptance of this policy.

Email Accounts are the Property of the Company.

All email accounts maintained on the Company's email systems are property of the Company. Company has the right to read and keep a record of any emails that users transmit via the Company's email system.

E-mail exists for Business Purposes only.

The Company allows its e-mail access primarily for business purposes. The users may use the Company's email system for personal use only in accordance with this policy.

Authorized Personal Email Use.

Although the Company's email system is meant only for business use, the Company allows the reasonable use of email for personal use subject to the following guidelines:

- i. Personal use of email should not interfere with work. Employees can send them only during non-work hours.
- ii. Personal emails must also adhere to the guidelines in this policy.
- iii. Personal emails are kept in a separate folder, named Private. The emails in this folder must be deleted weekly so as not to clog up the system.
- iv. The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
- v. On average, users are not allowed to send more than the number of personal emails a day as fixed by the Company.

Unacceptable use of Email.

The following acts shall constitute unacceptable use of the email system of the Company:

- i. Use of the Company's communications systems to for a personal business or send chain letters;
- ii. Forwarding of the Company's confidential messages to external locations;
- iii. Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;

- iv.** Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment;
- v.** Accessing copyrighted information in a way that violates the copyright;
- vi.** Breaking into the Company's or another organizations system or unauthorized use of a password/mailbox;
- vii.** Broadcasting unsolicited personal views on social, political, religious or other non-business related matters;
- viii.** Using e-mail to operate another business, conduct an external job search, or solicit money for personal gain; **ix.** Transmitting unsolicited commercial or advertising material;
- x.** Undertaking deliberate activities that waste staff effort or networked resources; and **xi.** Introducing any form of computer virus or mal-ware into the corporate network;

Legal Risks /nvolved.

Email is a business communication tool and the users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature email seems to be less formal than other written communication, similar laws apply. Therefore, it is important that users are aware of the following legal risks of e-mail. Both the user and the Company can be held liable for:

- i.** Sending emails with any libelous, defamatory, offensive, racist or obscene remarks;
- ii.** Forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks;
- iii.** Unlawfully forwarding confidential information of others;
- iv.** Copyright infringement for unlawfully forwarding or copying messages without permission; and
- v.** Sending an attachment that contains a virus.

The above list does not enumerate all the legal risks involved. However, by following the guidelines provided in this policy, the users can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, Company can take corrective action up to and including termination of employment.

Best Practices.

The Company considers email an important means of communication and recognizes the importance of appropriate email content and prompt replies in conveying a professional image and delivering good customer service. Therefore, the Company institutes the following guidelines for users to adhere to:

Writing Emails.

- i.** All email messages sent on company equipment should be professional and appropriate;
- ii.** Write well-structured emails and use short, descriptive subjects;
- iii.** The Company's email style is informal. This means that sentences can be short and to the point. However, the use of Internet abbreviations and characters such as smileys is not encouraged;
- iv.** Signatures must include your name, job title and company name. A disclaimer will be added underneath your signature (see Disclaimer);
- v.** Use the spell checker before you send out an email;
- vi.** Do not send unnecessary attachments. Compress larger attachments before sending them;
- vii.** Do not write emails in capitals;
- viii.** If you forward mails, state clearly what action you would like the recipient to take;
- ix.** Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password;
- x.** Only mark emails as important if they really are important;
- xi.** All emails sent from the Kids Care Pediatric IP address (47.23.28.74) are subject to review.

Replying to Emails.

- i.** Emails that require a reply should be answered at the earliest possible time;
- ii.** Prioritize emails from existing customers and business partners;

Newsgroups.

The users need to request permission from their supervisor before subscribing to a newsletter or newsgroup;

Subscribe to a newsletter or newsgroup only if it directly relates to the nature of your job;

Maintenance.

- i. Email passwords should not be given to other people and should be changed periodically;
- ii. Email accounts not used for a long period will be deactivated and possibly deleted;
- iii. Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your deleted items on closing;

Business Record Retention Policy.

E-mail messages are written business records and are subject to the Company's rules and policies relating to retaining and deleting business records.

Confidential Information.

Avoid sending confidential information by email. Unless authorized to do so, the users are prohibited from using email to transmit confidential information to outside parties. Users may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about the Company, its employees, clients, and other business associates.

Confidential information includes, but is not limited to:

- i. Patient Lists and or records;
- ii. Credit card numbers;
- iii. Social Security numbers;
- iv. Employee performance reviews;
- v. salary details;
- vi. Trade secrets;

vii. Passwords;

and

viii. Any other information that could embarrass the Company and its associates if the information were disclosed to the public

Disclaimer.

The following disclaimer shall be added to each outgoing email:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email.

System Monitoring.

E-mail messages created and transmitted via the Company's email system are the property of the Company. The Company reserves the right to monitor all email transmitted via the Company's email system. Employees have no reasonable expectation of privacy when it comes to business and personal use of the Company's email system.

Violations and Sanctions.

If an employee is found to violate any of this email policy rules, the Company could take disciplinary action up to and including termination of employment.

The actual penalty applied will depend on factors such as the seriousness of the breach, the employee's disciplinary record, and any other factors the Company deems necessary to consider.

If an employee witnesses email policy abuse by, he/she is required to report the incident immediately to Stuart Feinstein, MD, by phone at 516-775-0493 or email at info@kids-care.com.

Amendment of Policy.

The Company reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

Questions.

If you have any questions or comments about this email Policy, please contact Stuart Feinstein, MD, by phone at 516-775-0493 or email at info@kids-care.com. If you do not have any questions, the Company presumes that you understand and are aware of the rules and guidelines in this email policy and will adhere to them.

5. Social Media Policy

The Company knows that online social platforms, including blogs, wikis, message boards, video and photo sharing websites, and social networking services, are constantly transforming the way we interact. We also recognize the importance of the Internet in shaping the public view of our Company. The Company is committed to supporting your right to interact responsibly and knowledgeably on the Internet through blogging and interaction in social media. We want our members to share and learn from others in order to build a valuable online community.

The purpose of these guidelines is two-fold: First, the Company has an aim to protect our interests, including, but not limited to, the privacy of our employees and confidentiality regarding our business purpose, plans, partners, users, and competitors. Second, these guidelines will help you make respectful and appropriate decisions about your work-related interactions with people on the Internet.

Your personal online activity is your business. However, any activity in or outside of work that affects your performance, the performance of others at the Company, or the Company's business interests are a proper focus for this Social Media Policy. You must always assume that your work-related social media activity is visible to the Company as well as current and potential employees, clients, partners, prospects, and competitors. The Company reserves the right to direct its members to avoid certain subjects and remove inappropriate comments and posts. Our internal policies remain in effect in our workplace.

Guidelines for Discussing Kids Care Pediatric Associates, PC on the Internet

You are not authorized to speak on behalf of the Company without express permission from Stuart Feinstein, MD.

If you have permission to discuss the Company and / or our current and potential business activities, employees, partners, clients, or competitors, please follow these guidelines:

- o **Identification:** Identify yourself. Include your name, and when appropriate, state your role or title within the Company.
- o **Disclaimer:** Use a disclaimer that "the views you express on the particular website are yours alone and do not represent the views of the Company." o **Proof:** Support any statements made online with factual evidence.
- o Also, let your manager know about the content you plan to publish. Your manager may want to visit the website to understand your point of view.

Guidelines for Confidential and Proprietary Information

You may not share information that is confidential and proprietary about the Company. This includes, but is not limited to, company strategy, information about trademarks, upcoming new services, sales, finances, number of patients seen, number of employees, and any other information that has not been publicly released by the Company.

The list above is given as example only and does not cover the range of what the Company considers confidential and proprietary. If you have any questions about whether information has been released publicly or any other concerns, please speak with your manager before releasing information that could potentially harm the Company, or our current and potential business interests, employees, partners, and clients.

For additional information on proprietary information, please review the Employee Manual and the contract you signed when you joined the Company.

The Company's logo and trademarks may not be used without explicit permission in writing from the Company. This is to prevent the appearance that you speak for or officially represent the Company.

It is fine to quote or retweet others, but you should not attempt to pass off someone else's words, photography, or other information as your own. All copyright, privacy, and other laws that apply offline apply online as well. Always give proper credit to credit your sources when posting a link or information gathered from another source.

Transparency and Disclosures

If you have permission to publicly share what a client, partner, or other organization is doing, such as launching a new website or coming out with a new product, you must disclose your relationship to the other party.

Do not discuss an organization or product in social media in exchange for money. If you receive a product or service to review for free, you must disclose it in your post or review.

Respect and Privacy Rights

- Use common sense.
- Follow the rules of the social media sites you use.
- Speak respectfully about the Company and our current and potential employees, clients, partners, and competitors.
- Write knowledgeably, accurately, and with appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about the Company and its employees, partners and business interests.
- Refrain from publishing anything that could reflect negatively on the Company's reputation or otherwise embarrass the organization, including posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the

Company's workplace. Please also show respect for topics that may be considered objectionable or inflammatory.

- Honor the privacy rights of our current staff, members, and partners by seeking their permission before writing about or displaying internal company information that could be considered a breach of their privacy and confidentiality.
- Ensure that your social networking conduct is consistent with the all policies contained in the Company's Employee Manual.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.

Media

Media inquiries for information about our Company and our current and potential products, employees, partners, clients, and competitors should be referred to the President's Office. This does not specifically include your opinions, writing, and interviews on topics aside from our Company and our current and potential products, employees, partners, clients, and competitors.

Non-Competition

You may not sell any product or service that would compete with any of the Company's products or services without permission in writing from Stuart Feinstein, MD. This includes, but is not limited to trainings, books, manuals, products, and freelance writing. If in doubt, discuss this matter with Stuart Feinstein, MD.

Your Legal Liability

The Company complies with all federal and state laws that apply to our operations and activities. Since you are involved in the Company's operations and activities, you are responsible for understanding and observing these policies.

Note that the breach of privacy and confidentiality, use of copyrighted materials, unfounded or derogatory statements, or misrepresentation may be considered illegal and is not accepted by the Company.

Each person at the Company is personally responsible, and may be legally liable, for the content he or she publishes online. You can be sued for not disclosing your relationship to the Company, or for purposely spreading false information. You can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition to any legal action, your activity can result in disciplinary action up to and including **employment termination**.

If you have any questions, please ask the President's Office for guidance on compliance with the laws.

6. Harassment-Free Workplace Policy Statement

Purpose.

The Company is committed to providing an environment for our members, directors, officers, employees, volunteers and persons served by the Company ("Covered Persons") that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

Definition.

Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

Responsibility.

A covered person is responsible for helping keep our work environment free of harassment, including the work environment of Company's Clients with whom you have contact. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to Darlene Senft, Office Manager. When the Company becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the company to do so.

Complaint Procedure.

Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

- i. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;

- ii. If the behavior continues, advise your direct supervisor of your complaint. Clearly identify the behavior surrounding the complaint;

Confidentiality.

The Company, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

Retaliation.

The Company, or any director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the Organization's Whistle-Blowing Policy or a Company official.

7. How Your Job Is Classified

Exempt status is determined by federal and state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. Exempt employees are not subject to the minimum wage and overtime laws.

All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.

Regular full-time employees are scheduled to for greater than or equal to 35 hours per week and are eligible for all the Company benefits subject to the terms and conditions of the benefit plan or policy.

Regular part-time employees are regularly scheduled to work less than 35 hours per week and are not eligible for the Company benefits except as expressly described herein.

Temporary employees are hired for a limited period of time and/or for a specific project. These employees may be scheduled to work full or part-time, and are not eligible for any benefits except those required by law.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Company or the employee at any time, with or without cause.

8. Hours and Payroll Practices

The Company's paydays are Bi-Weekly on a Friday. The days covered in each bi-weekly paycheck span from Monday of the prior week to Saturday of the current week. All employees are paid by direct deposit only on the above-mentioned payday.

Each regular part-time, temporary, or non-salaried employee may be provided a personal clock card. This "clock card" may be in the form of a physical time card, electronic software based timecard system or other Company approved time tracking method. If you are an hourly employee, your clock card is your record of employment from which your pay is computed and from which all is determined. It is

necessary for each employee to "clock in" at the start of work and "clock out" when he or she leaves. In the event that an employee fails to "clock in" or "clock out" a supervisor's approval and signature must be received prior to the submission and payment of any wages. Repeated failure to accurately log hours may result in disciplinary action. If any employee fails to submit a time log, as required, that employee's pay may be delayed.

9. Overtime

Due to the nature of our business, situations frequently arise which require overtime work. In order to meet patient requirements and in order to insure efficient utilization of equipment, overtime work may be essential. In such cases, your supervisor will give you as much advance notice as possible. We will cooperate in every case with you in attempting to accommodate your abilities and preferences regarding overtime work. However, we reserve the right to require that any such work be performed.

10. Wage and Performance Review

At least once a year, during the anniversary of your month of hire, the Office Manager will conduct a formal performance evaluation. The evaluation will consist of a review of the employee's performance, attitude, attendance, progress and ability. The information required to review your job performance is collected continuously by your supervisor and other management personnel. Evaluations will weigh heavily in determining promotions and merit pay increases.

An employee may at any time, take the opportunity to ask questions, make suggestions or to discuss any matters relating to his or her job or the Company in regard to this evaluation.

11. Promotion

It is the Company's policy to promote employees from within the Company, insofar as possible, to all jobs in which vacancies arise. Factors considered in making promotions are employee knowledge, training, skill, efficiency, compatibility with fellow employees, and the ability to perform the job which is available, with due consideration of the employee's length of continuous service with the Company. In the event of an opening for a promotion, the supervisor will make his or her recommendations to the general manager who, together with the other members of management, shall determine which

recommended employee is to be promoted to the open position. All supervisors are charged with the responsibility of recommending the strongest candidates for all open positions in which a promotion is involved within the organization.

12. Layoff

From time to time the business may require a reduction of the Company's work force. Since it is the Company's policy to transfer employees and maintain continuity in the event of a reduction in the work force, the Company will retain those employees who, in management's judgment and discretion, have shown the greatest ability for the jobs available. In the event that two or more employees are judged to be equal in ability for the jobs available, the greater length of continuous service shall govern retention.

B. Benefits Offered By the Company

1. Group Health Insurance

All permanent, regular full-time employees are eligible for our Group Health Insurance Plan. Employees are eligible if they do not have other insurance being offered through a spouse. The following guidelines apply:

Full Time Salaried Employees- Are eligible for the Companies individual health insurance, and all premiums are to be paid by Kids Care Pediatric Associates, PC in full (100%).

Full Time Hourly Employees (>35 hours/week): are eligible for individual health insurance, and all premiums are to be paid by Kids Care Pediatric Associates, PC in full (100%).

Part Time (20-35 hours per week) Hourly employees- Will be entitled to participate in the individual Group Health insurance plan. You will be responsible for payment of premiums in full. This will be calculated and deducted from your paycheck on a weekly basis.

Part time (<20 hours per week) Hourly Employees- are not eligible for participation in the Insurance plans.

Spousal and or Dependent coverage may be available. The employee will be required to pay in full for these benefits on a monthly basis. This payment will be due on the first of each month. Nonpayment will result in termination of coverage.

COBRA Benefits- Employees who have an insurance plan thru the Company are entitle to continue with COBRA benefits for 18 months after leaving the company. These benefits are to be paid in full by the

Employee. This payment will be due on the first of each month. Non-payment will result in termination of coverage.

2. Group Life Insurance

The Company does not currently offer Group Life Insurance benefits.

3. Workers' Compensation Insurance

The Company does offer Worker's Compensation Insurance benefits as required by NYS. In the event of a work related accident resulting in disability. Please see Dr. Feinstein for further information. At present our insurance carrier for these benefits is:

The Hartford/Acord Workers Compensatoin
Paychex Insurance Agency, Inc.
150 Sawgrass Drive
Rochester, NY 114620
ID 76WEG6529QC

4. Profit-Sharing Plan

Kids Care Pediatric Associates has a dual 401K/Profit Sharing Plan Pension plan as of 01/01/2014. Eligibility is for Full Time Employees after one year of employment (to be initiated in the calendar year that follows eligibility). The Profit Sharing Plan is currently managed by Wells Fargo as our investment advisor, American Funds as the 401K administrator; and Creative Plan Designs as the Pension Manager. The Company will contribute a minimum of 3% (Safe Harbor) of wages on a yearly basis. Employees may contribute on a deferred compensation basis any amount they so desire, but must match at least 3% of income to be eligible for the Safe Harbor contribution. The distributions/allocations are determined by the Creative Plan Designs and the Company Plan on a yearly basis. These calculations are based on federal law and the plans legal requirements. Eligibility requires 1 full year of employment. When eligible, employees may obtain a full copy of the Pension plan on the Kids-Care Website.

5. Funeral Leave

The Company will take every effort to accommodate employees who are faced with the death of a close friend or family member. That being said, the Company does not offer funeral leave, the Company will work to accommodate an employee's request for time off to attend funeral services. An absence will go unpaid unless the employee elects to use accrued time off benefits.

6. Jury Duty

Any employee who is requested to perform service as a juror shall be given the time off while serving on the jury. Compensation during this time is as stated in the "[Jury Information for Employers](#)"

8. Leave of Absence

There may be times when it becomes necessary for you to request an unpaid leave of absence. The purpose of the leave of absence program is to protect your service record during periods when you are authorized to be absent from work. Leave include military leave, personal leave and medical leave.

a. Military Leave

All employees required to go into military service will be treated as though on leave of absence in accordance with federal law. Nothing in this provision is intended to restrict any rights granted to employees under federal law.

b. Personal Leave

Personal leave is for a specified period not to exceed 3 days and may be granted only for unusual or extenuating personal or family reasons. You must submit to your supervisor a written request for personal leave which sets forth the reasons why a leave of absence is necessary. For a leave to be granted, the reason must be acceptable to management at its discretion.

c. Medical Leave

Medical leave is for a period not to exceed 30 days and will be granted when an employee is disabled from working for medical reasons. To be granted medical leave of absence, you must submit a statement from your physician setting forth the nature and extent of the disability, and the date of expected return to work.

d. Family Medical Leave Act

FMLA Leave means leave which qualifies under the Family and Medical Leave Act of 1993 and the Department of Labor's regulations and is designated by Company as so qualifying. Some states have family and medical leave laws that may entitle employees to benefits different than those provided under the Company's FMLA policy. Applicable law is based on the state in which you are employed, not the state in which you live.

9. Lunch Periods

Nonexempt employees scheduled to work more than five hours in a workday are provided with a 60 minute paid meal period. Supervisors will schedule meal periods to accommodate operating requirements. Because Lunch is a paid hour, in the event that patient appointments run into the lunch hour, and or start prior to, Employees are expected to service these patients/families as it would be at any other time of the day. In the event that an employee is late to work, they will forfeit the paid lunch period that day.

10. Holidays

Regularly scheduled paid holidays are granted to all regular, full-time employees each year, after 30 days of continuous employment. Part time employees, after 30 days, will also be paid for these days if their regular work day falls on one of these holidays. Paid holidays include:

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

An employee will receive holiday pay provided he or she works either the (full) day before or after the holiday. Employees who are out for excessive time during holiday weeks may not be paid for the holidays.

11. Vacations

Full time salaried and Part Time employees are eligible to receive the following vacation benefits:

- A) New Employees: New employees shall not receive any paid vacation until their one year anniversary.
- B) 1 Years to 2 Years of Employment: The employee shall be entitled up to 5 (work) vacation days each year, with one day of vacation allocated for each regular day worked during the week.
- C) >2 Years of Employment: The employee shall be entitled to 2 weeks vacation each year, with one day of vacation allocated for each regular day worked during the week.

- D) -Misc- Additional Vacation Time may be offered as a benefit per Management's discretion.
- a. In an attempt to encourage the use of accrued vacation benefits, all unused vacation time will be forfeited if not used.
 - b. In the event a paid company holiday falls within an employee's vacation, the employee will not receive credit for the paid holiday.
 - c. Employees should notify their direct supervisor a minimum of 30 business days in advance of taking vacation time, unless special circumstances are recognized. All vacation requests must be submitted to the Office Manager and approved prior to using said vacation time. All requests will be reviewed by the Office Manager with a focus on the company needs, deadlines and requirements during the requested vacation dates. The Office Manager will inform the employee within 3 business days of receipt of the vacation request of the acceptance or rejection thereof.
 - d. Vacation time must be taken in full day units.
 - e. Vacation pay is based on your regular rate of pay, and one week is equal to the regular hours worked: eg: if you only work 4 hours a day, your day will equal 4 hours of pay, not 8 hours.

12. Sick Leave

A) Full Time Employees are offered sick leave on the following schedule:

1. Up to 1 year of employment: One-Half day of sick leave is allocated for each work day worked during the week, up to a maximum of one-half week allowed. This time does not accrue if not used.
2. After 1 year of employment: An employee is given 1 day of sick time for each regular day worked during the week up to a maximum of one week sick time in a year. This time does not accrue if not used.

B) Part Time Employees are offered sick leave on the following schedule:

1. Up to 1 year of employment: no sick time is offered
- 2.. After 1 year of employment, up to a maximum of either the work week or 3 days of sick leave is offered. This time does not accrue if not used.

13. Suggestions and Complaints

In any business where individuals are working together, employee complaints or ideas for improvement are bound to arise. It is the desire and responsibility of management to attempt to answer and solve problems whether of a business or personal nature. This Company maintains an open door policy so that any employee has the right to discuss matters directly with any member of management he or she

selects. We recognize and value employees' suggestions and note that often times they may find their way into actual practice. If satisfactory action is not taken, you should discuss the matter with the office manager. If still not satisfied, any member of management is available to discuss problems, whether business or personal, with any employee.

14. Bulletin Boards

The Company bulletin board, as posted on the Kids Care Pediatric Web site (password restricted) is reserved for management's exclusive use. All notices from the Company relating to benefits, holidays, etc., will be posted on it. Employees may post notices or materials on the Company bulletin board as allowed by the site.

V. What the Company Expects Of You

1. Changes of Address

When you change your address or telephone number, you should notify the payroll department in writing of the change immediately, in order that the Company will always have the correct home address and telephone number by which your home can be reached. It is important that the Company be able to communicate with you, or, in the event of necessity or emergency, with members of your family, and this can only be done if an accurate record of your address and telephone number is on file with the payroll department. Proper mailing addresses are also necessary in order to keep records on a current basis for federal and state taxes, pension plans and group insurance coverages extended by the Company.

2. Absence

Regular attendance is necessary in order to meet patient needs. When there is excessive absence, other employees are affected.

Written permission from a physician must be obtained before returning to work if you have been absent 3 days or more due to illness, and if you fail to call in for a period of 3 days, you will be considered to have voluntarily resigned. Repeated instances of one day absences from work will be grounds for discipline up to and including discharge.

3. Severe Weather Conditions and Other Emergencies

When severe weather conditions exist, if you ask to leave work before regular quitting time, you may do so with your supervisor's approval unless your services are essential for the completion of work in progress. Non-exempt employees who leave early will not be paid for time lost unless they request that the time be charged against their unused vacation allowance or paid personal days. Those who cannot be released will be paid their regular straight time rate of pay.

If the Company remains open during adverse weather conditions and you are unable to report to work, your time off will be charged allowable personal days, if any are available.

If the Company is officially closed, and you are a salaried employee, you will be paid for the time off and the hours will not be reflected in your personal day's allowance.

4. Visitors

As a general rule, employees should not have visitors joining them during working hours. Visitors are not allowed without special permission from management. All visitors must enter through the front entrance and be registered at the reception desk. It shall be the responsibility of each supervisor to enforce this policy.

5. Dress Standards

What we wear to work is a reflection of the pride we have in our Company, in what we do and in ourselves. Although dress code requirements will vary according to job responsibilities, we ask that your appearance at all times show discretion, good taste, and not present a hazard in the performance of your job.

6. Personal Mail

All personal mail should be received by employees at home. In the normal operation of business, however, incoming mail is frequently addressed to individual employees. While this practice is not desirable, every effort will be made to deliver the mail to the proper party. It should be remembered, however, that all business mail is opened upon receipt.

7. Solicitation

Persons not employed by the Company may not, at any time, solicit or distribute literature or other printed materials on Company property for any purpose.

Employees may not solicit during working time in work areas or distribute literature or other printed material during working time or in working areas.

"Working time" is the time employees are engaged, or should be engaged, in performing their work tasks for the Company. It includes the working time of both the employee doing the soliciting or distributing and the employee being solicited or to whom literature is distributed. "Working time" does not include the time when employees are properly not performing their work duties, for example, scheduled meal times and breaks.

If you have any questions regarding the meaning of "working time" or "working areas," please inquire in the general manager's office.

8. Collections

Collections for any cause are not to be taken up without prior approval of your supervisor.

9. Injuries and Illness

Whenever you feel ill, you should immediately inform your supervisor that you are ill. In the event the illness prevents your continuing work, the general manager shall be notified and you shall be advised to go home and consult your family physician. If necessary, some other person will accompany you home.

In the case of injury of any kind, no matter how minor, you should immediately report the injury to your supervisor. In the event of a serious injury, arrangements will be made to take you to the hospital. Only authorized personnel may dispense first-aid supplies.

10. Personal Telephone Calls

Employees are not to receive personal telephone calls while at work, except in emergencies. It is the responsibility of each employee to notify family, friends and others who might call, not to do so during working time in the absence of an emergency. We understand that children may call the office to speak to their parent. Once in a while this is ok, but will not be tolerated when it happens multiple times during the day!

11. Security

The Company is committed to providing the organization with the most thorough and comprehensive security program possible. The program is intended to provide legitimate and reasonable guidelines for safeguarding our facilities and proprietary information. Every employee has an obligation to protect our

Company's proprietary data and to practice good security common sense. Further details on specific policies and procedures are provided in the Security Manual.

12. Gratuities/Gifts

Employees may not accept gifts from business-related sources.

13. Fire Prevention

Fire is always a hazard in any plant in which combustible materials are used. Automatic sprinklers have been installed to minimize the effect of any fire which might develop. However, minor fires can develop which can quickly be brought under control by careful adherence to our fire prevention policies. Each employee must be familiar with the location of fire alarms, fire fighting equipment and the fire exits in the plant. Each employee must be familiar with the proper use of the fire extinguishers located in the plant. If you are unsure about the proper use of the plant fire extinguishers, you should immediately report your concerns to your supervisor, and arrangements for appropriate training will be made. A serious fire would put you and your fellow workers out of work. It is part of each employee's job to protect the property and equipment against fire and other damage by keeping the plant clean and free from rubbish.

14. Personal Safety Equipment

All employees working with hazardous materials must wear gloves. These will be provided at the Company's expense. Your supervisor will instruct you on the use of all safety equipment. Eye wear may be necessary for certain jobs and this will also be provided. Failure to properly wear safety gear may result in disciplinary action.

15. Discharge, Discipline and Work Rules

For the protection of all employees, and in order to operate efficiently, certain rules are necessary. The following is a partial list of the kinds of improper conduct which shall constitute grounds for disciplinary action, up to and including immediate discharge:

- i. Reporting to work under the influence of alcohol or drugs.
- ii. Bringing, possessing, or acquiring alcohol or drugs .
- iii. Selling or attempting to sell alcohol or drugs to other employees.

iv. Theft of Company property, Company time, or fellow worker's personal belongings.

v. Punching another employee's time card or allowing another employee to punch your time card when the employee is not working..

Additionally, any employee may be discharged in the event of continued violation of work rules. Improper conduct may constitute grounds for the issuance of a warning before more severe disciplinary action is taken.

The Company has a few; simple rules which are fundamental, and which provide for the safety and protection of its employees. Compliance with these rules is a condition of employment.

vi. Be careful-work safely at all times.

vii.Report all dangerous conditions and equipment to your supervisor immediately. viii. Report every injury of a serious nature immediately to your supervisor and first aid will be provided. ix. Do not attempt to work if you are taken ill.

x. Keep your work area neat and orderly at all times.

16. Voluntary Termination

If you decide to leave the Company, we **REQUIRE** that you provide two weeks' written notice of your intention to quit. Failure to provide such notice will result in ineligibility for re-hire and be considered **job abandonment**. Walking off the job or absence for more than 2 days without a report to the Company, with the reason for the absence will constitute a voluntary quit.

At the time of your termination, you will be asked to **sign a termination clearance form/letter** in order to receive your final paycheck. Failure to do so will delay your pay. Your final check will be electronically submitted as usual

If you are terminated involuntarily, it is also required that you **sign an exit/termination letter** in order to receive your final paycheck. Failure to do so will delay your pay. Your final check will be electronically submitted as usual

17. References and Recommendations

An employee may request his/her supervisor to provide a letter of recommendation to a prospective employer.

VI. Conclusion

This manual has outlined the broad principles that guide our Company in its relations with employees. Specific information about Company insurance plans, retirement plans or other benefits can be obtained in the office. It is quite possible that you may from time to time have questions about Company matters which directly affect you, or you may desire further information about how Company policies apply to your individual case. Should you be unable to find the complete answer to your particular question in this manual, feel free to ask your supervisor. If s/he does not have the information readily available, he or she will get the answer for you.

Disclaimer:

Printed versions are uncontrolled and are valid only on date of printing

Statement of Understanding

I have received, read, and agree to abide by the Company Employee Manual. I understand the policies and procedures set forth in the manual. I also understand that the manual is not a contract of employment, does not in any way limit the right of the Company to terminate my employment and that my employment may be terminated at any time, with or without notice, within the sole discretion of the Company management. I also acknowledge that the Manual will change from time to time, and that it is my responsibility to be familiar with the latest published edition.

Employee Name

Date