



Loranda Rowland

Director

Corporate Affairs & Human Resources

Welcome Aboard GRN! New Employee Onboarding Process

GRN Onboarding

Welcome!



What is onboarding?

“

*Onboarding is a strategic process designed to **attract** new employees, **reaffirm** their employment decision, **acclimate** them into the organization's culture and **prepare** them to contribute to a desired level as quickly as possible.*

”

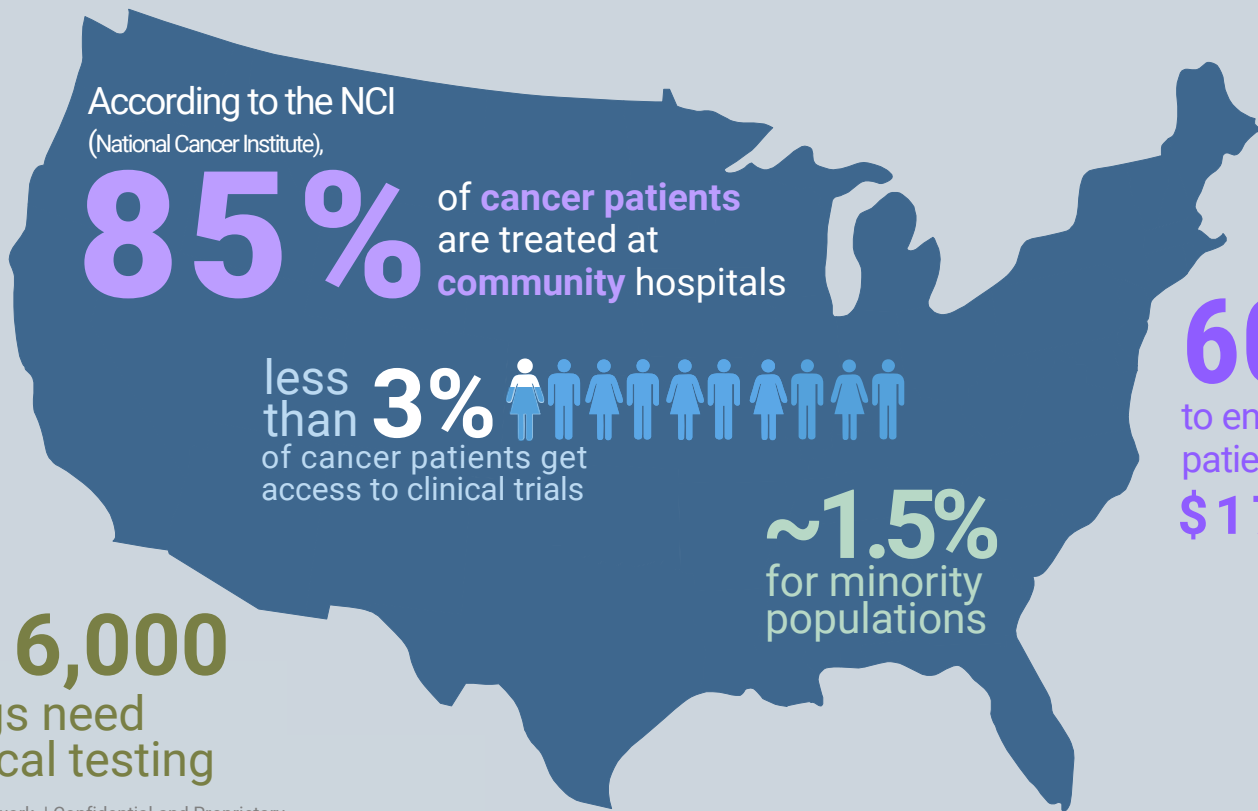
About Guardian Research Network

U.S. oncology landscape

There are so many challenges to drug development



>16,000
drugs need
clinical testing



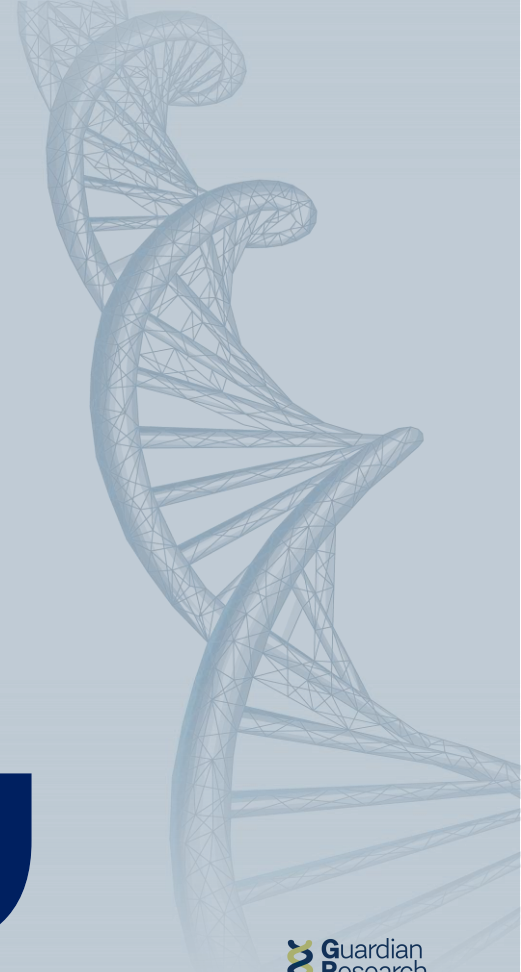
60% FAIL
to enroll even one single
patient, costing up to
\$17,000/site

Bruce Holstien, CEO

The Guardian Research Network, Inc.



We should join together to build something new, bringing together like-minded healthcare providers that want to bring the best technology and cutting-edge trials to our under-served and historically overlooked patients.



GRN mission & vision

Translating data into cures.



MISSION

Accelerate cures and improve lives of patients treated in community healthcare settings



VISION

To build a cooperative network of patients, physicians and hospitals to democratize access to precision medicine and revolutionize institutional and patient outcomes



pixtastock.com - 42177316



Innovation

GRN core values

“It’s not hard to make decisions once you know what your values are.”

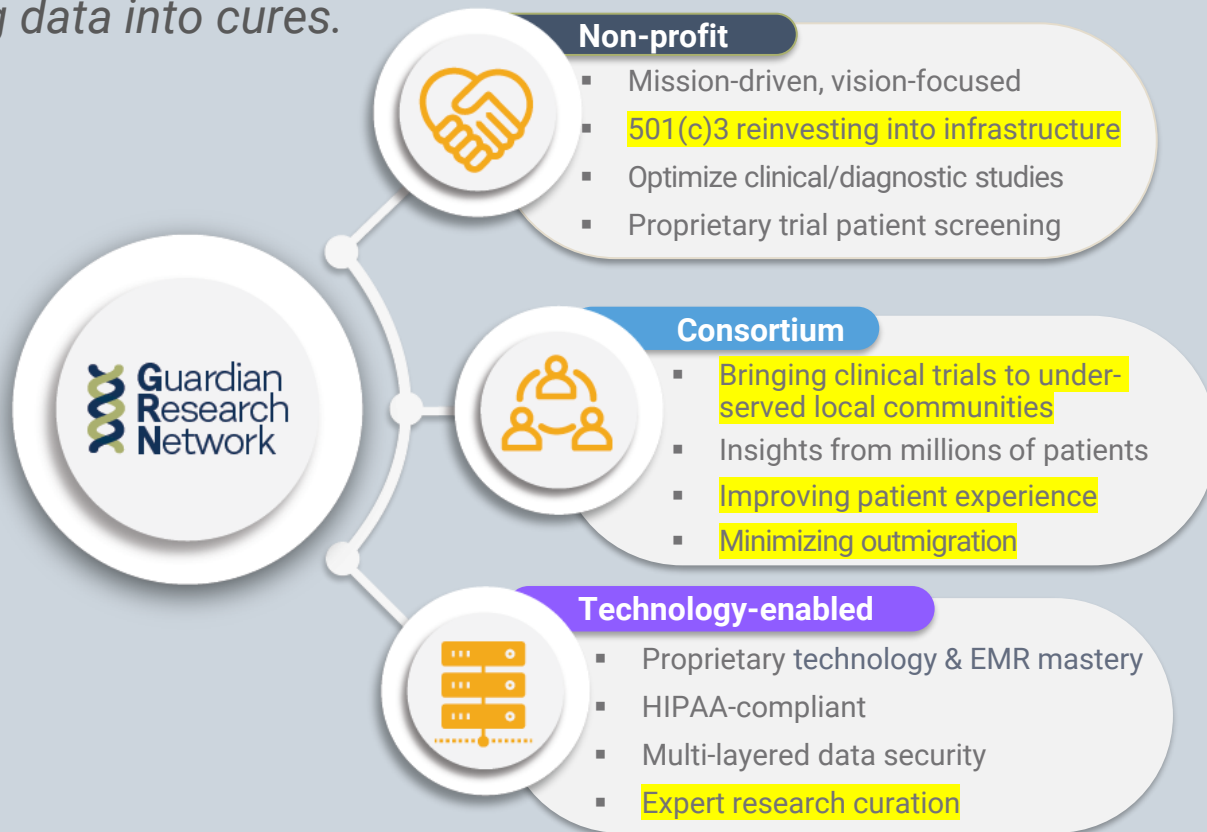
Roy E. Disney

(Co-founder Walt Disney Company)



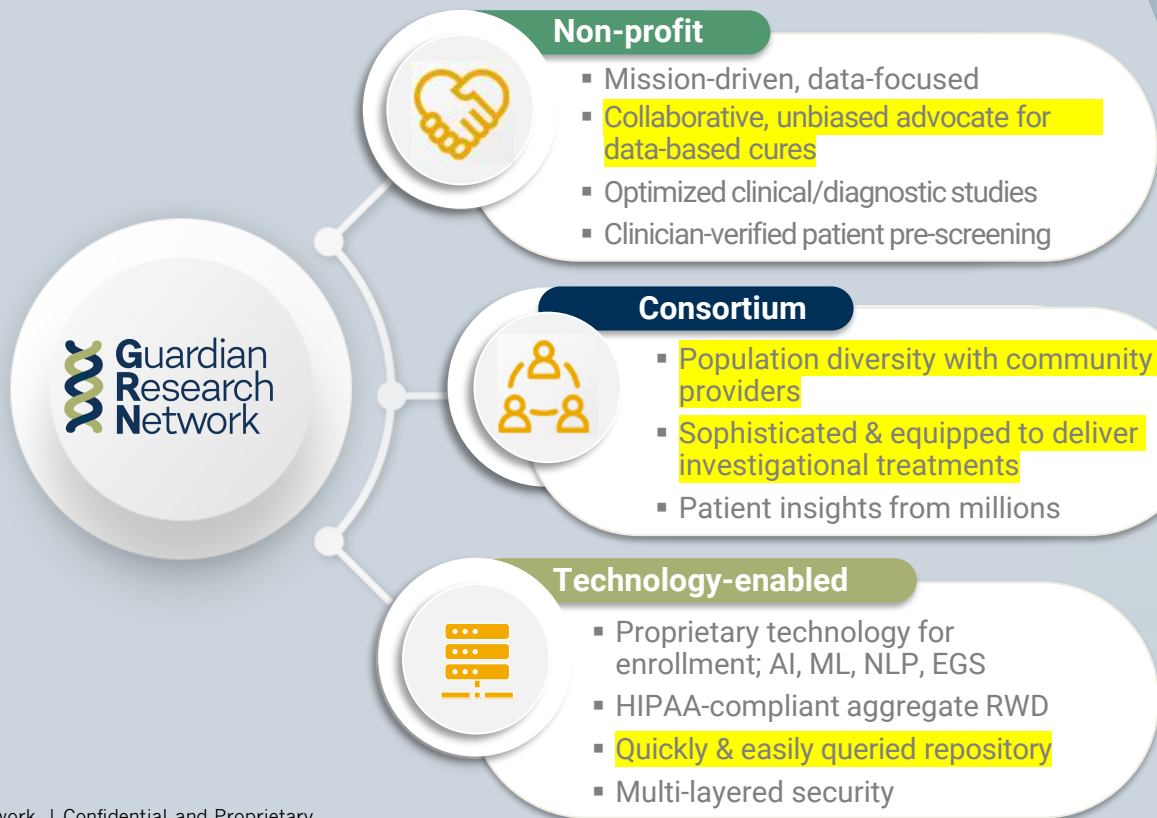
GRN for Health System Partners

Translating data into cures.



GRN for Life Sciences

Same topics, different needs

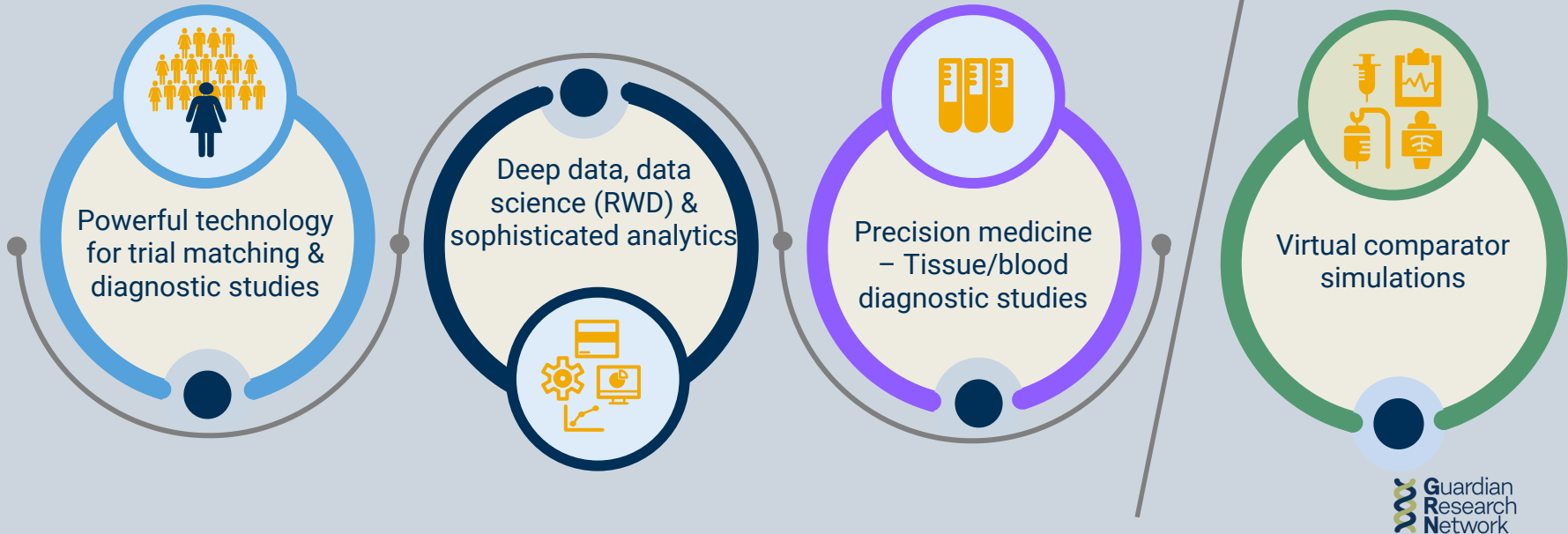


GRN solutions facilitated by EMR/EHR data

Technology speed, expand use of RWD (Real World Data), precision medicine (Partners)

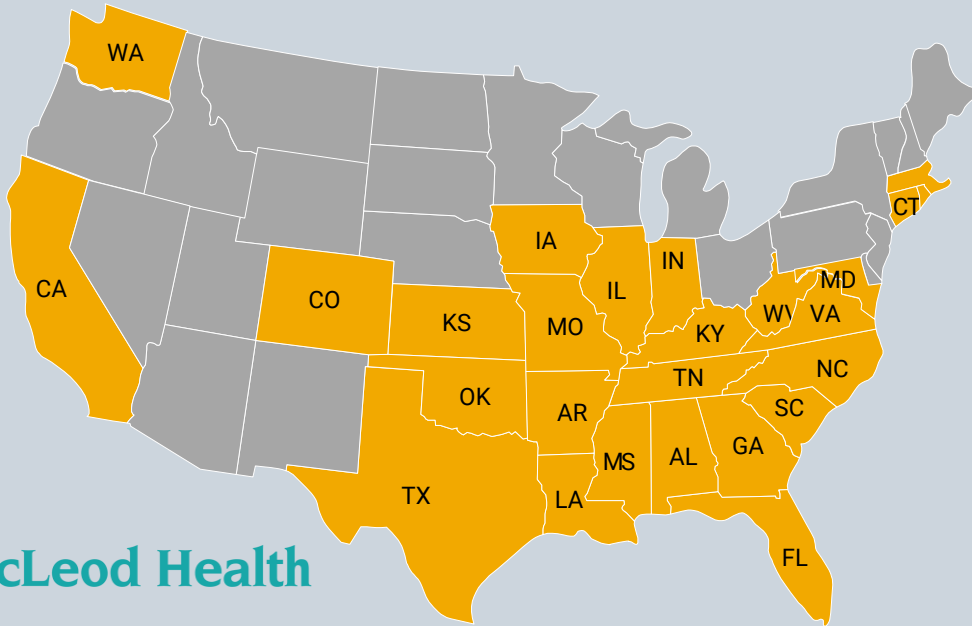
Technology speed, expand use of RWD, virtual comparators (Life Science clients)

~\$300m market for health systems,
\$600m for service providers



GRN partners & patients across the country

Represented in 25 US states



McLeod Health

 Spartanburg Regional
Healthcare System

BON SECOURS MERCY HEALTH

 **BAPTIST HEALTH®**

Mercy 

 **Baptist
Health**

2.5m

Oncology patients
and 343+m patient
encounters

420m

Physician and
clinical notes
searchable

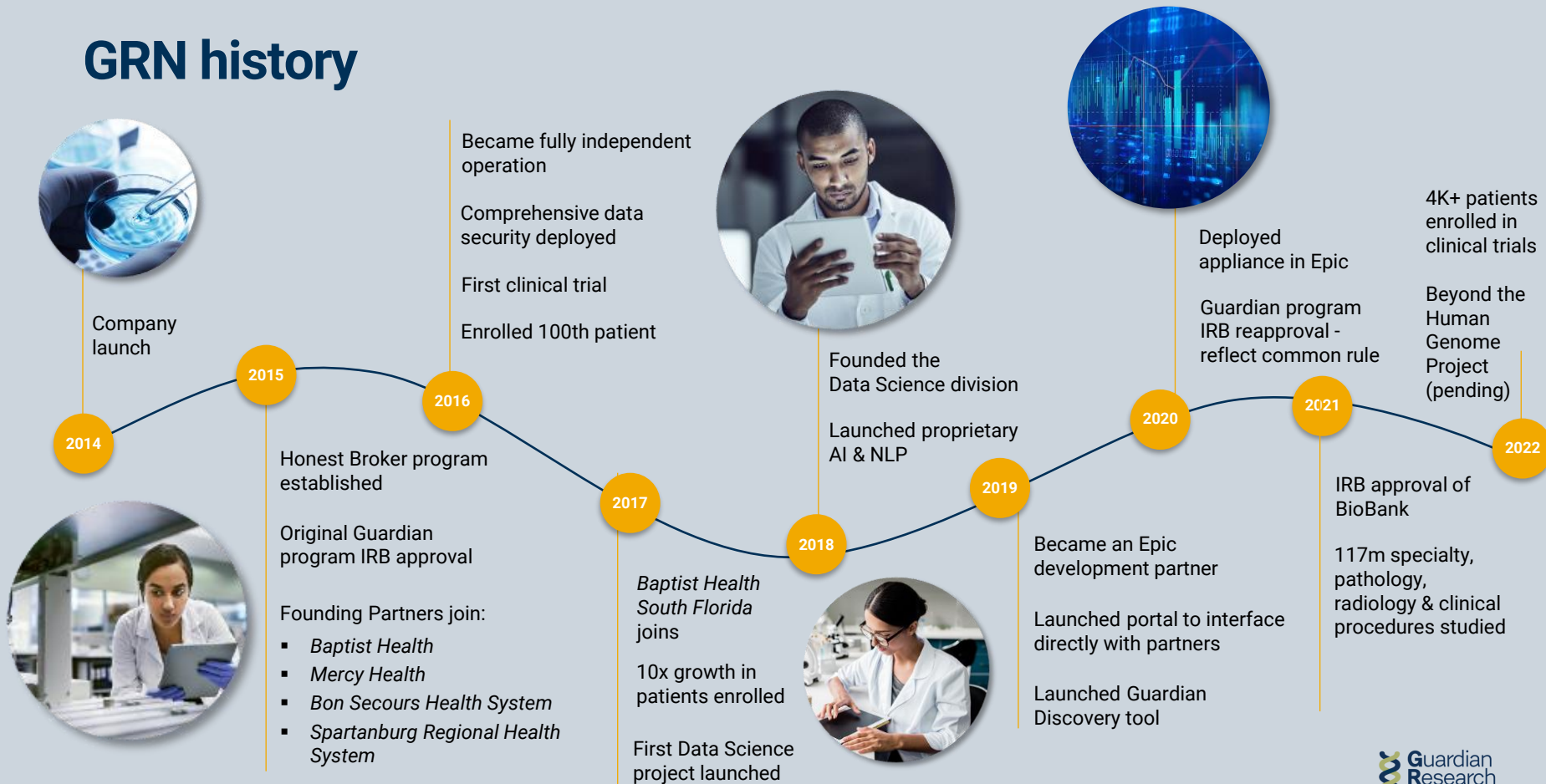
151m+

Specialty, pathology,
radiology and clinical
procedures accessible

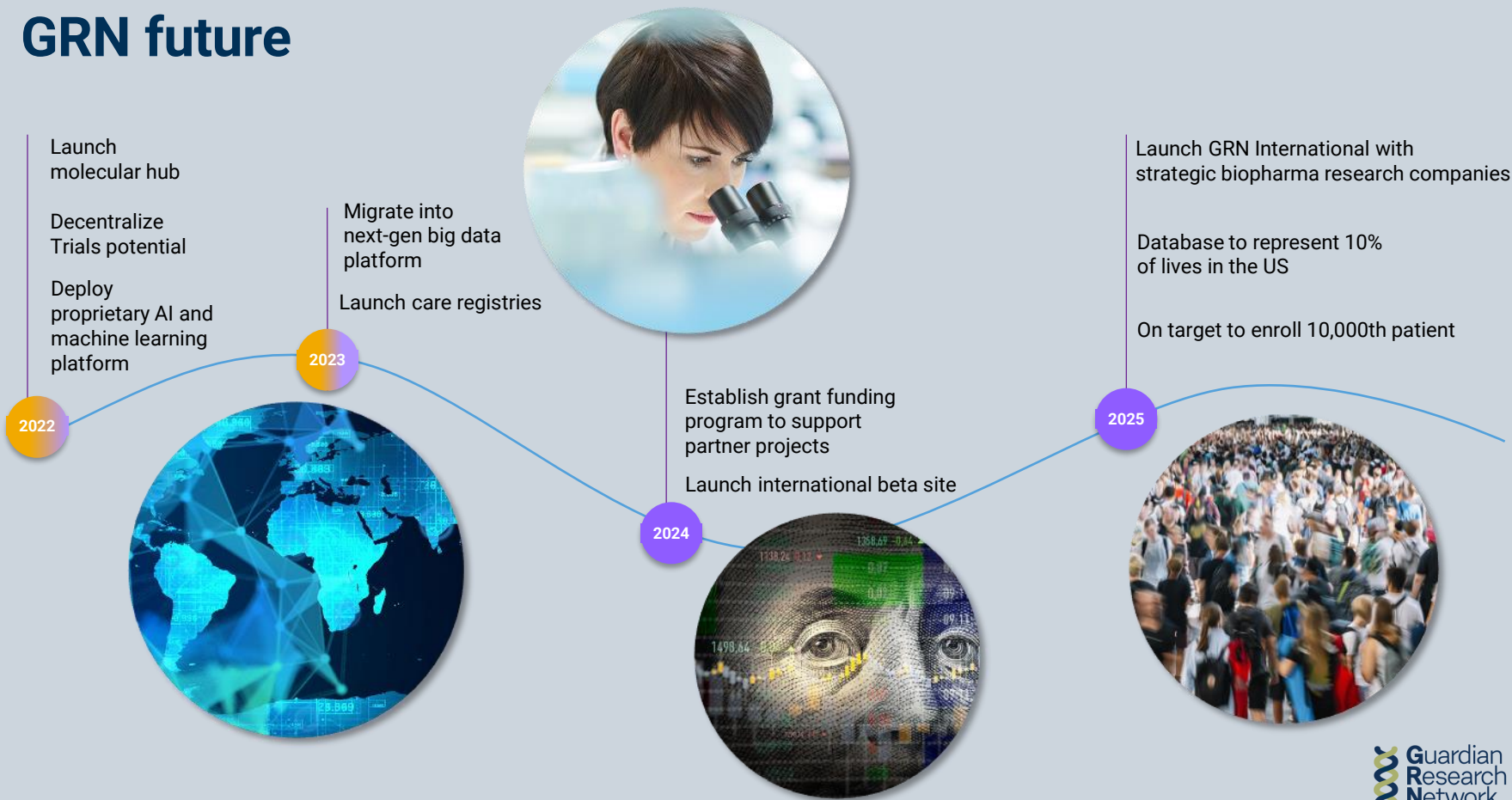
44k +

Network physicians;
~ 250 data studies
completed

GRN history



GRN future



Three areas of growth

Necessary to grow GRN



Grow GRN Network

- Seek new network partners
- Fundamental to attract Life Science clients
- Precision medicine requires large overall population
- Strengthen Network capability via education & staff augmentation



Grow Revenue Pipeline

- Strengthen best-in class Business Development, Commercial Processes
- Achieve exceptional pricing per value provided
- Build GRN visibility and awareness and BD



Grow Technology

- Value of GRN's data warehouse expressed in multiple "products"
- By building customers, expertise and software
- Enable learning

GRN Executives

EXECUTIVES



Bruce Holstien

Chairman and Chief Executive Officer

As the GRN leader, Bruce is leveraging the power of healthcare data and aggregating hundreds of thousands of patients' data to save the lives of patients treated in community healthcare settings across the country. In addition to his leadership of GRN, he serves as President and CEO of Spartanburg Regional Healthcare System.



Dr. Timothy Yeatman, M.D., F.A.C.S

Co-founder, President & Chief Scientific Officer

A dedicated physician and scientist whose expertise spans clinical and personalized medicine, clinical and translational research, and hospital and program administration, Dr. Yeatman brings his knowledge as a surgical oncologist, and genomics and biomarker innovator. He holds numerous patents and has helped create databases for matching clinical trial patients, including the world's largest tumor bio-repository.

He was also appointed by congress as chief scientific officer for the Center for Advancement of Science in Space, funded by NASA to oversee all scientific use of the International Space Station.

EXECUTIVES



Dr. Mark L. Watson, M.D., Ph.D.

Chief Operating Officer

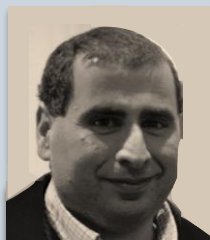
As both a surgical pathologist and NIH-supported scientist in brain tumor biology, Mark brings a broad range of experiences as a researcher in cancer biology, clinical development and executive leadership, especially with drugs and biologics requiring biomarkers and companion diagnostics.



Adam Chasse, M.H.A

Executive Vice President & General Manager, Clinical Services Business Unit

Adam leads clinical monitoring, data management, study feasibility and startup, patient eligibility, and study closeout. He also ensures GRN's proprietary, HIPAA-compliant technology, NLP, AI, and machine learning are fit-for-purpose to accelerate clinical trials.



Charles S. Hurmiz

Chief Information Officer & Interim Chief Data Science Officer

Charlie is an accomplished IT authority, including more than 20 years specializing in health informatics, oncology and life sciences. He has served on technology advisory boards for the National Cancer Institute, National Institute of Allergy and Infectious Disease, Center for International Blood and Marrow Transplant Research, and for leading Cancer Centers in the U.S. and Australia.

EXECUTIVES



Shirley Trainor-Thomas

Vice President of Network Partnerships

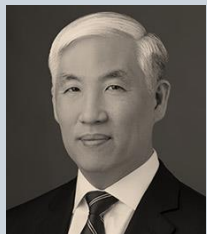
Shirley is an accomplished professional with multifaceted experience in both healthcare and clinical research, including proven ability to capitalize on untapped opportunities given previous roles as chief strategy officer and company co-founder. At GRN, she supports a national network of healthcare systems working to cure life threatening diseases and drives precision medicine trials involving real world data.



Robert Bakin, Ph.D.

Chief Compliance & Chief Privacy Officer

Rob brings vast HIPAA-related experience involving electronic data privacy, risk assessment and compliance advice, and opinions, investigations and interactions with the FDA as a former cancer researcher and registered U.S. patent agent with experience in FDA regulatory matters.



Bernard Rhee, Esq.

General Counsel

As an experienced attorney in the healthcare, clinical research, and pharmaceutical industries, Bernie is responsible for GRN's legal and regulatory functions. He advises the executive team and Board on research collaborations, complex data licensing, and data use arrangements, and the use of electronic health information to guide our company in its mission to help patients.



EXECUTIVES



Colleen St. Clair Queeney

Vice President of Product & Project Management

As an enthusiastic executive, Colleen has a special interest in healthcare with extensive experience in project management and process improvement. At GRN, she shares her knowledge of HIPAA policy, EMR integration, audit and selection, and healthcare process improvement, including software development.



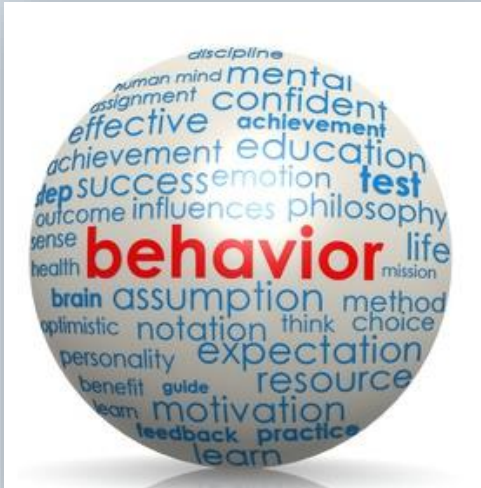
Loranda Rowland

Director of Corporate Affairs & Human Resources

Loranda's goal is to ensure GRN's experts perform at the highest levels. She directs training and development, compensation and rewards, and ensures the flexibility and continuity of capabilities within virtual work environments and remote meeting technology. Loranda lives the GRN values and compels all GRN people to demonstrate the same values. She is passionate about helping others to be the best they can be, and about providing the assistance needed to expand advantages to our health system partners and to deliver excellence to our life sciences clients.

Performance Evaluations

Performance evaluations



Behavior, work product and career development

Collaborative, professional, accountable?

Results-oriented, accurate, thorough?

Proactive approach to skills training?

Are you committed to long-term success?

Are you willing to advance your career?

Do you seek out additional assignments?

Necessary resources

Our Intranet: The GRN Coffee House

<https://coffeehouse.guardianresearch.org>

Your place for

- All forms, policies and procedures
- Additional Marketing resources, logos, slides, collateral
- GRN people photos, titles, info
- Frequently used websites
- A way to communicate and share with other team members

Inter-office exclusively – only GRN team members have access; all information shared is confidential to GRN team members only



GRN Coffee House

Paycor

What is it and why do we use it?

- HR software integrating recruiting, payroll, time, benefits and much more
- Timekeeping for non-exempt employees (hourly)
- Selecting benefits
- Requesting time off
- Learning management system

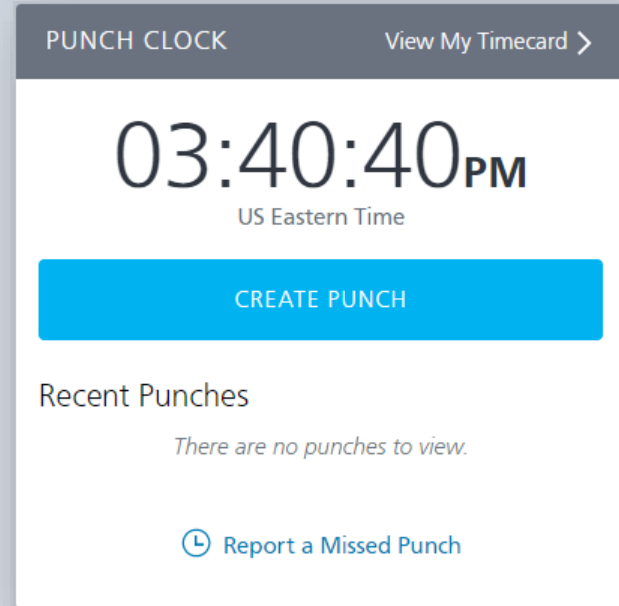
How you get PAID

- Time keeping is done via Paycor
- Payroll is processed bi-weekly
- Pay day is every other Friday via direct deposit

How to record your time worked

Open/log into the Coffee House

- Left-hand side scroll down to Paycor app (*orange with white marking*)
- Click on Paycor App, log on
- See table labeled "PUNCH CLOCK"
- Click on "View my Timecard"
 - ****DO NOT click on "Create Punch"**
- Click on "New Allocation"
- Choose the department code you work in and save
 - ****Leave Project Code blank**
- Enter hours worked for each day (e.g., 8.0) and save
- Repeat step 7 with each new pay period (i.e., every 2 weeks)



GRN Recommended Equipment

Monitor Brands

Dell
HP
LG
BenQ

Viewsonic
Samsung
Asus
Acer

Keyboards / Mice

Logitech Microsoft

These are the only 2 brands that we recommend and provide support for.

Do not purchase any off-brand keyboards or mice from companies with strange names. When in doubt ask an IT team member.

USB Drives

External Media is prohibited by GRN except in a few, rare exceptions. Do not purchase any form of external media for your work at GRN.

GRN Recommended Equipment

WIFI Routers

Houses up to ~3000 sq. ft. built with modern construction methods with normal proportions:

TP-Link Archer AX50

TP-Link Archer AX20

Houses >3000 sq. ft., built with older construction methods (ex Plaster-lathe walls), or extreme proportions or having extensions:

Eero Pro 6

Netgear Orbi

While not explicitly a GRN equipment item, GRN IT often gets questions about this. These are the personal recommendations of GRN IT, not those of GRN. GRN does not provide support for WIFI Routers.

Unfortunately, we do not recommend ASUS products currently. We have used a variety of these products and have noticed strange behavior when on VPN. If you have one already, you don't need to change, but we would not recommend buying one new at this time.

Email etiquette and corporate communications

Email etiquette

Write right.

All GRN employees should practice professional email and corporate communication

- Decide if subject/topic would be best discussed by phone or in person
- Provide a clear subject line
- Use approved signature, including confidentiality statement
- Never send an email when angry
- Please limit the CC list
- Be cautious when replying “all”
- Always set out of office email when away from your laptop for an extended amount of time

Loranda D. Rowland, MBA

Director of Corporate Affairs & Human Resources
Guardian Research Network



o: 864-777-7199 c: 864-630-9909

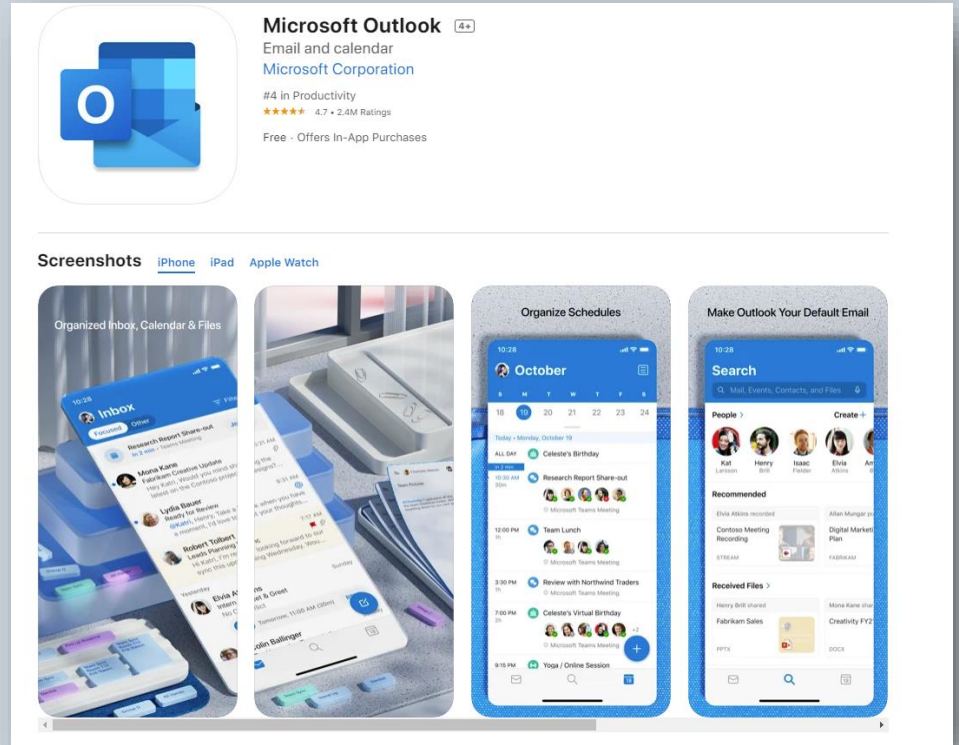
Guardianresearch.org

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Email on your cell phone

GRN employees can load Microsoft 365 to their cell phones for easy access to emails

- Download the app to your cell phone
- Log in with your GRN log on information
- Use the Microsoft Authenticator



Microsoft Outlook 4+
Email and calendar
Microsoft Corporation

#4 in Productivity
★★★★★ 4.7 • 2.4M Ratings
Free • Offers In-App Purchases

Screenshots iPhone iPad Apple Watch

Organized Inbox, Calendar & Files

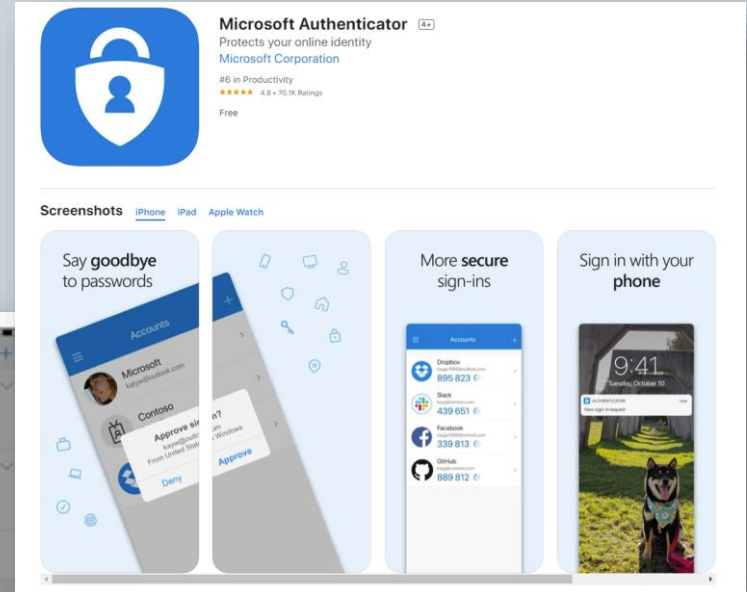
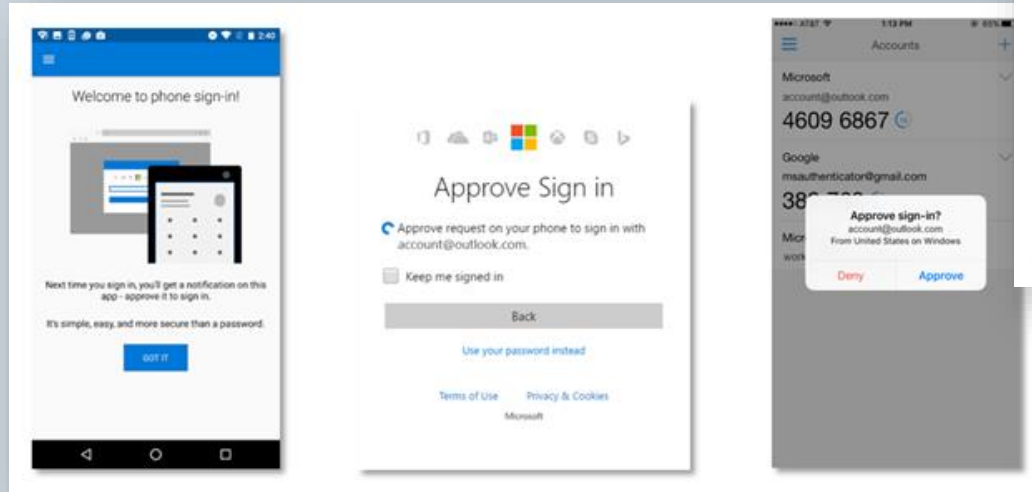
Organize Schedules

Make Outlook Your Default Email

The image displays the Microsoft Outlook app listing and four screenshots of the app interface. The listing shows the app icon, name, developer (Microsoft Corporation), and ratings. The screenshots show: 1) An organized inbox with various email threads. 2) A calendar view for the month of October with scheduled events. 3) A search screen showing a list of people and recommended items. 4) A screen titled 'Make Outlook Your Default Email' showing search results for files and contacts.

Microsoft Authenticator

- GRN employees must use Microsoft Authenticator to ensure the security of GRN email
- GRN IT Team will direct and assist you with loading



Employee benefits

GRN Employee Handbook

Important information for you

Work schedules to workplace safety

- Official guide for employees
- As new versions are updated, changes will be emailed directly to you
- Refer to online version should you have concerns or questions
- Please sign acknowledgement form on front cover today

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Paid Time Off (PTO)

How PTO works

- 3 admin days available immediately
- Accrual begins immediately but not available to be used until close of 90-day introductory period
- 5 days may be used in advance with manager approval before 90-day period is final
- All PTO requested via Paycor and approved by manager
- Up to 80 hours of PTO can be rolled over to the next year. Anything above 80 hours will be lost on your anniversary date.

Three types of PTO

1. Administrative days (3)
2. Paid holidays (8)
3. Accrued PTO

Holidays

GRN is closed on the following days

1. New Years Day
2. Memorial Day
3. Juneteenth
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Eve
8. Christmas Day

Training & development

Compliance training

Mandatory courses

- HIPAA - Health Insurance Portability and Accountability Act
- Harassment
- Citi training
- Other training assigned by managers

The screenshot shows the Citi Program user interface. At the top, there is a navigation bar with the Citi Program logo, links for 'My Courses', 'My Records', 'My CE/CMEs', and 'Support', a search icon, and a user ID field. Below this is a blue header section with a 'Welcome, Name' message and two circular progress indicators: '0 Courses Completed' and '7 Months of Membership'. The main content area is titled 'Guardian Research Network' and includes a dropdown menu for 'Show Courses for: Guardian Research Network' and an 'Institution List' button. There are three sections: 'Active Courses' featuring 'Biomedical Research Stage 1 - Basic Course' with a progress bar at 10/14 modules completed and a 'Continue Course' button; 'Courses Ready to Begin' featuring 'Researchers - Information Privacy & Security (IPS) Stage 1 - Basic Course' with a progress bar at 0/14 modules completed and a 'Start Now' button; and 'Completed Courses' with a message stating no recent completions and a link to 'Records'. A 'Learner Tools for Guardian Research Network' section lists options like 'Add a Course', 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions Page', and 'Remove Affiliation'. The footer contains support and legal information, the Citi Program logo, and the Guardian Research Network logo.

Departmental training

- Assigned by managers
- Day 3 and after
- Includes software, departmental policies and job specific training

**Company property,
confidentiality, social media**

Company property

- Every employee is issued laptop with software preinstalled
- Employee responsible for issued laptop
- Copy contact information to a non-GRN device (e.g., smartphone, Gmail, etc.) or paper copy. Keep near your desk or laptop; you will be better prepared to report events
- **NOTE:** Reporting duties are required by GRN Employee Handbook (See "Confidentiality and Intellectual Property" section) and by GRN Security Incident Procedures - Response and Reporting (Policy No. GRN.P.114.04.POL.04)

Non-Emergency Compliance Hotline

(864)-777-7353 & rbakin@guardianresearch.org

*** Please use this contact information for all non-urgent Compliance issues (e.g., general policy questions, good faith reporting of data privacy policy non-compliance, suggestions, etc.). All Compliance questions and concerns shall remain anonymous.***

Emergency Data Breach Hotline

(571)-215-3507 & security@guardianresearch.org

*** Please use this contact information to report any actual or suspected data breach concerns (e.g., lost GRN laptop, suspicious emails or phishing attempts, unusual computer performance, etc.)***

Confidentiality and social media

Do not disclose GRN insider information

- Do not discuss trade secrets with non-employees
- Do not communicate inside information with others

If you publish/post to social media

- Do not represent that you are speaking on behalf of Guardian Research Network
- Refer to Employee Handbook page 33

Questions?

We are glad to have you on board!

**THANK YOU
for joining our TEAM!**