

Employee Training



Welcome to the Team

Mission Statement

G Street Integrated Health exists to
provide high quality healthcare
to the citizens of Lane County.



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Standards of Conduct



All staff, volunteers, interns, and board members of G Street Integrated Health together with contractors and any other agency providing services on behalf of, or in collaboration with G Street Integrated Health will comply with all federal, state, and local laws, along with private insurer standards.



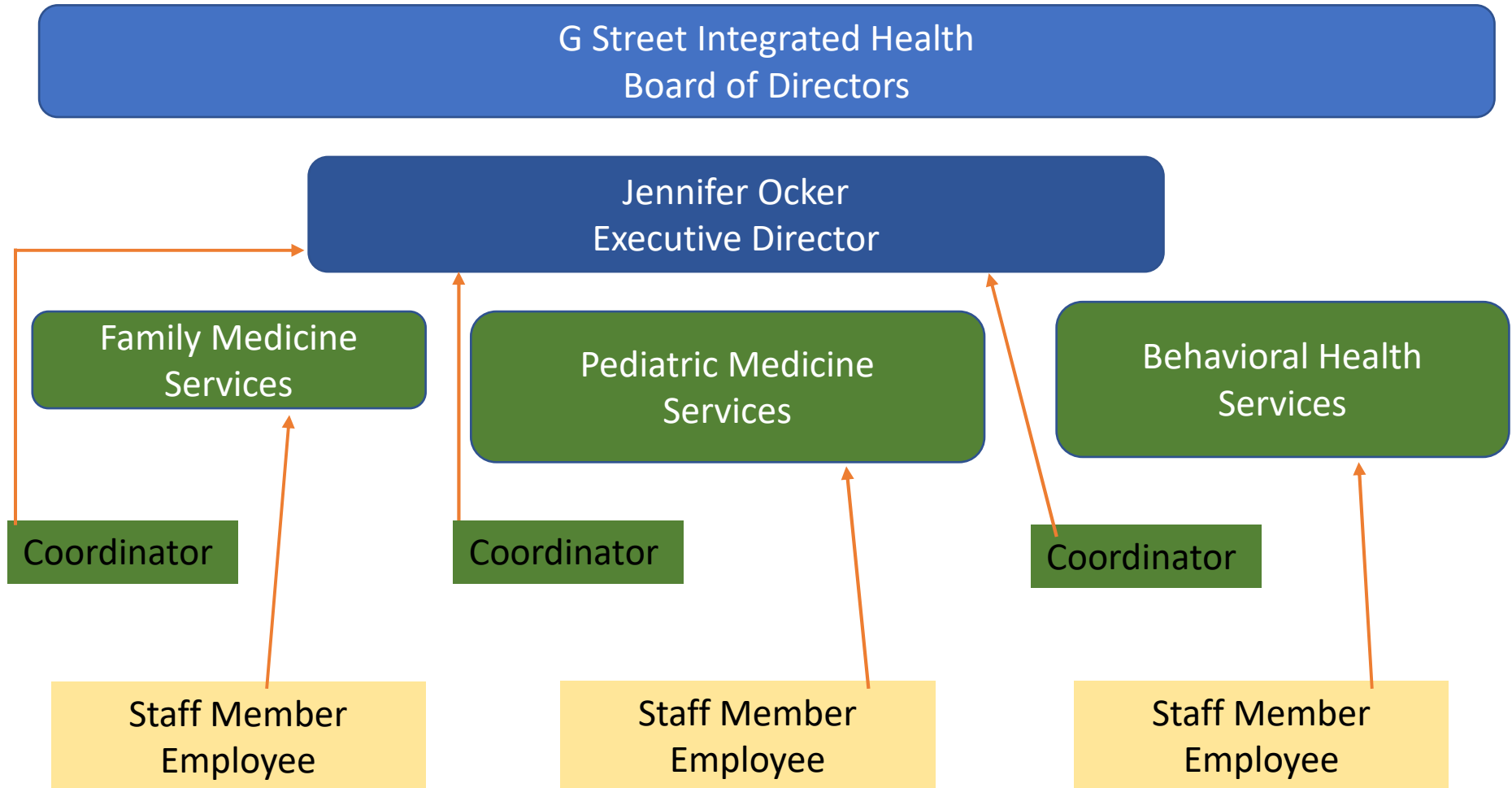
Standards of Conduct

We promote high ethical standards in all areas including relationships with other providers.

We are committed to observing that our staff, volunteers, and interns will demonstrate behaviors that are consistent with a kind, decent, and respectful workplace.



Organizational Chart



Navigating this Program

Employee Training



This program was created to provide you a comprehensive employee handbook and interactive employee training.

The Table of Contents provides a complete list of the topics we will discuss.

Visit the Resources Tab. It contains:

- original policy, revisions, indexed by Policy Title.
- FAQ – Frequently required policy reviews for mileage reports, incident/accident reports, etc. are found in the Resources Tab at the top of the screen.

At the end of this program, save the “Certificate of Completion” for your records.

Ask your Manager if you have additional questions.

This program is subject to update and should be reviewed.

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Section 1: Introduction

G Street Integrated Health

The “Company” is a non-profit organization
1435 G Street
Springfield, OR 97477



1.1 EMPLOYEE PROGRAM

This Employee Training Program is designed to summarize certain personnel policies and benefits of G Street Integrated Health (the “Company”), and to acquaint employees, volunteers, and board members with many of the rules concerning employment with the Company.





Section 1: Introduction

1.1 EMPLOYEE PROGRAM

This Program applies to all employees, volunteers, and board members in compliance with the Company's policies is a condition of employment. This Program including all Resource materials supersedes all previous employment policies, written and oral, expressed and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this Program from time to time in its sole and absolute discretion.





Section 1: Introduction

1.1 EMPLOYEE PROGRAM

This Employee Training Program is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this Program and deviate from them when in its discretion, it determines it is appropriate.





Section 1: Introduction

1.2 Changes in Policy

Since our business is constantly changing, the Company expressly reserves the right to revise, modify, delete, or add to any, and all policies, procedures, work rules, or benefits stated in this Training Program.

If you are uncertain about any policy or procedure, please check with your Manager or Human Resources.





Section 1: Introduction

1.3 Employment-At-Will

Employment with the Company is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.



A top-down view of a wooden desk workspace. In the center is a large sheet of paper with a complex business diagram. The diagram features a central oval labeled 'BUSINESS' with arrows pointing outwards to various icons representing different business aspects: a lightbulb for ideas, a bar chart for data, a pie chart for statistics, a Wi-Fi symbol for technology, a gear for processes, a dollar sign for finance, a computer monitor for digital presence, and a handshake for partnerships. A person's hands are visible at the top, holding a small circular object. Another person's hands are at the bottom, using a pen to draw on the diagram. To the left of the paper is a silver laptop with a colorful abstract pattern on its screen. To the right is a black digital camera. Various other items are scattered on the desk, including a small potted plant, a glass of water, a notebook, and a pen.

This Program does not limit Management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc.



Introduction - Employment Policies - Hours of Work & Payroll Practices - Standards of Conduct - Employee Benefits - Benefit Hours of Work - Employee Ethics & Reporting

Section 1: Introduction



No person other than the Executive Director has the authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. Only the Executive Director of the Company has the authority to make such agreement, which is only binding if it is in writing and signed by the Executive Director of the Company.



1.4 Arbitration Policy

Section 1: Introduction

In consideration of your employment with G Street Integrated Health, its promise to arbitrate all employment-related disputes, and your receipt of the compensation, pay raises, and other benefits paid to you by the company, at present and in the future, you agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, or benefit plan of the company, in their capacity as such or otherwise), whether brought on an individual, group, or class basis, arising out of, relating to, or resulting from your employment with G Street Integrated Health or the termination of your employment with the company, including any breach of this agreement, and arbitration agreement between you and G Street Integrated Health (or such other confidentiality agreement between you and the Company).



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Section 1: Introduction

1.4 Arbitration Policy

In the event the privacy agreement between you and G Street Integrated Health does not contain an arbitration provision, then you nevertheless agree to arbitrate any, and all claims set forth above in a neutral mutually agreeable forum according to the applicable minimum standards for arbitration.



Section 2: Employment Policies





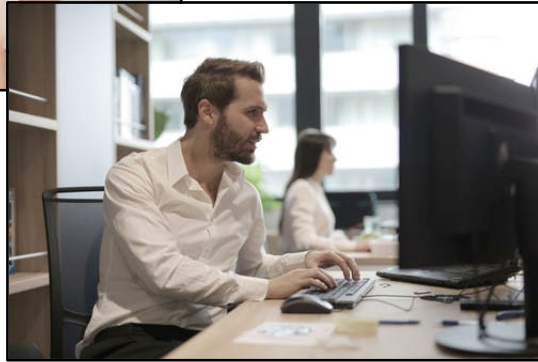
Section 2: Employment Policies

2.1 Employee Classifications

The following terms are used to describe employees and their employment status:

- Exempt Employees
- Nonexempt Employees
- Full-Time Employees
- Part-Time Employees
- Temporary Employees
- Independent Contractors or Consultants
- Volunteers





Section 2: Employment Policies

Exempt Employees -

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.

In addition, certain medical and administration employees, and highly paid computer professionals are exempt. Exempt employees are not subject to the minimum wage and overtime laws.

All salaried staff (licensed field staff), unless exceptional circumstances, start out being paid hourly until they have successfully completed orientation. At that time they are changed to an Exempt (salaried) classification.





Section 2: Employment Policies

Nonexempt Employees -

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.





Section 2: Employment Policies

Full-Time Employees -

Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly Scheduled to work more than 25 hours per work week.



Section 2: Employment Policies



Temporary Employees -

Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project.

Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period.



Section 2: Employment Policies



Independent Contractors, & Consultants

These individuals are not employees of the Company according to his/her own methods and are subject to control and direction only as to the results to be accomplished.

Independent contractors or consultants are not entitled to benefits.





Section 2: Employment Policies

Volunteers-

Volunteering is generally considered an altruistic activity where an individual or group freely gives time "to benefit another person, group or organization".

Volunteering is also renowned for skill development and is often intended to promote goodness or to improve human quality of life. Volunteering may have positive benefits for the volunteer as well as for the person or community served.

Many Company volunteers and board members are specifically trained in the areas they work, such as medicine, education, or emergency rescue. Others serve on an as-needed basis, such as in response to a larger need.





Section 2: Employment Policies

2.2 Equal Employment Opportunity & Americans with Disabilities Act

It is the policy of the Company to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state, or federal laws.



Section 2: Employment Policies



This policy 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.

The Company expects all employees to support our equal employment opportunity policy.



Section 2: Employment Policies

2.2 Equal Employment Opportunity & Americans with Disabilities Act

Example: The Company will make reasonable accommodations for employees' observation of religious holidays and practices unless the accommodation would cause an undue hardship on the Company's operations.

- If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible.
- You are expected to strive to find co-workers who can assist in the accommodation (e.g. trade shifts) and cooperate with the Company in seeking and evaluating alternatives.



Section 2: Employment Policies



The Company may require medical certifications of both the disability and the need for physical or mental limitations of an otherwise qualified individual.

Therefore, it is your responsibility to come forward if you need an accommodation.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.





Section 2: Employment Policies

2.3 Confidentiality

In the course of employment with the Company, employees may have access to “Confidential Information” regarding the Company, which may include its:

- business strategy
 - plans
 - financial information
 - contracts
 - suppliers
 - clients information, client’s health information
 - personnel information or other information
- that the Company considers proprietary and confidential.





Section 2: Employment Policies

You may not remove or make copies of Company records or documents without prior management approval. This duty of confidentiality applies whether the employee is:

- on or off the Company's premises
- and during, and even after the end of the employee's employment with the Company.

This duty of confidentiality also applies to communications transmitted by the Company's electronic communications.

*See internet, email, and computer use policies.



Section 2: Employment Policies



Be Polite

If someone outside the Company requests documents, as kindly and politely as possible refer them to the HR Director, the Compliance Officer or the CEO.

Privacy Policy Agreement

All employees must read and sign our Privacy Policy Agreement signifying their understanding of these policies and their agreement to abide by them. The disclosure of any confidential information will lead to termination, as well as possible legal action.



Section 2: Employment Policies



2.4 Employment of Minors

Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work and prohibits youth under the age of 18 from being employed in hazardous occupations.

In addition, the FLSA establishes sub-minimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities.



Section 2: Employment Policies

2.5 Employment of Relatives

The Company recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security or morale, or create conflicts of interest that materially and substantially disrupt the Company's operations.

If present employees become relatives during employment, the Company should be notified so that we may determine whether a problem involving:

- supervision
- safety
- security or morale
- or a conflict of interest that would materially and substantially disrupt the Company's operations exists.





Section 2: Employment Policies

2.6 Introductory Period

The first 90 Days are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position.

Also, during this time, your manager will monitor your performance.





Section 2: Employment Policies

Completion of the introductory period does not entitle you to remain employed by the Company for any definite period-of-time, but instead allows both you and the Company to evaluate whether you are right for the position.

Our 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.



Section 2: Employment Policies

Employee Evaluations

If after the initial 90 days of employment, if the Company chooses to employ you, then at regular intervals, your supervisor will provide you with an evaluation.



During the first evaluation you will listen to feedback regarding your performance and set benchmarks for improvement.

During subsequent evaluations progress towards those benchmarks will be discussed and new benchmarks may be set. Pay increases may depend upon your ability to meet benchmarks and production expectations.





Section 2: Employment Policies

2.7 Personnel Records

The Company maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Company and may not be removed from Company premises without written authorization.

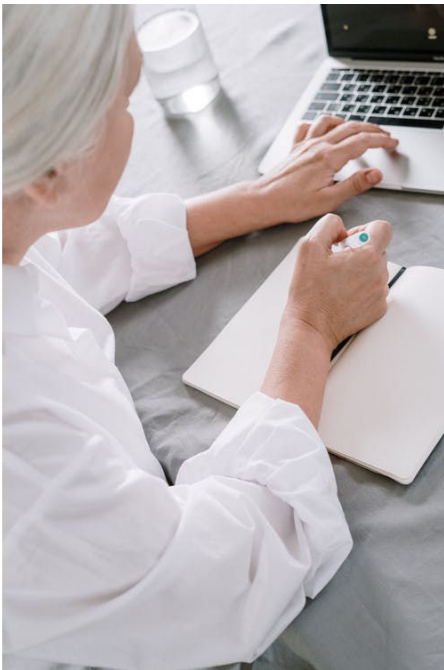
Generally, only those who have a legitimate reason to review information in an employee's file are permitted to do so.

Employee References

Disclosure of personnel information to outside sources will be limited to confirmation of dates of employment and position(s) held.



Section 2: Employment Policies



Employees may contact a Human Resources representative to request a time to review their payroll records and/or personnel file.

With reasonable advance notice, an employee may review his own records in the Company's offices during regular business hours and in the presence of an individual appointed by the Company to maintain the records.

You also have the right to obtain a copy of your personnel files, but you may be required to pay for any such copies.

Section 2: Employment Policies

2.8 Privacy

The Company is respectful of employee privacy.

- All employee demographic and personal information will be shared only as required in the normal course of business.
- Healthcare information will be shared only as required in the normal course of business.
- Healthcare enrollment information is kept in a separate folder from other human resources forms.
- Worker's Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

Section 2: Employment Policies



The Company does not receive any private healthcare “Employee” information through the course of normal work.

If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential.



Section 2: Employment Policies



2.9 Immigration Law Compliance

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 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire.

Former employees who are rehired must also complete an I-9 form with the Company within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.





Section 2: Employment Policies

2.10 Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office holders. The Company will not discriminate against employees based upon their lawful political activity engaged in outside of work.

If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Company, and that you are not representing the Company.



Paydays 5th & 20th

Section 3: Hours of Work & Payroll Practices

3.1 Pay Periods and Paydays

All Employees will be paid by end of business day on the 5th and the 20th day of every month for work performed during a pay period.

Pay periods are

- 1st until the 15th day and
- 16th thru the end of the month

Direct deposit is available and recommended for use to our employees.



Section 3: Hours of Work & Payroll Practices

3.1 Paycheck Policies

If you have any questions regarding a paycheck, it is your responsibility to speak with a member of the Finance department as soon as possible.

If your paycheck is lost or stolen, you must report it to your supervisor as soon as possible. You will need to complete a statement and report the lost check before a replacement will be issued.

You are the only person who can pick up your paycheck.

Section 3: Hours of Work & Payroll Practices

3.2 Overtime

Nonexempt employees (hourly wage) will be paid in accordance with federal and Oregon State law. In Oregon, with some exceptions, the standard work week for employees should not exceed 40 hours per week (or more than 10 hours per day in canneries, driers, packing plants, mills, factories, and manufacturing facilities).

Should the Company find it necessary to employ an employee in excess of the standard, overtime hours shall be compensated at the rate of one and on-half times the regular rate of pay.

All overtime work by non-exempt employees must be authorized in-advance by their manager. Only hours actually worked will be used to calculate overtime pay.



Section 3: Hours of Work & Payroll Practices

3.3 Rest and Meal Periods

All rest and meal periods will be in accordance with Oregon State law.

- Nonexempt employees will be provided a 10-minute rest break for every four-hour period, or major fraction of, worked; if practical, in the middle of the work period. This time is counted and paid as time worked.
- Nonexempt employees will also be provided a 30-minute unpaid meal period. If the shift is of seven hours or less, the meal break should be between hours 3 and 6.
- Reasonable unpaid rest periods, no greater than 30 minutes for each 4 hours worked, will be provided to express milk for a child 18 months or younger.



Section 3: Hours of Work & Payroll Practices

3.3a Lactation Breaks for New Mothers

Federal law requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk

Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

Please alert your Manager regarding your need to take breaks, and you will be shown where to take these breaks.

Section 3: Hours of Work & Payroll Practices



3.4 Timecards

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Timecards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

Section 3: Hours of Work & Payroll Practices

3.5 Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security
- Medicare
- State Disability Insurance & Family Temporary Disability Insurance
- And other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Financing or Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year.
 - This statement summarizes your income and deductions for the year.
- Medical Insurance and Benefit Plans





Section 3: Hours of Work & Payroll Practices

3.6 Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Company receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

Section 4: Standards of Conduct & Employee Performance



Section 4: Standards of Conduct & Employee Performance

Overview



G Street Integrated Health makes every effort to provide its employees with a pleasant and a safe work environment.

The standards and procedures in this section were established to help maintain that good environment. It is up to everyone in the company to do their part.

From time to time, these policies may be reviewed and altered as circumstances dictate.



Section 4: Standards of Conduct & Employee Performance

Professional Conduct



At G Street Integrated Health, we work hard, and we depend on each other. Each employee is expected to perform his or her work in a respectful, cooperative, ethical manner. We ask that you are:

- Kind
- Decent
- Respectable

In your interactions with all other co-workers, patients, and customers. We are all part of a team and will be more effective if we respect each other.

Section 4: Standards of Conduct & Employee Performance

4.1 Anti-Harassment and Discrimination

Prohibited Conduct

Prohibited harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- A. Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement.
- B. Submissions to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement, or-
- C. It creates a hostile or tense work environment.

Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination.



Section 4: Standards of Conduct & Employee Performance

Prohibited harassment includes but is not limited to:

- Unwelcome sexual advances
- Requests for sexual favors
- Lewd, vulgar or obscene remarks, jokes, posters or cartoons
- Any unwelcome touching
- Pinching or other physical contact

Other forms of unlawful harassment or discrimination may include:

- Racial epithets
- Slurs and derogatory remarks
- Stereotypes
- Jokes, posters, or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Prohibited harassment may also be transmitted electronically.

Section 4: Standards of Conduct & Employee Performance

4.1 Anti-Harassment and Discrimination

Complaint Procedure

1. Report Harassment

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer vendor or anyone else who does business with the Company, should immediately report such conduct to their supervisor or any other member of management.

Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination.



Section 3: Hours of Work & Payroll Practices



Section 4: Standards of Conduct & Employee Performance

Complaint Procedure

The Company expects you to report harassment.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this Company is exempt from the prohibitions in this policy. In response to every complaint, the Company will conduct an investigation which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.

To the extent that an employee or contract worker is not satisfied with the Company's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.





Employee Performance

Attendance

Punctuality and regular attendance are essential to the successful operation of the Company's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

Employee Performance

Delays & Early Departures Increase Confusion

Delays in arriving for the Scheduled workday will be recorded by the reporting manager as will early departures.

Employees must engage with Managers.

Managers need to know where you are.

Report to your Manager (at minimum) twice every day:

- upon arrival and
- at the end of the day, or prior to leaving.



Tardiness

When a late arrival is unavoidable, notify your reporting manager as soon as possible.

A late arrival is an arrival that is:

- more than ten minutes past the Scheduled hour

Late arrivals will be recorded on the individual's timecard unless the tardiness has been excused by the employee's reporting manager and/or the Executive Director.

Accumulated tardiness within a calendar month will be documented in the employee personnel file as an attendance problem if deemed excessive.

Employee Performance



Section 4: Standards of Conduct & Employee Performance

4.1 Anti-Harassment and Discrimination

Complaint Procedure

1. Report Harassment

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer vendor or anyone else who does business with the Company, should immediately report such conduct to their supervisor or any other member of management.

Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination.



Section 4: Standards of Conduct & Employee Performance



4.3 Discipline and Standards of Conduct

As an at-will employer, the Company may impose discipline whenever it determines it is necessary or appropriate.

Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any sequence. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.



Section 4: Standards of Conduct & Employee Performance

4.3 Discipline and Standards of Conduct

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Company's right to impose discipline for any other conduct it deems inappropriate).

Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including termination.

Section 4: Standards of Conduct & Employee Performance

Inappropriate conduct includes:

- a. Dishonesty
- b. Falsification of Company records
- c. Unauthorized use or possession of property that belongs to the Company, a coworker, or the public
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials
- e. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes, or other disorderly conduct that may endanger others or damage property

Section 4: Standards of Conduct & Employee Performance

Inappropriate conduct includes (continued):

- f. Insubordination, failure to perform assigned duties or failure to comply with the Company's health, safety or other rules
- g. Unauthorized or careless use of the Company's materials, equipment, or property
- h. Unauthorized and/or excessive absenteeism or tardiness
- i. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace
- j. Sexual or other illegal harassment or discrimination
- k. Unauthorized use or disclosure of the Company's confidential information
- l. Violation of any Company policy

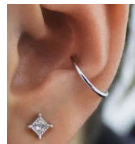
Dress Code

What TO Wear

G Street Integrated Health recommends medical attire for Medical Team employees.



Lab coat,
scrubs,
etc.



Limited and approved
facial and ear piercings
only

Tattoos on the face
and neck are not
allowed

Closed toe shoes are required.

Section 4: Standards of Conduct & Employee Performance

4.4 Dress Code

What TO Wear

Office/Admin



If your work puts you in frequent contact with the public, you are expected to dress appropriately and professionally.

Remember- Name tags should be worn.



Limited and approved facial and ear piercings only.

Tattoos on the face and neck are not allowed.

Sandals and open-toe shoes are allowed.



Section 4: Standards of Conduct & Employee Performance

4.5 Safety

The Company is committed to providing a safe workplace. Accordingly, the Company emphasizes “safety first”. It is the employee’s responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor so that any potential hazards can be corrected.



Incident /Accident Reporting Policy

If an incident or accident involving an employee or their patient/family should occur, a report must be filed with the Human Resources Department by the employee within 24 hours. The incident/accident form is available in the HR Forms on the C drive. Complete the form send to reportsdr@gsih.org .

A copy of the report will automatically be sent to the Executive Director and supervisors immediately. Supervisors will work with the HR department and complete the “Follow Up” sections in the report.

If an employee feels an incident/accident is of a serious nature, they are expected to immediately contact their supervisor or HR manager.



Section 4: Standards of Conduct & Employee Performance

4.6 Substance Abuse

The Company is committed to providing a safe and productive working environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase or transfer illegal drugs at any time while on the Company's premises or while using the Company's vehicles or equipment, or at any location during work time.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The only exception to this rule is that employees may engage in moderate consumption of alcohol as part of an authorized Company social or business event.

Section 4: Standards of Conduct & Employee Performance



4.6 Substance Abuse

“Illegal drug” means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug. Any violation of this policy will result in disciplinary action, up to and including termination. Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation occurs.

Section 4: Standards of Conduct & Employee Performance



4.6 Substance Abuse

Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated.

However, employees may not avoid disciplinary action, up to including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

Section 4: Standards of Conduct & Employee Performance

4.7 Workplace Searches

All offices, desks, file drawers, cabinets, lockers, Company vehicles, and other Company equipment (including but not limited to computers, email, and voicemail) and facilities or any area on Company premises are the property of the Company (“Company Property”) and are intended for business use. Employees should have no expectation of privacy with respect to Company property and/or items stored within Company Property or on Company premises.

In addition, when the Company deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes, or any other possessions or articles brought on to the Company’s premises.

Section 4: Standards of Conduct & Employee Performance

4.5 Safety

Gun Free Zone

G Street Integrated Health considers all properties, offices, retail locations, and client properties to be gun free zones. Even if you have obtained a concealed carry permit, you may not possess a firearm at any Company location.

If you come to work with a firearm, secure the weapon in your vehicle. Do not bring the firearm into any Company property or client location.



Section 4: Standards of Conduct & Employee Performance



4.7 Workplace Searches

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

Section 4: Standards of Conduct & Employee Performance



4.7 Internet, Email and Computer Use Policy

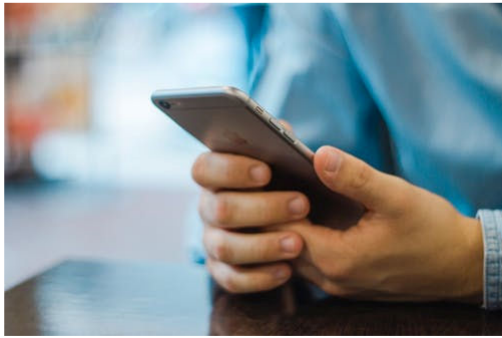
The Company uses various forms of electronic communication including, but not limited to computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones (hereafter referred to as “electronic communications”). The electronic communications, including all software, databases, hardware, digital files, and other cloud-based documents remain the sole property of the Company and are to be used only for Company business and not for personal use.

Section 4: Standards of Conduct & Employee Performance



The following rules apply to all forms of electronic communications and media that are:

1. accessed on or from Company premises;
2. accessed using the Company computer or telecommunications equipment or via Company-paid access methods; and/or
3. Used in a manner which identifies the Company



Section 4: Standards of Conduct & Employee Performance

The following rules apply to all forms of electronic communications and media that are:

- a. Electronic communications and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on Company computer systems.

Section 4: Standards of Conduct & Employee Performance

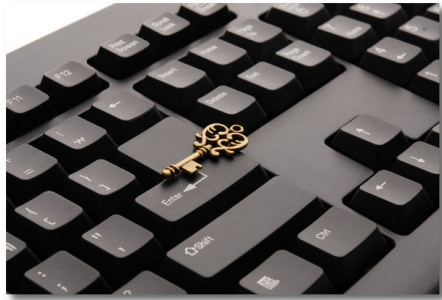
- b. Employee's own electronic media may only be used during breaks. All other company policies, including the Company's no tolerance for discrimination, harassment, or retaliation in the workplace apply.
- c. All electronic information created by an employee on Company premises or transmitted to Company property using any means of electronic communication is the property of the Company and remains the property of the Company. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information.

Section 4: Standards of Conduct & Employee Performance

d. The Company reserves the right to access and review electronic files, messages, internet use, blogs, tweets, instant messages, text messages, and email communications as necessary to ensure that no misuse or violation of Company policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. The Company reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Section 4: Standards of Conduct & Employee Performance

- e. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management. No employee may install or use anonymous email transmission programs or encryption of email communications.
- f. Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voicemail communications are required to use these methods in strict compliance with the Confidentiality section of this program. These communication tools should not be used for communicating confidential or sensitive information or trade secrets.



Section 4: Standards of Conduct & Employee Performance

g. Access to the internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about G Street Integrated Health, its products or services, or other types of information that will appear in electronic media about the Company must be approved before the information is placed on any electronic information resource that is accessible to others.

Section 4: Standards of Conduct & Employee Performance



4.8 Cell Phone Policy

The use of personal cell phones at work is discouraged because it can interfere with work and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode when they are in the office, and to keep cell phone use confined to breaks and meal periods. Conversations should be had away from areas where other employees are working. When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

Section 4: Standards of Conduct & Employee Performance

The Company may provide cell phone allowances to employees in certain positions. When cell phones are used for Company business employees must comply with all Company policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode when with clients and during meetings.



Section 5: Employee Benefits & Services



Section 5: Employee Benefits & Services

5.1 Generally

The Company provides programs as mandated by state and federal regulations for all employees. From time to time, benefits may be added or deleted from the benefits package.

The Company reserves the right to make such changes.

This Employee Training program doesn't contain the complete terms and/or conditions of any of the Company's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact, Human Resources.



Section 5: Employee Benefits & Services

5.1a Simple Retirement Savings Plan

Employees become eligible to participate in this plan after they have earned \$5,000.00 in two consecutive years while employed with the Company. Enrollment is January 1st each year. G Street Integrated Health has chosen to match the retirement savings of our employees up to 3% of their salaries. Additional details about the Simple Plan will be provided to eligible employees.

If an individual participates in the plan, then they will receive a 3% match along with a 3% discretionary match for a total of 6%. In order to get the matching funds, one must sign up for the plan and participate.

Neither the savings or the interest earned are subject to tax until they are withdrawn from the plan.



Section 5: Employee Benefits & Services

5.1b Medical Insurance

Employees become eligible to participate in this plan after they have successfully completed their 60-day Probation Period. G Street Integrated Health provides health insurance for all full-time employees, and their dependents. Full-time employees must work at least 24 hours per week.

G Street Integrated Health contributes to this important insurance by paying a substantial portion of both Medical and Dental Insurance premiums for our eligible employees. All employees that are not covered by another insurance policy must enroll in this medical insurance.

In addition, employees may also purchase both Medical and Dental coverage for their qualified dependents at our reduced, group rate.



Section 5: Employee Benefits & Services

5.1b Medical Insurance

Should you elect this medical Insurance coverage you will be provided with a booklet covering all details and options such as eligibility, coverage, waiting periods, referrals and cost.

All participants will be issued insurance cards for themselves and family members. These cards must be present when you at all physician and hospital visits. They contain information about your coverage , required co-pays, and the billing address of our insurance carrier.



Section 5: Employee Benefits & Services

5.1c Additional Insurance Options

All eligible employees are given the opportunity to purchase some addition insurance policies through an outside service that offers services to our personnel. Payment of these premiums can be made through our payroll deduction. These additional insurance options include: AFLAC, disability insurance.

Details pertaining to these insurance policies will be made available to all interested employees. Employees wishing to apply for disability leave must submit a doctor's statement demonstrating their inability to work and the anticipated length of that disability.

Section 5: Employee Benefits & Services

5.1c COBRA Insurance Coverage

The COBRA Act allows employees to continue their healthcare insurance if they lose eligibility due to termination, a reduction in hours, or other qualifying event.

Under COBRA the employee takes over full payment for medical insurance but maintains the company's group rate.

Should an employee qualify for COBRA coverage, eligibility and the application process will be reviewed.

Section 5: Employee Benefits & Services

5.1d Vacation

Vacation time is earned by employees according to their length of employment.

This paid time off is available to all full-time employees once they have successfully completed 6 months of employment with the company.



Vacation Accrual Schedule

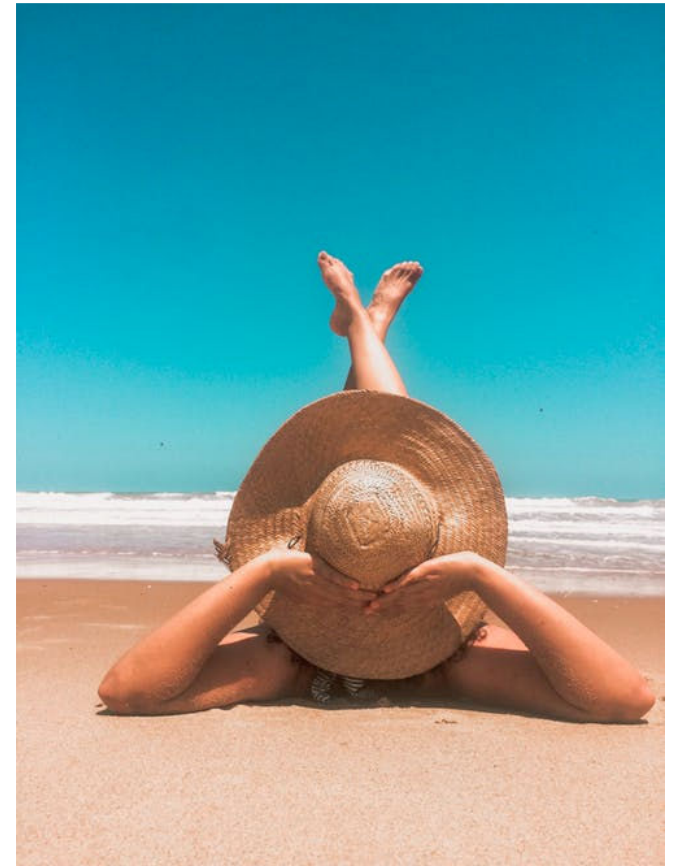
Vacation will accrue for the first 6 months.

You can't use any vacation time until the 7th month of employment.

Vacation will accrue regardless of usage of sick or vacation time.

FROM 1 ST DAY THRU 4 TH YEAR		
Regularly Scheduled Hours	Hours Earned Per Pay Period	Annual Hours Earned
40	4.0	96.0
32 - 39	3.2	76.8
30 - 31	3.0	72.0

AFTER 5 YEARS		
Regularly Scheduled Hours	Hours Earned Per Pay Period	Annual Hours Earned
40	5.0	120.0
32 - 39	4.0	96.0
30 - 31	3.75	90.0



Sick Time Accrual Scheduled

Sick leave will accrue regardless of usage of sick or vacation time.

FROM HIRE THRU 1ST YEAR		
Regularly Scheduled Hours	Hours Earned Per Pay Period	Annual Hours Earned
40	1.67	40.0
32 - 39	1.34	32.0
30 - 31	1.25	30.0
29-1	.0034 per hour worked	Up to a maximum of 40



2ND YEAR AND BEYOND		
Regularly Scheduled Hours	Hours Earned Per Pay Period	Annual Hours Earned
40	4.0	96.0
32 - 39	3.2	76.8
30 - 31	3.0	72.0
29-1	.0034 per hour worked	Up to a maximum of 40



30 Days
Notice!

Requesting Leave

New employees must be on staff 6 months before requesting time off, excepting time off that was pre-Scheduled and pre-approved at time of hire. Whenever possible leave requests should be submitted at least 30 days prior to requested time off.

Requesting Leave Process:

1. Employee completes a Leave Request Form and sends it to immediate supervisor for signature.
2. Management approves or denies request.
3. Approved day(s) off are posted on the vacation schedule in the HR office and on Company's calendar.

Section 5: Employee Benefits & Services

5.1d Vacation

Vacation days are based upon the amount of time that passed after the anniversary date of employment. If you do not use your vacation days during the calendar year that they are earned, you will lose those vacation days. You may not accrue vacation days from one year to another.

Vacation pay for non-exempt (hourly) workers is based upon 1/52 of their earnings during their most recent anniversary year.

Exempt (salaried) employees continue to receive their normal pay during their vacation time.



Section 5: Employee Benefits & Services

5.2 Worker's Compensation

All States have Worker's Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. The Company carries Worker's Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Worker's Compensation, with payments being made directly to the hospital or physician. Worker's Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.



Section 5: Employee Benefits & Services



5.3 Social Security Benefits (FICA)

During your employment, you and the Company both contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Section 5: Employee Benefits & Services



5.4 Unemployment Insurance

The company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine an eligibility for benefits, the amount of benefits (if any), and the duration of benefits.

Section 6: Employee Leaves of Absence and Time Off



Section 6: Employee Leaves of Absence and Time Off



6.1 Generally

While regular attendance is crucial to maintain business operations, the Company recognizes that, for a variety of reasons, employees may need time off from work. The Company has available several types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 14 days in advance; in case of emergencies, emergency employees should submit the request as soon as they become aware of the need for leave.

Section 6: Employee Leaves of Absence and Time Off



6.1 Generally

All leaves must have the approval of Company management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the Company, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with the Company.



Section 6: Employee Leaves of Absence and Time Off

6.1 Generally

All requests for a leave of absence will be considered in light of their effect on the Company and its work requirements, as determined by Company management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Company will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation.



Section 6: Employee Leaves of Absence and Time Off

6.1 Generally

The employee must provide a certification from his or her health care provider to the Company to support a leave for medical reasons. Failure to provide the required certification to the Company in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension, and have it approved before the expiration of the currently approved leave.



Section 6: Employee Leaves of Absence and Time Off

6.1 Generally

While the Company will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

You will receive an approval/disapproval electronically.



Section 6: Employee Leaves of Absence and Time Off

6.3 Holidays

G Street Integrated Health observes the following paid holidays:



New Year's
Day



Memorial
Day



Independence
Day



Labor
Day



Thanksgiving Day
(& Black Friday)



Christmas Day
(& Christmas Eve)

Eligible employees shall receive a full day's pay for holidays not worked regardless of the day of the week on which the holiday occurs. Employees who work a holiday shall be paid time-and-a-half for the holiday worked and accrue 8 hours of paid time off to be used within one month.

Employees regularly scheduled to work 30 hours or more per week qualify for eight (8) hours holiday pay.

Personal Holiday - PTO

Eligible employees are entitled to one paid personal day per year. Personal days' pay for regular full-time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis. When employees eligible for paid personal days do not take the full amount of personal time they could have taken in a year, that amount will be forfeited at the end of the year. This must be used during the normal fiscal year, July 1 to June 30.



Section 6: Employee Leaves of Absence and Time Off

6.3 Holidays

If an eligible non-exempt employee works on a recognized holiday with Company approval, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday. If the holiday falls on a day the department and employee works for the Company is closed, holiday will not be paid. Only applies to holidays that would have been business days. Only available to employees who have reached their 60-day mark.



Section 6: Employee Leaves of Absence and Time Off

6.4 Family and Medical Leave

The Federal Family Leave Act (FMLA) of 1993 was created to protect employees from unjust dismissal due to significant family and medical reasons.

The Company fully complies with all provisions of the act, as follows:

Eligibility:

- Must be an active employee for 12 continuous months and
- Have an hourly accumulation of 1250 hours or more
- Must work at least 25 hours per week

This unpaid leave is specifically provided to allow for serious health conditions of an employee, the need to care for a parent, spouse, child due to serious health condition, or the birth, adoption or foster care of the employee's child.



Section 6: Employee Leaves of Absence and Time Off

6.4 Family and Medical Leave



Duration and Notice

This leave should not exceed 12 weeks in any 12-month period. Providing the Company with as much upfront notice as possible is expected. If the need is unforeseen, the employee must provide appropriate documentation as soon as possible including the date on which the condition occurred, probable duration, and the anticipated return to work date.

In the case of employee illness, the Company may require progress reports or examinations and must receive a fitness for duty report upon the employee's return.

Section 6: Employee Leaves of Absence and Time Off

6.4 Family and Medical Leave



Healthcare Benefits during leave

Employees may continue to receive health benefits during this leave. Arrangements will be made for payment of the employee's share of the premiums due. Should an employee not return to work, the company is entitled to recover its share of the premiums paid.

Conditions

If the leave is due to illness, the care of a newborn or newly placed child, the employee must first use all accrued vacations days at the start of the leave.

Section 6: Employee Leaves of Absence and Time Off



6.5 Workers' Compensation Leave

Any employee who is unable to work due to a work-related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

Section 6: Employee Leaves of Absence and Time Off



6.6 Reinstatement

Any employee who returns to work after illness or injury will be reinstated to the position they left, if it is still available. If the position is no longer available an employee may be placed in a similar position that they are qualified to perform. An employee who develops a physical condition requiring a treatment or special accommodation must submit a physician's statement attesting to their ability to perform their work without jeopardy to themselves or others.

Section 6: Employee Leaves of Absence and Time Off



6.6 Reinstatement

Any employee who remains away from work for over 12 weeks without contacting their supervisor will be considered terminated.

If they wish to reapply to return to work, they are welcome to reapply subject to our usual hiring policies.

Section 6: Employee Leaves of Absence and Time Off

6.7 Military Leave

We proudly support our employees who serve in a National Guard or Reserve Unit. Unpaid leave is provided for attending military exercises.

If you are called to Active Duty, you will be reinstated upon your release from duty in accordance with the requirements of State and Federal law. Every effort will be made to return you to the same job, or same level of employment that you held before your left. Updating employment records with reinstatement is required.

Employees who require time-off for military leave should inform management as far in advance as possible.



Section 6: Employee Leaves of Absence and Time Off



6.6 Jury Duty

U.S. Citizens have a civic obligation to provide jury duty service when called. The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees will be paid for their time on jury duty by submitting the receipt received from the court clerk.

Section 7: Employee Ethics & Reporting





Section 7: Employee Ethics

7.0 Employee Ethics Verifications

All employees will be subject to a background investigation. Offers of employment are contingent on the successful completion of a background investigation and drug test conducted in accordance with Company policy and state law.

Current Employees

Current employees who are being considered for promotion or transfer may be subject to a background investigation. Background investigations may also be conducted as part of an internal investigation of alleged employee misconduct.

Section 7: Employee Ethics

7.1 INFORMATION OBTAINED IN BACKGROUND INVESTIGATIONS

Every offer of employment with G Street Integrated Health will be made contingent on a background investigation. The nature and extent of the investigation will depend on the job duties of the position for which an offer is made. The following types of background investigations that may be conducted:

Type of Investigation:

1. Guidelines
2. Coverage
3. Criminal History Check
4. G Street Integrated Health will request criminal records related to felony and misdemeanor convictions in the past 7 years. Crimes of particular concern include crimes against persons, crimes involving weapons, crimes involving theft or fraud, and crimes involving drugs or alcohol.



Section 7: Employee Ethics

7.1 INFORMATION OBTAINED IN BACKGROUND INVESTIGATIONS

All Positions

Credit History Report

G Street Integrated Health will obtain a credit report in situations where there is a business necessity for such information, e.g., security-sensitive positions.

Security-sensitive positions include positions in Accounting, Sales, and Production. These positions involve access to significant levels of cash or negotiable securities, responsibility for the execution or approval of financial transactions, responsibility for accounting related to accounts receivables, responsibility for inventory receipt and control, and access to sensitive data such as G Street Integrated Health's computer systems, customer credit cards, and personal information.



Section 7: Employee Ethics

7.1 INFORMATION OBTAINED IN BACKGROUND INVESTIGATIONS

USE OF INFORMATION OBTAINED IN A BACKGROUND INVESTIGATION

Information obtained from a background investigation will be considered for employment purposes as permitted by federal and state law and in accordance with G Street Integrated Health's Equal Employment Opportunity Policy. Information will be reviewed to determine:

Whether false statements or material omissions were made by an individual on an application for employment or during an interview;

Whether an applicant or employee, based on the job duties of the position in question, poses a threat to security and/or employee safety in the workplace;

And the likelihood of an applicant or employee being successful and productive on the job.



Section 7: Employee Ethics



7.2 ARREST POLICY STATEMENT

Any staff member who is arrested for a misdemeanor or felony must notify his or her supervisor of such arrest no later than **seven calendar days after the arrest**. If a staff member is convicted of a misdemeanor or felony while employed at G Street Integrated Health, he or she must inform a supervisor of such conviction (including pleas of guilty and nolo contendere) no later than **seven calendar days after the conviction**.

Section 7: Employee Ethics



The arrest of a staff member - whether on or off worksites - may result in corrective action.

Corrective action depends upon a review of all factors involved - including whether or not the staff member's action was work-related, the nature and severity of the act, or any resultant circumstances that adversely affect the staff member's attendance. Such corrective actions may include termination. Any corrective action taken must be in consultation with an entity or department HR representative and the owners of G Street Integrated Health.

Section 7: Employee Ethics



If a staff member is convicted of a criminal offense while employed at G Street Integrated Health, he or she may be terminated and, if terminated, may be ineligible for rehire. The ultimate disposition of the issue will depend upon the nature of the offense and the staff member's work duties. Any corrective action taken must be supported by available information coming from witnesses, police, or court records. All actions taken under this policy should be in consultation with Human Resources representative or owners of G Street Integrated Health.





Section 7: Employee Ethics

7.3 NOTIFICATION OF SUPERVISOR

Any staff member who is arrested for a misdemeanor or felony shall notify his or her supervisor of such arrest no later than seven calendar days after the arrest. Any staff member on a leave of absence (where there is a job guarantee) must report any arrest (for a misdemeanor or felony) and any subsequent disposition(s) - including conviction(s) - to his/her supervisor prior to returning to work. In the case of a leave in which there is no job guarantee, the staff member must inform the hiring supervisor prior to accepting the hiring offer.

Section 7: Employee Ethics



If a staff member is convicted of a misdemeanor or felony while employed at the Company, he or she must inform a supervisor of such conviction (including pleas of guilty and nolo contendere) no later than seven calendar days after the conviction. Failure to inform the supervisor within the designated time period subjects the staff member to corrective actions up to and including termination.

A staff member's failure to report an arrest or a conviction (for a misdemeanor or felony) within the specified time period may result in immediate termination.





Section 7: Employee Ethics

7.4 CARRY PHOTO ID

All G Street Integrated Health staff are expected to possess, carry and have available for inspection a current, state issued drivers license.

All staff members must carry current photo ID at all times whether they are working in the office, supplier's sites, enroute to, and when visiting customer's sites.

Examples may include:

- State issued driver's license
- State issued identification card
- Federally issued passport

Loss of an employee's driving privileges may result in immediate termination.

Continuing Professional Education

We encourage staff to attend workshops covering subjects related to Hospice care and to their specialty. All staff have the equal opportunity to request further training and education that would enhance their job performance.

1. Workshops and Seminars

When appropriate, tuition may be paid toward education related to Hospice delivery of care. Tuition will come from the general education fund which is dedicated to staff development.

Employees may submit a request to attend workshops or seminars to their supervisor. The supervisor will approve the request and forward it to the Executive Director for final approval.



Conflict Resolution Process

In any organization conflict is expected.

Conflict can be beneficial, such as when a new, more efficient method is identified.

Conflict can be Negative, leading to loss of productivity and even anger.

When you experience detrimental conflict, report it to your Manager or Supervisor in a written explanation within 14 days of the interaction.

Once the written explanation is submitted the supervisor will arrange a meeting with the concerned parties. If the concern can be resolved the supervisor should conclude the process with a written summary within five (5) working days.



Mileage Reimbursement Policy

The Company will reimburse staff who use a personal vehicle in the performance of the duties included in their job description at the Federal mileage rate.



G Street Integrated Health also reimburses staff who use their personal vehicle to travel out of town on authorized business.

Mileage will be reimbursed for G Street business including all mileage relating to:

Patients - singular or multiple visits, involving direct patient care.

Note: There is no reimbursement for travel or mileage from an employee's home to G Street Integrated Health Campus to begin the work-day or to the employee's home at the close of the work-day.





Tuberculin/Hepatitis B Testing

To Protect Everyone - All volunteers and staff who are actively involved with patient/families enrolled in the Company receive an annual tuberculin test every year.

Staff /volunteers with a positive tuberculin reaction should be referred to their primary physician for further diagnostic evaluation with notification of disposition following evaluation.

Tuberculin/Hepatitis B Testing

Individuals known to show tuberculin positive reactions will receive a chest X-ray once every two years or as ordered by their primary physician. MD verification of results will be included in the individual staff/volunteer files.

The Medical Director may verify positive tuberculin reactions for staff/volunteers receiving tuberculin testing by staff RN's.

Exposure Control: All employees and volunteers who are at risk for occupational exposure to blood borne pathogens will comply with the Company exposure control plan in order to minimize risk to their health and safety. All employees who are at risk will be offered the Hepatitis B vaccine.

If an employee chooses not to accept the Hepatitis B vaccine, then they will need to sign a declination statement.



Please be
considerate
of other





NO SMOKING

Section 8: Tobacco Free Zone

To help improve the health of our community, all G Street Integrated Health properties and facilities are posted tobacco free zones.

All staff members, visitors, and guests are expected to participate in this policy.

- Notification of this policy to employees, medical staff, students, and volunteers will be made during the interview process.
- Vendors, contractors, and any others entering the building for business reasons will be advised of this policy by the person or department with whom they are working such as HR, Administration, Finance, etc.
- Employees are authorized and encouraged to communicate this policy with courtesy and tact to others.

Non-compliance by employees can lead to disciplinary action up to and including termination.

Media Inquires

1. All media or other outside inquiries about G Street Integrated Health patients, staff, volunteers, funding or agency policies will be referred to the Executive Director or designee.
2. Any publication, advertisement, printed announcement or statement intended for any media distribution or public view must first be approved by the Executive Director or designee.
3. No information about funding, allocation of funds, donations received, staff salaries, benefits, volunteer services, etc., shall be provided to inquiries except as allowed by the Executive Director or by Board approval.

