

DISCIPLINARY ACTION

It is important to DoctorsManagement and the administration of our firm that policies are established. If any employee violates a work rule, policy, or regulation that is contained in this manual, posted, or verbally conveyed in the firm, disciplinary action may be necessary.

Disciplinary action is a serious matter, and such action will not be taken except when an employee's conduct or performance warrants it *as determined at the sole discretion of management*. The rules are not designed to unnecessarily restrict the employee, but are intended to promote a safe work place and fair treatment.

Based on the seriousness of an offense, management may enter into any level of disciplinary action, from verbal correction up to and including termination. Consequently, in case of what is deemed, at management's discretion, a severe rule or policy violation by an employee, dismissal, suspension or final warnings may be made without prior warnings. Repeated warnings for the same general nature of offenses over a period of time may result in an employee's dismissal. DoctorsManagement attempts to offer corrective counseling when deemed appropriate.

The following procedure has been established as a ***guideline*** for disciplinary action:

- 1) Verbal warning and counseling
Employees may be asked to sign a verbal warning to acknowledge receipt of the counseling, which becomes a part of the employee's personnel file.
- 2) Written warning and counseling
A verbal or written warning may be issued when the conduct of the employee does not warrant suspension or discharge. Such warnings are considered serious matters, and each written warning becomes a part of an employee's personnel record. Employees may be asked to sign a written warning to acknowledge receipt of the counseling.
- 3) Suspension Without Pay (1-5 days)
More serious misconduct or repetition of an offense for which a warning may have been previously issued, may result in disciplinary suspension without pay.
- 4) Discharge
Repetition of any offense or offenses similar in nature for which prior discipline may have been imposed may result in discharge from the employment of DoctorsManagement. *It is important to emphasize that an employee may be discharged without prior warning for offenses deemed at management's discretion as serious violations of firm rules, policies, and regulations.*

DISCIPLINARY ACTION - RULES AND REGULATIONS

DoctorsManagement wants to provide a good work environment for all employees. We strive toward this in many ways: safe working conditions, maintenance of facilities and equipment, equitable wage structures, progressive benefit programs and other employee related efforts by the firm. In turn, it is reasonable to expect a good productive effort and the recognition of responsibility on the part of employees.

Each of us has the responsibility to our fellow employees to conduct ourselves according to certain rules of good behavior and performance. In any firm, rules are needed to help employees work together by having them understand the standards and conditions of continued employment. DoctorsManagement expects its employees to follow established rules. **While the following list is not all-inclusive, we have included in this handbook the following examples of rule infractions that may result in disciplinary action, up to and including termination – except when otherwise not permitted by law.** You are expected to read, understand, and be conscientious of these rules in your daily work. Misunderstanding is often the reason for breakdown in communications. Should you have questions concerning any work rule, please see management.

- Violation of company policies, rules and regulations.
- Behavior that burdens firm teamwork, cooperation, and harmony.
- Falsification, misrepresentation or omission of facts or information in seeking employment or on employment records.
- Failure or inability to perform the duties of the job.
- Falsification of time records, clocking another employee's time card or having another employee clock your time card.
- Making or permitting a false record relating to any material or work.
- Intentional falsification of any firm or client document.
- Defacing, damaging or destroying property of DoctorsManagement or another employee.
- Possessing or consuming illegal drugs on firm property or reporting to work under the influence of such drugs or alcohol, or aiding and/or abetting any of these activities.
- Leaving work without permission, wasting time, loitering or sleeping during work hours.
- Failure to be precautionary and attentive to performing duties.
- Inefficiency or lack of application or effort on the job.
- Use of abusive or threatening language toward any employee.
- Contributing to unsanitary or unsafe conditions.
- Solicitations of or distribution of money, goods, literature and/or services in violation of Solicitation and Distribution policy.

- Posting of or removing of notices without proper authorization.
- Making unwelcome advances, request for sexual favors, and other verbal or physical expression of a sexual nature to employees or visitors.
- Refusing to cooperate with a firm investigation.
- Discrimination against an employee because of race, color, age, creed, sex, national origin, marital status, disability, military status, genetic information, or other legally protected group.
- Failure or inability to get along with others.
- Failure to maintain accurate and proper accountability and control of cash banks.
- Embezzlement.
- Failure to timely report on the job injuries.
- Failure to follow OSHA standards once trained.
- Theft, pilferage or unauthorized removal of property belonging to DoctorsManagement, employees, or others.
- Bringing in, possessing or using weapons or explosives on DoctorsManagement property.
- Assisting any person to gain unauthorized entrance to any premises.
- Failure to follow required safety procedures, careless or negligent use of DoctorsManagement supplies, equipment or vehicles.
- Tardiness and/or failure to report to work without a reason acceptable to management.
- Failure to report absences or tardiness by established reporting-off guidelines.
- Excessive absenteeism or tardiness. Failure to maintain regular and timely attendance.
- Fighting or causing bodily injury to another employee or any patient or person associated with DoctorsManagement (includes any form of disorderly or disrespectful conduct).
- Refusal to accept or follow orders or directions from proper authority or other forms of insubordination including; deliberate disobedience of any firm rule after it has been specifically called to the attention of the employee; and abusive or threatening conduct or speech – directly or indirectly – toward any member of management.
- Use of facilities after normal hours without proper authorization.
- Interfering with, obstruction of or otherwise hindering the work performance of others.
- Originating or spreading embarrassing or negative statements concerning employees.
- Engaging in creating and/or repeating corporate rumors or office gossip that is counterproductive to a harmonious workplace for employees as determined by management.
- Engaging in horseplay, running, scuffling, or throwing objects on firm property.
- Immoral, immature, or inappropriate conduct as determined at the sole discretion

of management while on firm property or representing the firm off property; or engaging in any activity that does or could discredit the firm as determined at the sole judgment of management (e.g., soliciting persons for immoral purposes, sexual harassment, intoxication, drug use).

- Abuse of sick leave program.
- Failure to report to work after the expiration of a Leave of Absence or lay-off.
- Removing, duplicating, or transferring possession of firm keys.
- Interfering with or hindering work schedules; failing to work a shift as scheduled, or arranging your own replacement on a shift without permission from management.
- Failure to maintain a high degree of personal cleanliness, proper clothing, name badge, or other dress and grooming codes.
- Violating client and firm confidentiality matter with unauthorized employees or others.
- Smoking, eating, or drinking in non-designated areas.
- Fund-raising, selling lottery tickets or merchandise, soliciting donations or any other type of money raising on firm premises without prior authorization.
- Giving information to the news media without prior authorization by management.
- Performing overtime work without prior authorization.
- Taking excessive breaks.