



Montgomery
Cardiology, LLC

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EMPLOYEE HANDBOOK

ISSUED AND EFFECTIVE
July 1, 2022

WELCOME

Welcome to Montgomery Cardiology, LLC. Our team is dedicated to providing the highest quality medical care while preserving the dignity of our patients. By choosing to join Montgomery Cardiology, LLC you have assumed your share of the responsibility for maintaining the high principles and standards to which we are dedicated.

It is our policy at Montgomery Cardiology, LLC to be fair and equitable in the treatment of everyone, regardless of position, profession, or protected characteristic. Treating our patients, and each other, with courtesy, compassion, and honesty, while respecting the right to privacy and confidentiality is of the utmost importance. We strive to create a pleasant work environment that encourages open communication and clear expectations regarding performance.

You are an important part of this process, for your work directly influences the reputation of Montgomery Cardiology, LLC. You are a valued employee; we encourage you to let your supervisor know about your strengths as well as your concerns and your ideas on addressing them. We believe in you and your contributions and hope you will take pride in being a member of our team.

We are glad that you joined us, and we hope you will find your work to be both challenging and rewarding.

INTRODUCTION

This Employee Handbook has been prepared to acquaint you with some general information about Montgomery Cardiology, LLC and to highlight some of the policies, benefits, and rules under which we operate. It is not intended to be a comprehensive resource for all policies and benefits. After a thorough review, please direct any questions or concerns to the Practice Administrator.

Because it is impossible to anticipate every situation that may arise, we reserve the right to address a situation in a manner that may vary from the procedures described herein, if, at the practice's discretion, the circumstances so warrant. Montgomery Cardiology, LLC reserves the right to modify, with or without notice, the policies, procedures, and benefits described in this Employee Handbook. When and if such modifications occur, efforts will be made to provide employees with prior notice of such modifications; however, all employees will be bound by such changes regardless of whether such notice is issued or received. This Employee Handbook dated July 1, 2022, supersedes, in all respects, any prior employee handbook, manual, or guide.

The personnel policies, procedures, and benefits described in this Employee Handbook are no more than integral guidelines and are not intended to be, nor to represent a contract of employment, or a contract with regard to the terms of employment. None of the policies or benefits described in this Employee

Handbook entitles any person to be hired or retained by Montgomery Cardiology, LLC.

No policy in this Employee Handbook is intended to, and will not be interpreted to, restrict employees from engaging in any activity protected by the National Labor Relations Act.

EMPLOYEE RELATIONS PHILOSOPHY

Montgomery Cardiology, LLC is committed to providing the best possible climate for maximum development for all employees. It is our practice to treat each employee as an individual, considering, whenever possible, individual circumstances. We seek to develop a spirit of teamwork – working together to attain a common goal.

We strive to have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We firmly believe that with direct communication, we can resolve any difficulties that may arise, and develop a mutually beneficial relationship.

EQUAL OPPORTUNITY EMPLOYER

Montgomery Cardiology, LLC is committed to equal employment opportunity. It is our policy to provide equal employment opportunities to all qualified employees based on training, experience, education, and personal qualifications. All applicants for employment or advancement will be considered without regard to race, religion, color, sex, age, national origin, sexual orientation, marital status, genetic status, physical or mental disability, family responsibilities, or any other characteristic protected by law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoffs, compensation, benefits, and all other terms, conditions, and privileges of employment.

POLICY AGAINST DISCRIMINATION AND HARASSMENT

Montgomery Cardiology, LLC does not tolerate discrimination or harassment based upon race, religion, color, sex, age, national origin, sexual orientation, marital status, genetic status, physical or mental disability, family responsibilities, or any other characteristic protected by law.

Montgomery Cardiology, LLC does not tolerate sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and occurs when (i) such conduct has the purpose or effect of unreasonably interfering with work performance, (ii) when such conduct creates an intimidating, hostile or offensive work environment, (iii) when submission to such conduct is made either explicitly or implicitly a term

or condition of employment, or (iv) when submission to or rejection of such conduct is the basis for employment decisions affecting the employee. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of sexual nature, including but not limited to, drawings, pictures, jokes, teasing, uninvited touching, or other sexually related comments.

Any employee who feels that he/she has been subject to discrimination or harassment should immediately report such actions to the Practice Administrator. If you prefer not to discuss the matter with the Practice Administrator, you may contact any other member of management. The report may, but need not, be stated in writing. Employees can report instances of discrimination or harassment without fear of reprisal or retaliation.

Upon receiving any report of discrimination or harassment, the practice will investigate the allegations, which may include interviews with available witnesses or other parties that may be involved. Any employee, supervisor, or manager involved in the investigatory process has an obligation to cooperate completely and truthfully with any such investigation and maintain confidentiality with respect to any information discussed or disclosed during the investigation.

Following the conclusion of the investigation, a determination may be made and, if the allegations regarding discrimination or harassment are confirmed, discipline may be imposed up to and including the termination of employment. If it is determined that an employee has willfully provided false information during the investigation, disciplinary action may be taken against that individual. Similarly, intentionally false accusations may result in disciplinary action against the accuser.

EMPLOYMENT AT WILL

Montgomery Cardiology, LLC employees are employed at will. As such, all employees have the right to terminate their employment relationship with our practice at any time. It also means that Montgomery Cardiology, LLC has the complete discretion to discharge any employee at any time, for any reason, with or without prior notice. No employee has a specific term of employment unless specifically agreed to in writing by the Managing Member of the practice.

In addition, it should be noted that no one has the authority to make promises or guarantees of employment, which are not consistent with our at-will policy. Therefore, no statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement made with an employee. The at-will nature of employment can only be modified through a written employment agreement signed by Montgomery Cardiology, LLC Managing Partners and the employee.

EMPLOYMENT CLASSIFICATIONS

Full-Time employees of Montgomery Cardiology, LLC are those employees who regularly work a minimum of 32 hours per week. Full-Time employees are eligible for all benefits outlined in this Employee Handbook.

Part-Time employees are those employees who regularly work less than 32 hours per week totaling at least 1000 hours or more annually. Part-time employees are not eligible for benefits unless expressly provided for herein or as required by law. A temporary employee does not work regularly scheduled hours but is called into work on an as-needed basis, or is hired with the understanding that his/her employment will not continue beyond a stated date or beyond the completion of a specified project. Such employees are not eligible for benefits except as required by law.

In addition to the classifications described above, employees will also be classified as either “exempt” or “non-exempt” for purposes of determining eligibility for overtime compensation. Employees classified as non-exempt are eligible to be paid overtime compensation at the rate of one and one-half their regular hourly rate for hours worked in excess of forty (40) in a work week. Employees classified as exempt are not eligible for overtime compensation, regardless of the number of hours worked during any work week. Exempt or non-exempt status is generally determined by the duties and responsibilities of the position held within Montgomery Cardiology, LLC. Employees will be advised of their status at the commencement of their employment, or at the time their existing classification changes.

ORIENTATION PERIOD

All new hires or employees assuming a new position within Montgomery Cardiology, LLC by virtue of transfer or promotion are required to serve an orientation period. The orientation period allows time for the practice to evaluate the employee and assess whether the employee is properly suited for the position for which she or he has been hired, transferred, promoted, or recalled. In most cases, the orientation period is the first 90 calendar days after the date of hire, transfer, promotion, or recall, but it is subject to extension at the discretion of Montgomery Cardiology, LLC. During the orientation period, employees will be trained and will be introduced to the duties and tasks associated with their position. With attendance being an important element of overall performance, poor attendance trends must be addressed promptly and counseled appropriately. Two (2) occurrences (unplanned absence/ tardiness or a combination thereof) as defined in the Attendance policy within 90 Day Orientation Period may result in the termination of employment. The orientation period does not alter the at-will status of the employment relationship, and nothing contained in this policy should be construed to guarantee employment for any specific period of time or to limit the

practice's ability to exercise its right to terminate any employee during or after the orientation period.

During the Orientation Period, new employees are eligible for legally required benefits, such as workers' compensation insurance and Social Security. They may also be available for other Montgomery Cardiology, LLC benefit programs, subject to the terms and conditions of each benefits program. Be sure to review all the information for each benefits program for the exact eligibility requirements.

CONFIDENTIALITY AND PROFESSIONAL ETHICS

Confidential information is defined as any information found in a patient's medical record, personal information, and work-related information. During the course of employment, employees will have access to confidential information. Confidential information may include but is not limited to, Montgomery Cardiology, LLC trade secrets, scientific or technical information, compensation information, customer/patient lists, financial information, marketing strategies, and other related confidential information. This information is critical to the success of Montgomery Cardiology, LLC and must not be divulged. Employees must not discuss confidential matters or release confidential information to any outside party.

HIPAA (Healthcare Insurance Portability and Accountability Act of 1996) is legislation designed to regulate the privacy of patients' medical information. Protected Health Information (PHI) is any individually identifiable information that relates to the past, present, or future physical or mental health or condition of an individual, provision of health care to an individual, or payment for health care.

Employees shall never discuss a patient's medical condition with any non-employee of Montgomery Cardiology, LLC, friends, or family members. Confidential matters involving patients will not be discussed in areas where they might be overheard by other patients or other non-employees of Montgomery Cardiology, LLC. Staff members are to be always aware that conversations regarding patients are not to be overheard by others and take appropriate steps to ensure this confidentiality.

Montgomery Cardiology, LLC and its employees must maintain reasonable and appropriate safeguards to protect PHI.

These safeguards include, but are not limited to:

- Controlled access to medical information
- Physical safeguards for workstations
- Administrative procedures to ensure privacy standards
- Staff education and training

Noncompliance with HIPAA legislation will result in fines, and intentional violations carry criminal penalties. As an employee, if you do not comply with HIPAA

safeguards, the disciplinary process will be followed, up to and including termination. If you need to report any privacy issues or concerns, you can contact your Supervisor, Practice Administrator, or Physician.

Email is not the ideal form of communication when dealing with sensitive or confidential material including medical, financial, and personal information unless using a practice-approved secured patient messaging system, and all employees should be fully aware of its risks and shortcomings. If confidential or sensitive information must be sent via an alternative email method, then the information should be password protected or encrypted and a confidentiality statement should be included in the body of the email.

Employees who improperly utilize or disclose Montgomery Cardiology, LLC or patient confidential information may be subject to disciplinary action, up to and including termination.

All Montgomery Cardiology, LLC employees are expected to complete a Confidentiality Agreement at the time of hire.

Additionally, no medical information is to be released to patients, their spouses, relatives, or outside organizations, unless a release is first signed by the patient, or authorized by specific instructions from the patient's physician.

HOURS OF OPERATION

Our office hours are Monday through Friday from 8:00 am to 5:00 pm. Work hours may be adjusted from time to time to accommodate the needs of Montgomery Cardiology, LLC or its patients, and employees may be expected to arrive early or stay late to meet those needs.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for your success within Montgomery Cardiology, LLC. We work as a team, and this requires that each person is at work on time. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. One major job function of each non-exempt (hourly) employee is to successfully clock in and out of the attendance system to account for hours worked. If an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate Paid Time Off balances, as well as late arrivals to or early departures from work.

TIME REPORTING

Government regulations require accurate records of hours worked by employees. Montgomery Cardiology, LLC provides an electronic record reporting system for employees to use. All employees are required to clock in or out when starting the workday, going to lunch, returning from lunch, leaving at the end of the day, or any other type of arrival or departure from the office.

- Employees are to clock in no more than 5 minutes prior to the start of their scheduled shift.
- A minimum 30-minute lunch break is required. Employees will work with their supervisor to determine the lunch break schedule and the duration.
- Please note that an early start time must be pre-approved by management.
- Employees are prohibited from clocking another employee in or out of work.
- Employees are responsible for accurate recording of their time and will attest to accuracy upon time entry into the timekeeping system.
- If an employee fails to clock in, the employee must contact the practice administrator with his/her start time.
- Each employee must provide approved "time off" through the timekeeping system prior to the end of each pay period. If scheduled hours are not worked each week, then the employee's Paid Time Off will be debited to bring each employee's work hours up to the scheduled hours for that week.
- All employees must take a break for lunch as required by State Law. Non-exempt must accurately report all hours and must not work any time for which they are not paid.

Responsibilities

Office / Staff Member

1. Maintain regular and consistent attendance.
2. Accurately record time as required in order to ensure accuracy of payroll records (non-exempt staff members).
3. Know and understand department-specific procedures regarding start times, breaks, meal periods and reporting unplanned absences.

Supervisor

1. Clearly communicate to all staff members, area-specific procedures regarding start times, breaks, meal periods and reporting unplanned absences.
2. Monitor and maintain attendance records, as necessary.
3. Administer corrective action consistently, and as appropriate, in consultation with practice administrator.
4. Provide formal coaching to staff members who are approaching limits (see Attendance Review section of this policy).
5. Actively reflect performance attendance in performance-management process.
6. Run reports as requested.

Office Manager

1. Work with supervisors and staff members to effectively manage attendance.
2. Provide training to supervisors.
3. Communicate policy updates to staff members and Director.

Definitions

I. Absent

An employee is deemed absent when he/she is unavailable for work as assigned/ scheduled and such time was not scheduled/ approved in advance.

II. Tardy

Tardiness is defined as an employee being > 5 minutes late for his/her assigned shift.

An employee is deemed to be tardy when he/she:

- Fails to report to work at the assigned/ scheduled work time.
- Takes an extended meal or break period without approval.

III. Early Departure

Early departure is defined as an employee leaving work prior to the end of an assigned/ scheduled work time without being pre-scheduled with prior supervisory approval. Early departures approved by Montgomery Cardiology, LLC supervisor or practice administrator due to low census are not considered early departures. An early departure is further defined as an employee missing $\geq 50\%$ of their respective scheduled shift without 48-hour notice.

IV. Time Clocks and Failure to Clock in/out

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on the designated time clock at the beginning/end of their assigned shift;
- Failure to clock in/out on the designated time clock for meal break;
- Failure to accurately and timely report time worked.
- Clocking in/out early (or late) of an assigned shift without prior approval.
- Clocking in/out for another employee(s)

V. Occurrence

An occurrence is an unplanned unscheduled tardy, early departure, and/or absence. Occurrences also include missed clock in/out as well.

The following grid outlines the disciplinary process for transgressions to the attendance policy:

Occurrence	Number of Occurrences	Discipline Step and Action
One occurrence is equal to one of the following: <ul style="list-style-type: none"> • 1 Absence • 2 Tardies • 2 Missed Clock ins/outs • 2 Early Departures 	2 Occurrences 3 Occurrences 5 occurrences	Step 1: Verbal Warning Step 2: Written Warning Step 4: Termination
Single Day of No Call/ No Show	1 Occurrence	Step 1: Termination

Example: Employee A is 15 minutes tardy on Monday. On Friday, she has a missed clock in coming back from lunch. The total of these two transgressions will equal one occurrence. This is a combination of tardiness and missed clock in/out.

Example: Employee B is scheduled to work from 8 am-5 pm on Wednesday and unexpectedly asks to leave at 11 am to deal with a personal matter. She arrives back at work on her assigned 8 am - 5 pm shift on Thursday and asks to leave at 10 am. The sum total of these two transgressions will equal one occurrence. This is an early departure occurrence.

Example: Employee C calls her supervisor at 6 am and advises that she will need to miss the entire day of work due to a personal situation. This action will result in one occurrence being assessed against the employee. This will be an absence occurrence.

Departmental Notification Procedure

Employees are expected to follow Montgomery Cardiology, LLC notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee and in accordance with company procedures. Employees must contact their supervisor or designee via telephone if they are going to be late or absent prior to the scheduled shift, arriving back from lunch late or early departure. If the method of communication is text, the supervisor or designee must respond back, and the employee confirm receipt of the message. Otherwise, this may be deemed as no call/no show or in the case of not returning to work job abandonment. These actions are subject to a written warning and/or immediate termination.

An employee who fails to call in and report to work as scheduled for one scheduled workday will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with the Practice Administrator if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Practice's Discipline policy.

UNAUTHORIZED OVERTIME-(Non-Exempt Employees)

Unauthorized overtime is time worked over 40 hours in a Monday through Friday work week that does not have prior approval from a Montgomery Cardiology, LLC supervisor or Practice Administrator. Below are the guidelines:

- No clocking in early or clocking out late without prior approval from supervisor or Practice Administrator.
- If circumstances warrant overtime, make the Practice Administrator aware immediately.
- In the event of a patient emergency or at the request of a Provider, overtime will be approved. It is the employee's responsibility to provide adequate information to support the overtime worked.
- If you have an issue with determining if the additional time will result in an overtime status, check with the Practice Administrator.
- Incremental overtime or overtime accumulated throughout the pay period due to exceeding your scheduled shift without prior approval and/or a defined business need is unacceptable.

Failure to follow the above will result in the following:

- 1st Counseling**
- 2nd Verbal warning**
- 3rd Written Warning**
- 4th Termination of Employment**

BREAKS TO EXPRESS BREAST MILK

The practice permits employees reasonable break time to express breast milk. Employees are required to report the times at which they stop and start work including for such breaks. Such breaks are unpaid. Employees may make up the time during the same work week if the practice determines that work is available, and it is otherwise feasible to do so.

PAYROLL

Employees are paid bi-weekly on Thursday for the period that ended the previous Friday. When our payday falls on a holiday, you usually will be paid on the last working day before the holiday.

PAYROLL DEDUCTIONS

Montgomery Cardiology, LLC will deduct from employee earnings those deductions required by law (Social Security, withholding taxes, etc.) plus employee authorized deductions for such contributions as insurance programs. The employee must complete appropriate forms authorizing payroll deductions. In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the practice administrator as the discrepancy can be corrected as quickly as possible.

Employees will have their paycheck electronically deposited (direct deposit). Employees must complete an authorization for direct deposit during onboarding.

WAGE AND SALARY ADMINISTRATION

Montgomery Cardiology, LLC tries to make every effort to establish equitable compensation that is commensurate with industry standards and geographic considerations. Each job classification has been carefully evaluated, taking into account the skills, knowledge, and experience required for each position. Montgomery Cardiology, LLC rewards the performance of employees with a competitive total package of compensation. This includes *direct* pay (base salary, etc.) and *indirect* pay (the many benefits and services Montgomery Cardiology, LLC provide to employees and their families).

Salary increases, when granted, are based on individual merit. Each employee is evaluated on an ongoing basis for productivity, quality of work, attendance, and other performance-related factors. A salary increase is not guaranteed to any staff member, regardless of length of employment.

TRAINING AND EDUCATION

Education is an important part of Montgomery Cardiology, LLC's compliance program. We recognize both the complexity of the current healthcare environment and the changing nature of the rules and procedures we face every day. The training program has two major components.

The first component provides initial training when a person is first employed. This combination of orientation and training includes the following kinds of activities, (though it is usually customized for the particular job an employee has been hired to perform.):

1. General orientation to the policies and procedures of the office. The person, usually the Practice Administrator, responsible for this aspect of the training, usually combines it with benefit discussions and sign-up.

2. Introduction to the EHR.
3. Training in the billing software, scheduling or other specific parts of the system will take place over a three-day period. We will work together to ensure that all aspects of the job are made clear to the new employee. Most of our training occurs in the actual work site where the employee is expected to operate on a day-to-day basis.
4. Billing training includes terminology, co-pays, encounter form review, the patient collection process, reading and understanding the computer data displayed at the time of billing and collections, how to read insurance cards, the difference between participating and non-participating status, the difference between Point of Service (POS), Health Maintenance Organization (HMO), and Preferred Provider Organization (PPO) insurance plans, and referral and authorization requirements.

The second component provides ongoing information to either enhance employee skills or to keep employees aware of changing conditions. We do this in a number of ways:

1. We update changes in insurance plans, coverage, and changes in the services we offer to our patients.
2. We issue an updated list of plans we participate with as changes occur. This is critical as it affects a patient's out-of-pocket expenses.

PRIMARY SOURCE VERIFICATION POLICY

To confirm that all medical and technical personnel are qualified and properly credentialed, Montgomery Cardiology, LLC will perform ongoing primary source verification. This policy applies to all medical and technical staff in regular or temporary (per diem) positions. The Practice Administrator will be responsible for verifying all credentials reported by an individual prior to employment being finalized or within 30 days of employment. Credential verification must be from the organization that originally issued the credential or certification. Primary source verification must occur for all licenses, certifications, and registries as reported by the staff member. Examples of primary source verification include, but are not limited to:

- Direct written correspondence
- Telephone verification
- Internet verification
- Reports from the credentialing organization

Examples of sources for verification include:

- Attorney General Exclusion List

- Licenses verified by the issuing state
- Medical staff board certification
- Technical staff registry/certification

Falsification or misrepresentation of credentials shall be grounds for immediate termination of employment. Records of primary source verification will be retained as part of the individual's permanent employment record. Primary source verification is repeated every two years while employed in the facility.

PERFORMANCE REVIEWS

Performance appraisal is an ongoing process at Montgomery Cardiology, LLC. The supervisor and employee should have open communication regarding the employee's performance and any concerns he or she may have.

Initially, an informal review should occur with an employee following the completion of 90 days of employment. Annually, thereafter, a formal appraisal of each employee's performance should be prepared by the supervisor in order to help integrate career planning with the needs and goals of the Company. The emphasis is on establishing personal performance goals and evaluating progress toward them. An important part of the review process is a private discussion consisting of open, two-way communication between the employee, his or her supervisor, and the Practice Administrator.

TIME AWAY FROM WORK

Holidays

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

Full-time employees are eligible for paid holidays upon date of hire, which will be paid at the regular rate of pay. Part-time and temporary employees are not eligible for holiday pay.

You must work your scheduled workday before and after the holiday in order to be paid for the holiday, unless you are taking a scheduled vacation, with prior permission. Time taken around a holiday must be rotated among all the employees. If a holiday falls during a Paid Time Off period, the day of the holiday will not be charged against the Paid Time Off entitlement.

You may wish to celebrate other religious or secular holidays. PTO may be used for this purpose.

Paid Time Off

Montgomery Cardiology, LLC uses a flexible paid leave plan (“Paid Time Off”) and gives each full-time employee a “bank” of paid time off (“PTO”). Eligible full-time employees are granted 40 hours of paid vacation at the time of hire (prorated for the calendar year based on the start date) and at the start of each calendar year. Part-time and temporary employees are not eligible for PTO.

In the event, that a Company recognized holiday for which a full-time employee is entitled to receive holiday pay falls during a period of Paid Time Off, the day of the holiday will not be counted against the employee’s PTO allotment.

PTO is provided at an employee’s regular rate of pay.

New employees may not take PTO until they have been employed by Montgomery Cardiology, LLC for a period of at least 90 days.

All planned leave must be requested with the “Request for Time Off” option, found on the employee access payroll site at least 3 weeks in advance and approved by the Practice Administrator. Leave is on a first-come, first-request basis, to assure proper coverage in each department. Failure to follow this procedure may result in denial of the leave. Any leave taken without advance approval (except for an emergency) will generally be considered leave without pay and may subject the employee to disciplinary action up to and including the termination of employment. Employees are not permitted to take more leave than granted unless approved in advance by the Practice Administrator.

Montgomery Cardiology, LLC encourages employees to use all their Paid Time Off each year. Employees may not carry over any PTO from year-to-year granted, unused Paid Time Off, and any granted, unused Paid Time Off will be forfeited. When employment terminates, employees will not be compensated for granted, unused Paid Time Off. Excess Paid Time Off taken, but not yet granted, will be deducted from the final paycheck.

Paid Sick and Safe Leave

Montgomery Cardiology, LLC provides each full-time employee a “bank” of paid Sick and Safe Leave to both full-time and part-time employees. Temporary employees classified as PRNs are not eligible for paid sick and safe leave.

Eligible employees are given a maximum of fifty-six (56) hours of paid Sick and Safe Leave per calendar year. Employees may not carry over any paid Sick and Safe Leave from year-to-year. When employment terminates, employees will not be compensated for accrued, unused sick and safe leave. Excess sick and safe leave taken, but not yet accrued, will be deducted from the final paycheck.

Employees may use accrued sick and safe leave (i) to care for or treat an employee's or a family member's illness or injury, or for preventive care; (ii) if the practice's place of business is closed by order of a public official due to a public health emergency; (iii) if the school or child care center for the employee's family member is closed by order of a public official due to a public health emergency; (iv) to care for a family member if a health official or healthcare provider determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease; or (v) if the absence from work is due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is used by the employee to obtain medical or legal services or to participate in a civil or criminal proceeding related to domestic violence, sexual assault, or stalking.

Paid sick and safe leave is provided at an employee's regular rate of pay.

To schedule sick and safe leave, employees are expected to submit a written request for leave at least two (2) weeks before the requested time off. While sick and safe leave is normally granted on a first-come, first-served basis, sick and safe leave is subject to staffing needs and business constraints. Any leave taken without advance approval (except for an emergency) will generally be considered leave without pay and may subject the employee to disciplinary action up to and including the termination of employment. Employees are not permitted to take more leave than accrued unless approved in advance by the Practice Administrator.

Parental Leave

All employees of Montgomery Cardiology, LLC, who have completed one full year of employment and have worked at least 1,250 hours during the previous 12-month period, are eligible for Parental Leave for the birth of the employee's child or placement of a child with the employee for adoption or foster care. The practice provides six (6) workweeks of leave during a 12-month period. Such leave is unpaid. Employees may use granted, unused PTO to be paid during such period. After such leave, employees will generally be restored to the same or an equivalent position. Requests for Parental Leave must be made in writing to the Practice Administrator, at least 30 days prior to the expected effective date of leave.

Unpaid Leave of Absence

Montgomery Cardiology, LLC recognizes that there may be times when urgent needs may make it necessary to request a leave of absence. Employees requiring leave in excess of, or for reasons other than those enumerated in the other leave policies, may request a period of unpaid leave by submitting a written request to

the Practice Administrator. Requests for unpaid leaves of absence will be evaluated on a case-by-case basis according to the circumstances of the request and the business requirements of the practice. Montgomery Cardiology, LLC will attempt to accommodate reasonable requests; however, the practice cannot guarantee that any such request will be granted. Granted, unused Paid Time Off generally needs to be exhausted before the unpaid leave is granted. An employee taking an approved unpaid leave of absence may not be restored to the same position that the employee held when the leave started. An employee on unpaid leave may be required to pay the premiums associated with continuing coverage under any practice-sponsored benefit plan.

EMPLOYEE BENEFITS

Subject to the terms of conditions of such plans, Montgomery Cardiology, LLC provides its employees with:

Group Health Insurance – CareFirst Blue Choice

Dental Insurance – CareFirst Dental

Safe Harbor 401(k) with Profit Sharing – PCS 401(k)

For information about such benefits, please refer to the Benefits Highlights document and/or consult with the Practice Administrator. Montgomery Cardiology, LLC retains the right to change or discontinue employee benefits at any time.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Practice Administrator. Failure to report an injury within a reasonable period of time could jeopardize your claim.

We ask for your assistance in alerting us to any condition that could lead or contribute to an employee accident.

Montgomery Cardiology, LLC will abide with all requirements set forth by the Workers' Compensation Act and any other applicable law. We will not take any adverse action against an employee in retaliation for filing a workers' compensation claim.

STANDARDS OF CONDUCT

Each employee has an obligation to observe and follow Montgomery Cardiology, LLC's policies and to always maintain proper standards of conduct. If an individual's behavior interferes with the orderly and efficient operation of the practice, corrective disciplinary measures may be taken.

The following list of infractions is not all-inclusive, but illustrates some of the types of conduct, which ordinarily warrant disciplinary action or discharge:

1. Insubordination, willful disobedience, or intentional failure to carry out any reasonable order
2. Chronic absenteeism
3. Chronic lateness
4. Improper or inappropriate appearance
5. Loafing on the job, poor attitude, improper job performance
6. Smoking at work
7. Eating in unauthorized areas
8. Engaging in personal business during work hours
9. Intentional waste of materials or using supplies for personal needs
10. Habitual recklessness or carelessness
11. Failure to report any known accident to administration or the applicable physician
12. Intimidation, coercion, discrimination, or harassment of other employees or patients
13. Sleeping on duty
14. Creating unsanitary conditions or other violations of health rules
15. Parking in non-designated areas
16. Excessive personal telephone calls and/or personal use of the internet
17. Falsification of personnel or other records
18. Fighting in the workplace
19. Repeating or revealing confidential patient or employee information to unauthorized persons or fellow employees
20. Breach of professional ethics

21. Verbal or physical mistreatment of patients, fellow employees, or visitors
22. Use of offensive or vulgar language
23. Failure to report to work without proper notification
24. Deliberate damage/destruction/theft to the workplace premises, equipment, materials, or property belonging to employees, patients, or visitors
25. Immoral or indecent conduct, drunkenness, possession of alcohol, illegal drugs, firearms, and/or weapons during work time or at the workplace.
26. Dishonesty, deception, or fraud
27. Obtaining dishonest accident or sickness benefits, or workers' compensation through fraud
28. Violation of fire and safety rules, pranks, or practical jokes that jeopardize the safety of the workplace, patients, or employees
29. Use of Rx pads, e-prescribing, or pharmacy cards for illicit purposes
30. Using an EHR login belonging to another individual or sharing your HER login credentials with any individual
31. Mishandling of biohazard waste

SEPARATION PROCEDURES

If for personal or professional reasons an employee elects to resign from Montgomery Cardiology, LLC, he or she should give proper notice in writing. We request three weeks' notice from all employees. Employees who do not provide advance notice will be considered ineligible for rehire.

Written resignations should be addressed to the Practice Administrator and include the following:

- Last day of work
- Forwarding address if you are planning to relocate
- Your signature and date
- Any other pertinent information you wish to include

Employees whose resignations are pending are expected to fulfill the same requirements of attendance, punctuality, and performance as the other members of staff. Leave time cannot be used during the notice period.

Should any such employee fail to meet these requirements, or for any reason deemed sufficient in the judgment of Montgomery Cardiology, LLC, the effective date of the resignation may be advanced.

Employees leaving employment with Montgomery Cardiology, LLC will be asked to complete an Exit Evaluation. All references (whether oral or written) shall only be given by the Practice Administrator.

Insurance programs will terminate on the last day of the month in which termination occurs. Continuation and conversion of insurance coverage are available in accordance with state and federal laws.

Upon resignation, all practice property, including this Employee Handbook, and keys to the office must be returned. Montgomery Cardiology, LLC may take action to recoup any replacement costs and/or seek the return of its property through appropriate legal recourse.

You should notify the practice if your address changes during the calendar year in which resignation occurs so that your tax information will be sent to the proper address.

Employees who are rehired following a break in service in excess of 30 days, other than an approved leave of absence, must serve a new initial orientation period, whether such a period was previously completed. Rehired employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

FINAL PAYCHECK

Your final paycheck will be issued on the regular payday following your last day. It will be mailed to the address we have in your file unless other arrangements are made.

STAFF MEETINGS

Staff meetings will be held at the discretion of the Practice Administrator. Prompt attendance at these meetings is required. Frequent absences from such meetings will indicate a lack of interest and may be the subject of disciplinary action, up to and including termination.

DRESS CODE

It is the policy of Montgomery Cardiology, LLC to project an image of professionalism throughout our practice. Whether or not your job responsibilities place you in direct patient contact, you represent the practice with your appearance

as well as your actions. Employees are expected to use discretion and good judgment in personal appearance.

Generally, your personal appearance should be appropriate for professional contact and your attire should be neat and clean. Hair must be clean and neatly groomed. Long hair is considered inappropriate when it falls in front of the face or when it comes into contact with a patient, visitor, or with diagnostic equipment. The following hygiene requirements are applicable to all employees:

- Maintain personal cleanliness by bathing regularly
- Oral hygiene (brushing of teeth) required
- Use deodorant/antiperspirant to minimize body odor
- Clean and trimmed fingernails

The uniform dress code is a solid color, matching, scrub top, and bottom. Any patterned or printed scrubs are considered a violation of the dress code. Uniforms must be kept in good condition and each employee is responsible for the purchase and upkeep of their uniform.

Employees may not wear flip-flops, backless shoes, open-toe shoes, shorts, jeans, spandex, tee shirts, jerseys, hoodies, sweatshirts or pants, workout attire, or clothing that is ripped, worn, or frayed.

This list is not meant to be exhaustive of all items that might not be appropriate for the workplace. Employees should use good judgment in knowing when attire is appropriate and if there is any question, they should consult their immediate supervisor.

Management reserves the right to make determinations as to the appropriateness of individual appearance and will do so in a non-discriminatory manner. Management may ask an inappropriately dressed individual to leave work and return with the proper attire. Repeated violation of this policy may subject an employee to disciplinary action, including termination.

EATING

Montgomery Cardiology, LLC expects everyone to take a lunch break every day. Please eat your lunch outside of the office or in the designated break room only. At no time should food be consumed in patient areas or in view of patients.

SMOKING

Montgomery Cardiology, LLC is a tobacco free company. Smoking and the use of any type of tobacco on Montgomery Cardiology, LLC property is prohibited.

DRUG-FREE WORKPLACE

Montgomery Cardiology, LLC strives to provide a safe and productive work environment for its employees, clients, and others with which it interacts. The practice, therefore, is committed to maintaining a drug-free workplace.

Montgomery Cardiology, LLC prohibits reporting to work under the influence of alcohol or illegal drugs or substances, including prescription drugs used or obtained in an unlawful manner. The use, sale, manufacture, distribution, or possession of illegal drugs or unlawfully obtained drugs while on practice premises or on practice business, is also strictly prohibited. Likewise, employees are prohibited from selling or using alcohol while on the job, conducting practice business off-site, or anywhere on practice property except at approved business or social functions. In the event lawfully obtained prescription or non-prescription medications are used, such employees are responsible for ensuring that such use does not interfere with the safe performance of their duties.

Montgomery Cardiology, LLC reserves the right to require employees to submit to testing for the presence of illegal drugs and/or alcohol. Testing may be conducted if there is reasonable suspicion to believe that an employee is under the influence of drugs or alcohol if an employee is involved in a workplace accident, or on a random basis, at the practice's sole discretion. Any violation of this drug and alcohol policy may subject the offender to disciplinary action, including the termination of employment.

WORKPLACE MONITORING

Montgomery Cardiology, LLC may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Montgomery Cardiology, LLC computer equipment, and systems and Internet access that employees may use are always the property of Montgomery Cardiology, LLC. Therefore, we reserve the right to monitor computer activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through internet connections or stored in our computer systems.

Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

PERSONAL TELEPHONE CALLS

It is important to keep our telephone lines free for medical calls. Although the occasional use of the practice's phones for personal emergencies may be necessary, routine personal calls should be kept to a minimum. All personal calls should be made away from the public areas and not interfere with the daily workflow.

CELLULAR PHONE, TAPE RECORDER, & ELECTRONIC DEVICES POLICY

Use of cellular phones, personal pagers, iPads/Tablets, and other electronic devices within the facilities, is restricted. The use of tape recorders and camera phones is prohibited. While at work, employees are expected to exercise the same discretion with using personal cell phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with medical equipment, and employee productivity and be distracting to others. Employees are therefore asked to make any personal calls on non-work time and to ensure that family members and friends are aware of the office's policy.

Recognizing that cell phones are used for legitimate business purposes, they are allowed in work areas for Montgomery Cardiology, LLC business and patient care purposes only, for use by exempt employees.

Cell phones may be used for personal business on breaks and during meal periods only. This includes sending/receiving text messages. Personal calls and text messaging may only be done in non-work and non-patient care areas of the office (including the employee break room and outside of the building) to limit disruption and protect patient privacy and confidentiality. Phones and other personal electronic equipment may not be used in the hallways of the office. We must be available to patients, family members, and others to offer assistance where needed and to walk individuals to their destination as appropriate.

All employee personal cellular phones not being used to conduct business on behalf of Montgomery Cardiology, LLC is to be powered off when carried in patient care areas.

Patients, visitors, and vendors will be permitted to use cellular phones in public waiting areas only. Signage will be posted in all other areas restricting use.

Montgomery Cardiology, LLC prohibits the use of camera phones, cameras, or tape recorders in the workplace, as a preventative step necessary to secure patient and employee privacy and other business information. Using cell phones to take pictures in the office, for whatever purpose, is expressly forbidden and subject to disciplinary action, up to and including termination.

INTERNET AND E-MAIL POLICY

Montgomery Cardiology, LLC has invested considerable resources in developing and implementing its network and computer system. As part of this system, the practice provides email and internet access. While these technical resources greatly enhance operations, the practice must take affirmative steps to ensure that these resources are utilized in a manner consistent with our business objectives

and remain available and readily accessible for business purposes. This policy has been implemented to inform employees of expected standards of conduct with respect to accessing the internet and using the email system. Violations of the provisions of this policy may result in the imposition of disciplinary action, ranging from temporary revocation of access to the practice network and computer system to the termination of employment.

INTERNET

Employees may be authorized to access the internet from the Montgomery Cardiology, LLC computers, and iPads. Employees are expected to use good judgment, common sense, and careful discretion when accessing the internet. Employees should be aware that every internet site visited can determine the identity of the practice and of the user.

Internet access should be limited to business use only. Visiting non-business-related sites, especially games or pornographic sites, or access for personal or other inappropriate use is prohibited. All internet use may be monitored to protect Montgomery Cardiology, LLC's legitimate business interests. Employees should not have any expectation of privacy concerning their use of the internet.

Because of the existence of viruses on the internet, employees are not authorized to download any programs, data, or other material, except as expressly authorized by the Practice Administrator. Because confidentiality of data via the internet cannot be assured, employees may transmit patient-sensitive or other proprietary material only with express permission.

E-MAIL

Montgomery Cardiology, LLC's computer network provides email for business purposes. Employees should be aware that whenever an email is sent, their name, user identification, and location are included in each email message. Therefore, all email users should exercise good judgment and common sense when creating and distributing email messages. Further, employees should be aware that there is no guarantee of privacy with an email message and that the practice reserves the right to access all aspects of the employees' company email at any time, for any reason, without notice to the employee.

The use of email should be governed by common sense. The following is expressly prohibited:

1. Forgery (or attempted forgery) of email messages
2. Attempts to read, copy, modify, or delete email messages belonging to other users
3. Sending harassing, threatening, obscene, inappropriate, or other objectionable messages via email

4. Sending unsolicited junk mail, for-profit messages, or chain or spam messages

ELECTRONIC MEDIA AND SOCIAL NETWORKING

During working time, or while using any company-provided equipment or systems, employees are prohibited from writing, posting, or otherwise contributing to blogs or micro-blogs (including but not limited to Twitter, Instagram, Snapchat), personal websites or web pages; listserv, or mailing lists; social networking or other similar sites (such as Facebook or LinkedIn); audio or video-sharing websites (such as YouTube, Google Video or TikTok); or other user-generated electronic media, unless such activity is directly related to, and necessary, for an employee's job responsibilities.

If you choose to utilize electronic/social media outside of work hours, make sure that your postings are consistent with all of Montgomery Cardiology, LLC's rules, including our Equal Employment/Anti-Discrimination Policy and Anti-Harassment Policy. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to fellow associates, patients, suppliers, or people who work on behalf of Montgomery Cardiology, LLC. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing Montgomery Cardiology, LLC's Problem Resolution (Open Door) Policy than by posting complaints to a social media outlet. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparages customers, members, associates, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or company policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Never post any information or rumors that you know to be false about Montgomery Cardiology, LLC, fellow associates, patients, suppliers, people working on behalf of Montgomery Cardiology, LLC, or competitors.

Post only appropriate and respectful content:

- Maintain the confidentiality of Montgomery Cardiology, LLC trade secrets, and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website, or other social networking sites to a Montgomery Cardiology, LLC website without identifying yourself as a Montgomery Cardiology, LLC employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Montgomery Cardiology, LLC. If Montgomery Cardiology, LLC is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Montgomery Cardiology, LLC, fellow employees, patients, suppliers or people working on behalf of Montgomery Cardiology, LLC. If you do publish a blog or post online related to the work you do or subjects associated with Montgomery Cardiology, LLC, make it clear that you are not speaking on behalf of Montgomery Cardiology, LLC. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Montgomery Cardiology, LLC.”

Refrain from using social media while on work time or on the equipment we provide unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use Montgomery Cardiology, LLC email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Please remember that Montgomery Cardiology, LLC may monitor blogs, social networking sites, or other electronic media. If you fail to abide by these guidelines or the company’s policies while online, you may be subject to legal or disciplinary action, up to and including termination.

INCLEMENT WEATHER POLICY

If inclement weather is forecasted, then the following will apply:

1. If management decides to close the office or to open late, staff members will be notified, and front office staff will be instructed to call the affected patients and advise them the office is closed or opening late.

2. If management decides to close the office for the afternoon due to inclement weather, patients must be notified as soon as the determination to close the office is made.
3. When the office is open, employees are expected to report to work at their regularly scheduled time. If the employee cannot report to work, they must call both their direct supervisor and the Practice Administrator.
4. When the office does not open, non-exempt employees will not be paid for time not worked because the practice's offices are closed but may use granted Paid Time Off to be paid.
5. If the office opens late or closes early, non-exempt employees will not be paid for time not worked.
6. If the employee does not make it to work, they can elect to use a vacation day or take the day off without pay.

SAFETY

Safety can only be achieved through teamwork at Montgomery Cardiology, LLC. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Practice Administrator or one of the physicians of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform any of the above immediately
2. Use, adjust and repair machines and equipment only if you are trained and qualified, and with consent from the Practice Administrator
3. Get help when lifting or pushing heavy objects
4. Understand your job fully and follow instructions. If you are not sure of the safety procedures, don't guess – ask
5. Know the locations, contents, and use of first aid and firefighting equipment
6. Wear personal protective equipment in accordance with the job you are performing
7. Comply with OSHA standards (as written in our OSHA Manual)

8. Unauthorized possession, use or sale of weapons, firearms or explosives on work premises is forbidden.

A violation of a safety precaution is an unsafe act. A violation may lead to disciplinary action, up to and including termination.

PRACTICE PROPERTY

Montgomery Cardiology, LLC may access all practice-owned areas, including desks and lockers. Practice property is provided for business purposes and employees should have no expectation of privacy arising out of their use of practice property.

BLOODBORNE PATHOGENS EXPOSURE CONTROL

Bloodborne pathogens are microorganisms in human blood that can cause disease in humans. They include but are not limited to the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).

Occupational transmission of HIV is rare, but the serious nature of HIV requires that we take every possible measure to prevent exposure.

The OSHA Manual mandates engineering controls, work practices, and personal protective equipment that, coupled with employee training will reduce the on-the-job risks for all employees exposed to blood.

Each employee must adhere to the following universal precautions:

1. Hands should be washed before and after patient contact and immediately if hands become contaminated with blood or other bodily fluids.
2. Gloves should be worn whenever there is a possibility of splashing or splattering of bodily fluids.
3. Masks should be worn whenever there is a possibility of splashing or splattering of bodily fluids.
4. Gowns should be worn if soiling of exposed skin or clothes is likely.
5. During resuscitation procedures, pocket masks or mechanical ventilation devices should be readily available.
6. Spills of blood or blood-containing body fluids should be cleaned up in accordance with our policy and procedure plan in the OSHA Manual.
7. Health care professionals who have open lesions, dermatitis or other skin irritations are required to cover these with protective covering and use

medical gloves when participating in direct patient care activities or handling contaminated equipment.

8. Contaminated needles should never be bent, clipped, or recapped except using a mechanical device or the one-handed scoop technique. Immediately after use, contaminated sharp objects should be discarded into a puncture-resistant “sharps” container designed for this purpose.
9. Contaminated equipment that is reusable should be cleaned of visible organic material and returned to the lab for decontamination and reprocessing.
10. Instruments and other reusable equipment used in performing invasive procedures must be disinfected and sterilized.

This policy is not all-inclusive and is not intended to take the place of a written Exposure Control Plan. Additional information and a complete copy of our plan is located at the nurses’ station and additionally, may be obtained from the Practice Administrator.

HEPATITIS VACCINE

As required by OSHA regulations and for your protection, our practice provides the Hepatitis B Vaccine declination form. If you require a Hepatitis B vaccine, please see your Primary Care Physician.

VACCINE POLICY

To minimize the transmission of viruses in the workplace by providing protection to workers and preventing community transmission, Montgomery Cardiology, LLC requires the following vaccinations for all employees, contractors, volunteers, and interns:

- COVID-19 vaccination
- Influenza vaccination

All individuals must certify that they have received the necessary vaccinations and maintain a copy of the certification, which workers must provide immediately upon the Company's request.

Vaccinations performed outside of Montgomery Cardiology, LLC will not be reimbursed to the vaccine recipient. New hires must present proof of the required vaccines at least 2 days prior to their start date. New hires hired outside of the months when certain vaccines are available will be notified of Montgomery Cardiology, LLC's vaccination policy and will be expected to comply with vaccinations in the next season.

Exemptions from Vaccination

Only individuals meeting the conditions listed below may be exempt from vaccinations:

- Individuals with severe (life-threatening) allergies to components of the vaccine.
- Additional conditions which may exist as certified by a licensed healthcare provider.

Documentation from a licensed healthcare provider will be required for further examination by Montgomery Cardiology, LLC.

Any individual who meets these conditions and still desires to get the vaccine should discuss the matter with a primary healthcare provider. If the provider administers the vaccination, the individual must provide documentation of the vaccination to Montgomery Cardiology, LLC.

Individuals who believe that they may meet the conditions for exemption from vaccination, must notify Montgomery Cardiology, LLC in writing.

Montgomery Cardiology, LLC will review any exemption documentation and follow up as needed to the licensed healthcare provider. Approved accommodations will be provided where they do not cause Montgomery Cardiology, LLC any undue hardship or pose a direct threat to the health and/or safety of others. If an exception is granted by Montgomery Cardiology, LLC and there is no way to provide accommodations without causing the company undue hardship or threatening the health and/or safety of others, the employee may be discharged from employment.

Individuals without documentation of vaccination or valid exemption will be considered non-compliant with vaccination requirements. If the vaccination has not occurred within the time frames specified within this policy, the individual will receive a written warning from their supervisor that they are not in compliance with the vaccination policy. The worker will then have 5 days to comply (either through vaccination or documented proof from a licensed healthcare provider of cause for valid medical exemption being approved by Montgomery Cardiology, LLC). If the individual is not in compliance within 5 days of the written warning issuance, Montgomery Cardiology, LLC will terminate the individual.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I hereby acknowledge receipt of the Montgomery Cardiology, LLC Employee Handbook dated July 1, 2022. I understand that I am responsible for reading and understanding the personnel policies and practices it contains.

I agree to abide by the policies and procedures contained in the Employee Handbook. I understand that the policies and benefits contained in this Employee Handbook may be amended, revised, or rescinded by the practice at any time. I understand that this Employee Handbook does not, in any way, create a contract of employment or a contract with regard to the terms of employment. I also understand that the practice abides by employment at-will, which permits the practice or the employee to terminate the employment relationship at any time, for any reason.

If I have any questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of the Practice Administrator.

EMPLOYEE
NAME (print) _____

EMPLOYEE
SIGNATURE _____ DATE _____

WITNESS
SIGNATURE _____ DATE _____