



Employee Handbook

The information in this Handbook is intended to provide guidelines for certain matters and things which arise during the employment relationship. The policies, procedures and information contained in the Handbook are subject to change at any time. ADEX Medical Staffing LLC (ADEX Medical) reserves the right to unilaterally revise or amend the Handbook at any time with or without prior permission or notice to employees.



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(678) 393-7860 ♦ (866) 341-2339

www.adexmedicalstaffing.com

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**PLEASE SIGN AND RETURN THE
ACKNOWLEDGEMENT FORM
INCLUDED IN YOUR NEW HIRE PACKET
WITH ALL OTHER HIRE DOCUMENTS TO
ADEX MEDICAL STAFFING LLC**

13) OFFICE PRACTICES

A) Hours of Operation

ADEX Medical Staffing LLC's business hours for the Corporate Office are Monday through Friday from 8:00 am to 5:30 PM (EST). You should check with your local ADEX Medical Staffing LLC office for evening and Saturday hours of operation. ADEX Medical Staffing LLC offices are officially closed on New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Day and other holidays as designated.

B) After Hours Contact

Please call Corporate Headquarters phone number and follow prompts to be connected to after hours contact. ADEX is available to clients and employees 24 hours a day, seven days a week. When ADEX offices are closed, an ADEX employee is on call and available to meet the needs of customers and employees. All emergency calls are forwarded to Management or a Clinical Liaison, who are available 24 hours a day.

C) Telephone Numbers

CORPORATE HEADQUARTERS

1035 Windward Ridge Parkway
Alpharetta Georgia 30005

Telephone (678) 393-7860 or
(866) 341-2339
(Toll Free in US & Canada)

Facsimile (770) 346-7579 or
(866) 351-2339
(Toll Free in US & Canada)

E-mail ams@adexmedicalstaffing.com

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1) GENERAL PERSONNEL POLICIES

A) Equal Employment Opportunity

ADEX Medical Staffing LLC is an Equal Opportunity Employer and makes employment decisions and referrals to clients on the basis of merit. Our objective is to place the best-qualified person in every job. Company policy prohibits unlawful discrimination based upon race, religion, color, sex, age, national origin, marital status, physical or mental disability, sexual orientation, medical condition, military status or any other status or condition protected by applicable state or federal laws.

We are committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of ADEX Medical Staffing LLC and prohibits unlawful discrimination by any employee of ADEX Medical Staffing LLC, including supervisors and co-workers.

B) Hiring Policy

All job applicants must complete an application for employment. Each employee who is hired for assignment to a client must execute and complete an Employment Agreement. This agreement sets forth the terms and conditions governing the relationship between ADEX Medical Staffing LLC and the employee. A separate Employment Agreement must be completed for each assignment. To the extent provisions in the Employment Agreement between employer and employee conflict with the provisions of the policies, procedures and guidelines outlined in this Handbook, the Employment Agreement will prevail. As a condition of employment, in accordance with the Immigration Reform and Control act of 1986, all field employees must fill out an I-9 Form and provide information and documentation as requested to establish authorization to work and remain in the United States.

Employment with ADEX Medical Staffing LLC is on an “at-will” basis, which means that employees and ADEX Medical Staffing LLC are free to terminate the relationship at any time with or without cause and with or without notice. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at will. No manager, supervisor or employee of ADEX Medical Staffing LLC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the President or CEO of ADEX Medical Staffing LLC has the authority to make any such agreement and then only in writing.

effective procedures and are encouraged to speak up if something has compromised or might compromise patient safety and quality.

A Clinical Incident is any event or series of events that resulted in or had the potential to result in an adverse patient outcome. Examples of a clinical incident includes but are not limited to (Omission of treatment, deviation from policy, medication errors, improper equipment usage, IV of Blood complications, patient fall, inaccurate clinical assessment, patient or physician complaint). Clinical staff should notify ADEX of any clinical incidents that occur while on assignment, regardless of an adverse outcome.

A sentinel event is an unexpected occurrence involving serious physical or psychological injury or death or the risk thereof. These events must be reported to the Director of Nursing Services (DNS) within 24 hours of the occurrence. The Client facility will conduct a Root Cause Analysis for all sentinel events, to identify the causes of the error. The DNS will work closely with any staff involved in an error, including supporting them through the difficult time, facilitate communication between the clinical staff and the customer about the event, and based on the root cause analysis, plan for improvement activities.

In the event of deviation of practice according to the professional practice act, fraudulent behaviors, narcotic abuse or deviation and/or other aberrant or illegal behavior, each event is documented and a report is made, which includes information from the customer. Each situation is reported according to the guidelines of the appropriate professional association by CEO/ COO.

act.

- The complaint is the written document that describes the occurrence.
- An individual seeking to file a complaint needs to contact ADEX management. An intake interview or phone interview will be conducted with the complaining party.
- After a careful screening process, the complaint is investigated to determine if there is sufficient evidence to support the allegation.
- A complaint may be settled at any time after it is filed. Opportunities will be given to all parties involved to ask questions, provide information, and suggest witnesses in order to resolve the complaint.
- As the investigation proceeds, individuals will be interviewed and pertinent records and documents will be reviewed.
- The person filing the complaint must cooperate fully by providing accurate information and by supplying documents to support the allegations.
- All information gathered in the course of an investigation is subject to disclosure unless otherwise protected by the individual's right to privacy (e.g. medical records).
- Complaint, investigation and resolution will be documented using Complaint Management Report. A summary of the complaint will be entered on the Complaint Log.
- Management will review the Complaint Log on a monthly basis to identify trends and to develop and implement performance improvement plan to prevent similar complaints in the future.

Our goal is to always provide you with a consistent level of service. If for any reason you are dissatisfied with our service, we encourage you to contact ADEX Management to discuss the issue. ADEX has processes in place to resolve complaints in an effective and efficient manner. If the resolution does not meet your expectation, we encourage you to call the ADEX corporate office at 800.451.9899. A corporate representative will work with you to resolve your concern. Any individual that has a concern about the quality and safety of patient care delivered by ADEX healthcare professionals, which has not been addressed by ADEX Management, is encouraged to contact the Joint Commission at www.jointcommission.org or by calling the Office of Quality Monitoring at 630.792.5636.

12) Clinical Incidents & Sentinel Events

Clinical staff must recognize the importance of following

C) Drug-Free Workplace

ADEX Medical Staffing LLC Drug-Free Workplace policy applies to all employees and prohibits:

- the unlawful use, possession, sale or transfer of illegal drugs or narcotics (including illegal inhalants) in the workplace;
- the possession or consumption of alcoholic beverages in the workplace;
- the use, or misuse, of prescription or over-the-counter drugs in any manner that may impair their ability to perform assigned duties or otherwise adversely affect ADEX Medical Staffing LLC's business or its clients'.

ADEX Medical Staffing LLC and its clients reserve the right to conduct searches or inspections, based on reasonable cause/suspicion, of company property and an employee's person or personal effects including (without limitation) purses, briefcases and motor vehicles located on company property and/or a work site where ADEX Medical Staffing LLC employees are performing their duties. An employee who refuses to submit to a search will be subject to disciplinary action and/or termination. When ADEX Medical Staffing LLC has reasonable suspicion of an employee violating the Policy, the employee may be immediately suspended without pay pending completion of an investigation. During the course of an investigation, the suspected employee shall have the opportunity to provide an explanation. In the event that a determination is made by ADEX Medical Staffing LLC that the employee violated this Policy, the employee shall be terminated.

For the protection of our employees, the public and to insure an environment as free from the influence of illegal drugs as is reasonably and practically possible, the company requires a pre-employment drug screen and reserves the option to conduct "for cause" drug screens for the presence of illegal drugs under certain conditions. Consent to the testing program will be a condition of further employment of each and every employee. If any manager or other company officer or client representative has any suspicion that an employee under his or her supervision may be affected by or under the influence of illegal drugs, the employee under suspicion will be asked to undergo a laboratory test to determine the presence of illegal drugs. Refusal to take the test will subject the employee to immediate termination. Additionally, consistent with the law, drug and alcohol screening tests will be given after accidents or near misses, or upon reasonable suspicion of alcohol or drug use, when a client requires pre-assignment testing, or upon any other circumstances which warrant a test.

ADEX Medical Staffing LLC will vigorously comply with all requirements of federal and state laws relating to anti-drug

workplace regulations.

D) Harassment

In furtherance of this Equal Employment Opportunity Policy, ADEX Medical Staffing LLC does not permit harassment because of race, religion, sexual orientation, age, physical or mental disability, sex, gender, national origin, or ancestry.

Harassment includes, but is not limited to, the use of epithets, innuendo, slurs or jokes related to race, religion, sexual orientation, age, physical or mental disability, gender, sex, national origin, or ancestry, and the making of any other types of derogatory remarks or the taking of actions related to membership in any of the categories listed above. ADEX Medical Staffing LLC prohibits unlawful harassment in any form, including verbal, physical and visual harassment. This policy applies to all employees, including supervisors and non-supervisory employees.

This policy applies to all phases of employment, including, but not limited to, recruitment, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

To accomplish this objective, all employees must promptly report and/or discuss with their immediate supervisor or their Hiring Manager any and all circumstances which they believe have resulted in their harassment under this policy. In addition, supervisors must report any and all conduct of which they are made aware, which violates, or may violate, this policy. In the event an employee's immediate supervisor has engaged in inappropriate behavior in violation of this policy, the employee must promptly report the conduct to the offending supervisor's supervisor or to the ADEX Medical Staffing LLC Human Resources Manager.

1) Sexual Harassment

It is ADEX Medical Staffing LLC's policy to use its best efforts to provide all employees with a work environment free from sexual harassment.

In order to accomplish this goal, all employees must promptly report and/or discuss with their immediate supervisor or the Human Resources Department any and all circumstances which they believe have resulted in their harassment under this policy. In addition, supervisors must report any and all conduct of which they are made aware, which violates, or may violate, this policy. In the event an employee's immediate supervisor has engaged in inappropriate behavior in violation of this policy, the

- ADEX will work within the bounds of healthcare standards and the client contract to resolve the issue.

10) Continuing Education

Ongoing continuing education is the responsibility of ADEX employees to ensure that all clinical staff has a current knowledge and practice base. ADEX maintains information on available resources for BLS, ACLS, PALS, etc. The following online education programs are also available for continuing education; however this is not an inclusive list of available resources: www.nursingspectrum.com, www.nursingcenter.com, <https://www.arrt.org/index.html?content=education/RCEEM.htm>, and www.medscape.com.

Evidence of continuing education and annual required in-service education are part of the ongoing competency assessment program and will be maintained in the personnel file.

11) Complaint Management

A Customer Service Complaint is any complaint and/or concern from one of our valued customers regarding a situation or incident that results in dissatisfaction of that customer. The purpose of our complaint policy is to:

- To have a positive impact in improving customer service and satisfaction.
- To understand the causes that underlie a complaint and to focus on making changes to systems and processes to reduce the probability of a similar complaint in the future.
- To prevent potentially compensable events and to protect corporate financial resources potentially jeopardized by customer dissatisfaction.
- To analyze and trend data to identify opportunities for organizational performance improvement.

All ADEX employees are entitled to full and equal accommodations, advantages, facilities, privileges and services provided by the company.

ADEX accepts complaints from any individual or organization that has concerns about the services provided by ADEX, the clinical setting/s staffed by ADEX'S and/or any ADEX's healthcare professionals. The following guidelines shall be followed in resolving complaints:

- Complaints must be filed within 30 days of the alleged

conduct that reflect well on their profession and enhance public confidence.

5. Clinicians promptly report ethical, legal, and practice concerns to the employing company.

ADEX's healthcare professionals are expected to practice according to their profession's Code of Ethics. Code of Ethics can be accessed by the links listed below.

American Nurses Association:
<http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>

American Registry Radiologic Technologists (ARRT)
<http://arrtpdf1.s3.amazonaws.com/ethics/standardethic.pdf>

Any employee that becomes aware of any ethical issues or unethical practices must immediately report it to their supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, because of their involvement in the situation, you should immediately contact ADEX Corporate Office or any other member of management. Any employee can raise concerns and make reports without fear of reprisal or retaliation.

All reports and inquiries are handled confidentially to the greatest extent possible under the circumstances. You may choose to remain anonymous.

9) Floating Policy

ADEX employees may only be placed in assignments that match the job description for which ADEX assigns them. If an employee is asked to float to another department with the customer, the department must be a like department or unit and the float employee must have demonstrated previous competency and have the appropriate certifications, credentials for that department/unit.

The following procedures should be followed by employees in particular who are assigned to an area in which they do not feel competent:

- Employee will immediately notify ADEX.
- Employee is obligated to inform the Client facility of his/her professional limitations based upon healthcare standards and upon ADEX client contract specifications as they relate to the assignment.

employee must promptly report the conduct to the offending supervisor's supervisor or to the ADEX Medical Staffing LLC Human Resources Manager.

2) Prohibited Behavior

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to such conduct is made a term or condition of the individual's employment, either explicitly or implicitly;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of acts which, if sufficiently severe or pervasive, may amount to sexual harassment include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

Sexual harassment may involve conduct by men toward women or by women toward men. Harassment by persons of the same gender on the basis of sex or sexual orientation may also constitute unlawful sexual harassment.

3) Reporting Violations

Employees are required to promptly report and/or discuss with their immediate supervisor or the Human Resources Department any and all circumstances which they believe have resulted in their harassment under this policy. In

addition, supervisors must report any and all conduct of which they are made aware, which violates, or may violate, this policy. In the event an employee's immediate supervisor has engaged in inappropriate behavior in violation of this policy, the employee must promptly report the conduct to the offending supervisor's supervisor or to the Human Resources Manager.

It is the preferred practice to make such good faith reports in writing, although such reports may be made orally. If you receive a complaint of sexual harassment from a fellow employee, report it immediately to your immediate supervisor or the Human Resources Manager.

4) Retaliation

There will be no retaliation against any employee who brings a complaint in good faith under the Equal Employment Opportunity or Harassment Policies or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

5) Investigation

Upon notification of alleged improper conduct, ADEX Medical Staffing LLC will immediately commence an investigation and take whatever action is necessary to see to it that ADEX Medical Staffing LLC's policy in this regard is followed. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolution of the matter.

6) Discipline

Any employee who violates this policy and our commitment to equal employment opportunity and the prevention of unlawful harassment of all types, including sexual harassment, shall be subject to discipline, up to and including discharge.

7) Monitoring

All employees have the right to work in an atmosphere free of unlawful harassment of all types, including sexual harassment, and it is each supervisor's responsibility to see to it that conduct which violates this policy does not occur in his or her department. ADEX Medical Staffing LLC will take all reasonable steps to see that this policy prohibiting sexual harassment is followed by all employees, including supervisors, and others who have contact with our

rules of ethical conduct.

A) Ethics Basis

The Patient—Clinician relationship:

Patient wellbeing is central to all considerations in the patient—clinician relationship. Included in this relationship is the obligation of clinicians to respect the rights of patients, colleagues, and other health professionals. It is imperative that there is a strict avoidance of discrimination on the basis of race, color, religion, national origin, or any other basis that would constitute illegal discrimination.

Clinician Conduct and Practice:

- The clinician must deal honestly with patients and colleagues. This includes not misrepresenting himself or herself through any form of communication in an untruthful, misleading, or deceptive manner. Furthermore, maintenance of clinical competence through continuing education and skills is an obligation of practicing clinicians. Any behavior that diminishes a clinician's capability to practice, such as substance abuse, must be immediately addressed and rehabilitative services instituted. The clinician should modify his or her practice until the diminished capacity has been restored to an acceptable standard to avoid harm to patients. All clinicians are obligated to respond to evidence of questionable conduct or unethical behavior by other clinicians through appropriate procedures established by the relevant organization.
- The clinician should recognize the boundaries of his or her particular competencies and expertise and must provide only those services for which he or she is qualified by education, training, and experience as referenced from the appropriate licensing board.

B) Code Of Professional Ethics

1. The clinician should participate in continuing education activities to maintain current professional knowledge relevant to the clinical services he or she renders.
2. The clinician must not publicize or represent himself or herself in any untruthful, misleading, or deceptive manner to patients, colleagues, other health care professionals, or the public.
3. The clinician should not practice clinically while impaired by alcohol, drugs, or physical or mental disability. The clinician who experiences substance abuse problems or who is physically or emotionally impaired should seek appropriate assistance to address these problems and must limit his or her practice until the impairment no longer affects the quality of patient care.
4. Clinicians, at all times, will maintain standards of personal

5) Cellular Phones

All field personnel are required to minimize the use of cellular phones while driving. Driving and talking on a cellular phone is illegal in some states and many local areas without the proper accessories. If an incoming call is received while driving either instruct the caller that you will return their call or you must pull over to a safe location to finish the conversation.

6) Motor Vehicle Accident Reporting

In the event that you are involved in a Motor Vehicle Accident (MVA) while operating a rented, or leased vehicle please follow these guidelines:

- Immediately seek emergency medical attention if necessary
- Call the local police and have them complete an accident report immediately. (All rental coverage information required should be in the glove box of the rental car and should have been checked by the employee prior to leaving the Rental Car lot)
- Get an Accident Report reference number from the Police so that a copy can be obtained once filed
- Once the police have been contacted, the employee should contact their Manager immediately
- Immediately following the accident the employee should go directly to the local emergency room/ family physician to be examined (No Exceptions)
- Once the Corporate Headquarters has been contacted, the employee should contact the Rental location where the car was rented and complete Rental Company's Accident Report form immediately
- Make copies of the Vehicle Rental Agreement, the Police Accident Report, and the Budget Accident Report forms
- Fax or bring copies of all three documents to the Rental location where the vehicle was rented

8) Ethics

Healthcare providers have ethical responsibilities to patients, society, other health professionals, and to themselves. The following ethical foundations for professional activities in the healthcare field are the basis for the Code of Conduct. The Code implements many of these foundations in the form of

employees. However, ADEX Medical Staffing LLC requires the assistance of every employee in this endeavor and therefore, requires every employee to report any behavior or inappropriate comments or conduct that they believe may constitute a violation under the Harassment Policy.

8) Questions

Any employee who has any questions regarding ADEX Medical Staffing LLC's Harassment policy should direct them to his or her immediate supervisor or the Human Resources Manager.

E) Harassment by Non-Employees

ADEX Medical Staffing LLC will take all reasonable steps to prevent or eliminate sexual harassment by non-employees, including customers, clients, and suppliers, who have workplace contact with our employees.

To assist ADEX Medical Staffing LLC in this endeavor, all employees must promptly report and/or discuss with their immediate ADEX Medical Staffing LLC supervisor or the ADEX Medical Staffing LLC Human Resources Manager any and all circumstances which they believe have resulted in their harassment under this policy. In addition, supervisors must report any and all conduct of which they are made aware, which violates, or may violate, this policy. In the event an employee's immediate supervisor has engaged in inappropriate behavior in violation of this policy, the employee must promptly report the conduct to the offending ADEX Medical Staffing LLC supervisor or to the Human Resources Manager.

Once ADEX Medical Staffing LLC is made aware of the harassment it will take prompt corrective measures within its control.

2) AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 "ADA" was enacted to eliminate discrimination against individuals with disabilities. The ADA prohibits discrimination by private employers against qualified disabled applicants and employees.

The Act also requires covered employers to make reasonable accommodation to the known physical or mental limitations of an otherwise "qualified individual with a disability" unless the accommodation would impose an undue hardship to the employer's business. The ADA defines a "qualified individual with a disability" as an individual with a disability who can, with or without reasonable accommodation, perform the essential functions of the job that such individual holds or desires.

ADEX Medical Staffing LLC's hiring and candidate referral procedures follow the guidelines outlined in the ADA. Requests by field employees for reasonable accommodations will be discussed and coordinated between ADEX Medical Staffing LLC and the client company.

3) EMPLOYMENT PRACTICES

A) Employee Status Definitions

- 1) Full-Time Field employee:
An employee is considered a full-time field employee if he/she is working no less than 36 hours a week on a regularly scheduled basis at a client assignment.
- 2) Part-time employee:
An employee is considered part-time if he/she is working less than 36 regularly scheduled hours a week on a client assignment.

B) Orientation

Prior to beginning an assignment, you will be provided with a Hiring Package that will include all necessary employment documents and acknowledgement forms. ADEX Medical Staffing LLC's Hiring Manager will conduct an orientation session with you during which you will be briefed on the specifics of your assignment including location, hours of work, client supervisor, payroll procedures, etc. In addition, this session will give you an opportunity to ask any questions you may have about your assignment and/or employment with ADEX Medical Staffing LLC. Our entire staff is ready to assist you if questions arise after your assignment begins so please do not hesitate to call on us.

You should refer to this Employee Handbook which outlines ADEX Medical Staffing LLC's policies and procedures and reviews your role as an employee of ADEX Medical Staffing LLC. This Handbook contains information you will need during your employment with ADEX Medical Staffing LLC and we expect you to read it and refer to it throughout your employment.

ADEX Medical Staffing LLC attempts to provide a comprehensive and thorough pre employment orientation and training that reflects current compliance and promotes safe healthcare delivery. The program includes, but is not limited to the following:

- National Patient Safety goals
- HIPAA Privacy
- Age Specific Care
- Infection Control

2) Motor Vehicle Safety Summary

Some positions at ADEX Medical Staffing LLC require employees to drive company owned, leased, rented or hired vehicles. Employees who drive company owned, leased, rented or hired vehicles must maintain a current valid driver's license in their state of residence and must abide by that state's motor vehicle licensing and registration laws if they are going to drive at anytime.

- The driver and all passengers should wear seat belts at all times while the vehicle is in motion.
- Under no circumstances may any ADEX MEDICAL STAFFING LLC Corporation field personnel operate a motor vehicle without the proper license or endorsements for that vehicle type.
- Under no circumstances may any field personnel operate a motor vehicle while under the influence of alcohol or illegal drugs.
- Employees are encouraged to maintain their personal vehicles that are used on business with a preventative maintenance program, such as recommended by the vehicle manufacturer.
- Employees utilizing their personal vehicles on company business are required to provide proof of insurance on a regular basis.
- All drivers should be aware of their physical limitations for driving long distances and are encouraged to plan ahead to ease driving stress, i.e., driving long distances over continuous periods.
- All motor vehicle accidents must be reported to the Corporate headquarters immediately. The Corporate Headquarters will identify if there are any corrective or preventative actions that need to be implemented.

3) Driver Eligibility

ADEX Medical Staffing LLC field personnel should maintain a valid motor vehicle operator's license from the state of their residence. Field personnel who drive on ADEX Medical Staffing LLC business are required to immediately notify their Corporate Headquarters if their license is suspended or revoked.

4) Speed Limits/Traffic Violations/Insurance/Seatbelts.

Under no circumstances are drivers encouraged or authorized to violate any traffic laws or drive in an unsafe manner while working. Fines for any traffic violations are the individual's responsibility.

2) What to do When Hurt

Since on the job injuries are covered under ADEX Medical Staffing LLC's Workers' Compensation Plan, it is mandatory for you to notify ADEX Medical Staffing LLC if you are injured on the job. This is necessary so that we can assist you with the delivery of medical care and to ensure coverage for compensation benefits. With that in mind, you should follow the procedures listed below if you are hurt while working.

- Inform your client supervisor and ADEX Medical Staffing LLC Hiring Manager immediately
- Seek appropriate first-aid treatment at work. (Even a sliver or scratch should be reported and tended to, to prevent infection)
- If medical care is necessary you will be sent to a doctor or hospital. (If your injury is not life-threatening and time permits, you should call ADEX Medical Staffing LLC for a referral to a health provider associated with our Worker's Compensation Plan)
- If you've not called ADEX Medical Staffing LLC prior to receiving medical treatment you should call us as soon as possible after treatment to report your injury. (If you do not promptly report an injury you may have to pay your own doctor's bill and you may lose your compensation benefit)
- Assist your ADEX Medical Staffing LLC representative with completing the First Report of Injury Forms
- Assist ADEX Medical Staffing LLC's Hiring Manager in follow-up investigation. If your injury should cause you to lose time from work, our Safety Administrator will monitor your recovery process and your return to work.

E) Motor Vehicle Operation

1) Purpose

This section provides information and guidelines to promote the safe operation of motor vehicles. Safety awareness governs all aspects of our work, including the safe operation of motor vehicles. Since field personnel are not required to perform duties that require a Commercial Driver's License (CDL), CDL's are not discussed in this policy. The policy states the definitions of Commercial Motor Vehicles and the requirements for CDLs for information only.

- Bloodborne Pathogens
- Hazard communication
- Patient Rights
- Harassment
- Fire Safety
- Cultural Diversity, Spirituality, End of Life Issues
- Ethics of Care

In the event you and your contract assignment are not located near an ADEX Medical Staffing LLC office, all hiring forms and other employment materials will be sent to via mail or in the most expeditious manner possible. In these cases it is important to promptly return forms included in the Hiring Package. Again, you should call your ADEX Medical Staffing LLC Hiring Manager if you have questions or need additional instructions in filling out the necessary forms.

Some facilities require some form of orientation. The amount of time required by each facility varies. Some facilities require computer training classes and orientation prior to the first shift worked. The recruiter/account manager will explain required orientation to all employees prior to scheduling first shift with a facility.

When reporting to the client facility for the first time, it is essential that employee produce evidence of identity; a picture ID that verifies their identity. It is also important for employees to carry their professional license and other certifications with them. Some client facilities will request to see your original documents and employee will not be allowed to begin assignment without them.

C) End of Assignment

It's important to properly sign out of the client's premises on your last day of work. In addition, prior to leaving your assignment, you must return any badges and/or equipment which are the property of the client, as well as any confidential, proprietary or trade secret information of the client or ADEX Medical Staffing LLC. You should also contact your ADEX Medical Staffing LLC Hiring Manager to discuss a follow-on assignment.

4) PAYROLL

A) Workweek

Your scheduled workweek will coincide with the client company's established workweek.

B) Pay Dates

Employees are paid weekly. Payday is normally Friday for the prior week. In no event will a paycheck be released without the submittal of an **approved original time sheet** which corroborates the number of hours to be paid.

C) Time Sheets

All employees are required to fill out weekly time sheets. Time sheets should accurately record daily hours worked and be filled out completely according to the instructions noted on the time sheet. You should pay careful attention when filling out your time sheet in order to avoid under reported or over reported hours worked. It is your responsibility to ensure that time sheets, approved by the client’s representative, are received by your ADEX Medical Staffing LLC reporting office no later than 5:00 PM Eastern Time Sunday in order for a paycheck to be processed on time.

For Nursing: Timekeeping procedures specific to client sites will be discussed during your orientation session.

It is best to fax (if a fax machine is available to you), call, or e-mail your time to ADEX Medical Staffing LLC’s office to ensure receipt by the necessary time. However, in addition to calling in or faxing your hours you must also either mail in your original approved time sheet or hand deliver it to the local office when picking up your paycheck. If your hours are not received by the 5:00 PM Eastern Time Sunday deadline it could result in delaying your paycheck until the approved timesheet is received and processed in the next scheduled payroll.

D) Time Verification

Your time sheets must accurately reflect all time worked. ADEX Medical Staffing LLC does not have a policy of “off the clock” work and it is just as important to not under report as it is to not over report work hours. Should a client request that you not report hours worked you should notify your ADEX Medical Staffing LLC Hiring Manager as soon as possible.

ADEX Medical Staffing LLC’s payroll coordinator will compare your hours worked to the hours paid based on your called in or faxed hours. In the event there is a discrepancy between your time sheet and the actual hours paid, every effort will be made to expedite preparation of a replacement check or correction.

E) Overtime

Client companies control the authorization of overtime. Your Employment Agreement will indicate whether overtime is allowed and how it will be paid to comply with State and Federal regulations. In determining overtime pay, holiday and vacation

objective of this Program is to prevent accidents resulting in personal injury, property damage and loss of income. You are obligated to observe safety regulations and to report any potentially dangerous working condition to your client supervisor and ADEX Medical Staffing LLC Hiring Manager.

The following safe work practices and procedures should be followed at all times while on assignment at a client company.

1) Safe Work Practices

- Do not push or lift beyond your physical capacity
- Do use any and all personal protective equipment or clothing that the job requires
- Familiarize your self with exits from buildings and discuss emergency exit procedures with your supervisor
- Ask your supervisor to show you where the first-aid kit or station is located. All injuries should be reported to your job supervisor and ADEX Medical Staffing LLC Hiring Manager immediately
- IF YOU DO NOT promptly report an injury you may have to pay your own doctor’s bill and may lose your compensation benefit
- Clean up your workstation after completion of each job assignment or shift
- Be alert to any flammable or combustible substance
- Do not smoke near combustible or flammable substances. Be aware of the location of a fire extinguisher
- Ask your supervisor about any emergency action plan that ADEX Medical Staffing LLC has developed.
- Any employee required to handle hazardous substances should request from their supervisor the Material Safety Data Sheet (MSDS) on that substance and follow the precautionary measures in it
- If you observe any unsafe working conditions, you are required to report them to your client supervisor and ADEX Medical Staffing LLC Hiring Manger
- You have the right to refuse to work in conditions that have been determined as unsafe until such conditions are remedied.

including smell, fumes and irritation. Some chemicals may not have these types of warning properties and their reactions can only be felt through ingestion or absorption through the skin. In the course of your assignment, if you are unsure regarding the presence of chemicals or whether you have been provided adequate protection, check with your supervisor. He/she should be able to provide you with the necessary information. If after following the recommendations outlined above, you do not feel adequately informed, contact your ADEX Medical Staffing LLC Hiring Manager.

Each field employee will sign an Employment Agreement and a Handbook Acknowledgement Form, Both of which will attest to the fact had the employee has been informed of his rights under the OSHA "Right To Know" law.

D) Safety

It is our intent to maintain effective standards for guarding against injuries and illnesses while on the job. To be successful, all employees must be committed to the prevention of injuries and illness. Success in all safety and health matters also depends upon cooperation between ADEX Medical Staffing LLC and the client company; client supervisors and all ADEX Medical Staffing LLC employees; and between each employee and co-workers. Only through such cooperation and commitment can a safety record, in the best interest of all, be established and preserved.

Since the client maintains control over the work site they inherently have responsibility for ensuring that equipment and procedures meet safety standards. Therefore the client should also incorporate any required safety training as part of their job specific training (job specific training by the client is mandatory in California). You should seek additional information / training from you client supervisor if you feel unprepared to perform your job duties. In addition, if you do not receive the training you need you should inform your ADEX Medical Staffing LLC Hiring Manager of the situation. Contact your ADEX Medical Staffing LLC Hiring Manager if you have any questions or concerns regarding the safety of your workplace.

Every employee of ADEX Medical Staffing LLC has the right to expect that he or she will be provided with a proper place in which to work and proper equipment with which to do the job. Therefore it is our policy to ensure that our clients provide and maintain safe and healthful working conditions and adhere to operating practices that will safeguard all employees.

Carelessness, as well as unsafe working conditions, are the major causes of accidents in the workplace. You are to follow any Accident Prevention Program as designated by the client. The

time is not considered as time worked.

F) Check Distribution

Paychecks may be distributed in one of five ways. Your local ADEX Medical Staffing LLC office will review with you our time reporting procedures as well as procedures for receiving your paycheck which will include one of the following:

- Picked up by you at your local ADEX Medical Staffing LLC Corporation office on Friday
- Mailed to your designated address
- Overnight delivery to your designated address (delivery fee will apply)
- Direct deposit to your designated bank account
- Distributed on the job by a Payroll Coordinator. This option is only available at certain work sites

PAYDAY IS FRIDAY FOR THE PRECEDING WEEK

G) Per Diem Policy

Per Diem is a payment made with respect to ordinary and necessary business expenses an employee is reasonably expected to incur while traveling away from home for lodging, meals, personal telephone calls and incidental expenses such as laundry, dry cleaning and tips. Per Diem payments are subject to strict government regulations. Employees who receive a per diem allowance must complete an Employee Certification Form to document their eligibility. ADEX Medical Staffing LLC may take steps to verify your permanent place of abode or regular place of business.

Since Per Diem (living expenses) represent reimbursement for business expenses away from home, no per diem will be paid for any period when an employee was not on assignment due to employee requested vacation or departure from assignment.

Per Diem payments will be considered as wages when ADEX Medical Staffing LLC's reasonable expectation is that an assignment exceeds or will exceed 12 months. Further, if during the term of assignment the employer reasonably believes that the assignment will actually last longer than 12 months or if the assignment is actually extended, the employer must treat the per diem as wages beginning at the time that it has a reasonable belief that the assignment is or will become indefinite.

H) Payroll Deductions

Each paycheck indicates your gross earnings and the legally required deductions of Federal Income Tax, Social Security Tax (FICA) and State Income Tax. Any voluntary deductions, such as

medical contributions are also reflected in your paycheck. You should immediately advise your local ADEX Medical Staffing LLC office, in writing, of any changes affecting your W-4 form or your voluntary deductions.

I) Time off Benefits

- 1) Holidays
ADEX Medical Staffing LLC recognizes the following holidays for eligible full-time field employees:
 - New Years Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day

Employees will be informed of their eligibility for holiday benefits prior to beginning a particular assignment. Eligible employees are entitled to holiday benefits after completing 60 days of employment immediately prior to the holiday. Holiday benefits for the holidays listed will be paid to eligible employees provided they work the day prior to the holiday and the day immediately following the holiday(s).

If there is a break in employment longer than 60 days, you must complete a new waiting period before benefits will be paid.

- 2) Vacation
ADEX Medical Staffing LLC provides vacation benefits for eligible full-time field employees. Employees working in California or Illinois are not eligible employees for vacation purposes. All other employees will be informed of their eligibility for vacation benefits prior to beginning a particular assignment. **Employees with an Employment Contract should consult their contract for specific details regarding vacation or paid-time-off.**

If you are eligible for vacation, benefits will be accrued when you complete a "Vacation Accrual Period". This computation period is measured from the most of either (a) your first day of work or (b) the day immediately following the completion of a Vacation Accrual Period. An accrual period will end upon completion of 2,080 straight-time hours of work during the accrual period. You must fully complete each Vacation Accrual Period to be eligible to earn any benefits for a particular period. Benefits are not earned on a prorated basis if for any reason you fail to complete the full Vacation

covered position (as defined by the DOT/FAA) who has failed a urine test or has refused to submit to such a test.

ADEX Medical Staffing LLC strongly supports the DOT and FAA anti-drug programs. We recognize the harm drugs can do to individuals and the very real threat to public safety impaired workers represent. We are also committed to placing quality employees with our clients.

Because of this, we have implemented a DOT and FAA approved drug-testing program to detect and deter drug abuse. ADEX Medical Staffing LLC will not hire an individual to perform a covered function if he/she has a positive result on his/her pre-employment drug test. Subsequent to being hired, all covered individuals will be placed in an employee pool and be subject to random selection for drug testing. Any employee who tests positive for drugs on a random, or other specified test, will be removed from his/her position immediately and terminated.

We encourage employees who believe they may have a drug problem to seek help before their drug abuse affects their work or before they test positive.

C) Right to Know

It is the policy of ADEX Medical Staffing LLC to ensure that each employee is informed of their rights regarding the presence of hazardous chemicals in the workplace. "Right to Know" is a federal law administered by the Occupational Safety and Health Administration (OSHA). The objective of this law is to reduce the incidence of chemical source illnesses and injuries.

As a field employee you will be working at a client's facility or a client's designated work site. Under the law you have a right to know 1) that a Hazard Communication exists, 2) what chemicals are present at your workstation or job site, and 3) the avenues available to learn what chemicals are present and their potential dangers to your health.

When you report to your assignment, you should inquire of your supervisor what chemicals are present at your workstation or job site and the location of the Material Safety Data Sheets (MSDS). These MSDS's outline the detailed information describing the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. In addition, all hazardous chemicals must be labeled or marked with information to include the identity of the hazardous chemical and the appropriate hazard warnings.

Remember, there are obvious signs of the presence of chemicals

7) SAFETY & SECURITY

A) Drug Testing

To meet federal anti-drug program requirements and to maintain high professional standards, many clients require individuals who use illegal drugs and/or alcohol (including the misuse of prescription drugs and/or inhalants) to be screened and disqualified during the pre-employment process. This procedure helps to provide a safer work environment for all.

ADEX Medical Staffing LLC's client policies may require drug or alcohol testing under the following circumstances:

- **Mandatory:** Occurs when a client sets a policy that all employees, regardless of their position, will be tested for the presence of illegal drugs.
- **Pre-employment:** Based upon the applicable ADEX Medical Staffing LLC client anti-drug program policy, a prospective employee may be required to undergo a pre-employment screening test to detect the presence of illegal drugs, alcohol or other controlled substances.
- **Periodic:** Testing may be required during routine physical examinations and/or at other times as specified by client or government policies.
- **Post-accident or Injury:** Employees suspected of having caused or contributed to an on-the-job accident or injury may be tested.
- **Reasonable Cause or Suspicion:** Employees may be tested when there is reasonable cause or suspicion that drugs are affecting job performance and conduct in the workplace.
- **Random:** Random testing may be required by federal or client programs.
- **Immediate Fitness Test:** A drug or alcohol test may be required for or during an immediate Fitness Examination.

B) Transportation Industry Employers:

The Department of Transportation (DOT) and Federal Aviation Administration (FAA) have established regulations that require transportation industry employers to establish and implement anti-drug programs. These anti-drug regulations are comprehensive and affect virtually every company in the transportation industry. Pre-employment, reasonable cause, post-accident and return-to-duty tests must be conducted on employees who operate or work on railways, aircraft, trucks, and other transportation equipment. The anti-drug regulations require companies to test for marijuana, cocaine, amphetamines, phencyclidine and opiates; further, they forbid any company to knowingly employ an individual in a

Accrual Period.

Eligible full-time employees earn vacation benefits equal to 40 hours of straight-time pay after completing each accrual period with ADEX Medical Staffing LLC.

Time off while on vacation will not be counted toward 2.080 hours standard accrual period. Similarly, benefits will not be earned during the period of a leave of absence. If you do not perform any work for ADEX Medical Staffing LLC for a period of 60 or more days, other than by reason of an approved leave of absence, you will be considered a new employee as of the date of your next assignment for the purposes of this plan. Accordingly, you will not receive credit for any time worked before the break in service.

Please remember to request your vacation payment after you have completed an accrual period.

3) Leaves of Absence

(a) Family and Medical Leave (FMLA)

Employees should be aware that the Family and Medical Act ("FMLA") requires certain employers to grant certain employees who have been employed for at least 12 months, worked 1,250 hours within the previous 12 months, up to 12 weeks of unpaid leave in any 12 month period for certain family and medical reasons. These reasons include: care for a child upon birth or placement for adoption or foster care; to care for a spouse, child or parent who has a serious health condition; or because of a serious health condition that renders the employee unable to perform the functions of the job.

If you believe you may be entitled to this relief, please contact ADEX Medical Staffing LLC's Director of Human Resources and a further explanation of your rights and obligations under FLMA will be provided to you.

(b) Jury Duty

As required by Federal and State law, employees who are called to perform jury duty are entitled to time off. As a field employee you must give your client supervisor and ADEX Medical Staffing LLC's representative reasonable notice as to the date you are required to serve and present your juror service certificate upon returning to work. Time off for jury duty is unpaid unless otherwise mandated by state law.

(c) **Military**

As Federal law requires, employees are allowed leaves of absence for military reserve duty, National Guard training or extended periods of active military service. If you are requesting military leave, you must notify your client supervisor and ADEX Medical Staffing LLC's representative as soon as you know the dates.

5) EMPLOYEE BENEFITS

A) Health Insurance

As an accommodation to field employees ADEX Medical Staffing LLC currently offers group medical insurance benefits underwritten by **Blue Cross Blue Shield** insurance company. These benefits may be changed, suspended or ended at any time by ADEX Medical Staffing LLC. ADEX Medical Staffing LLC reserves the right to change the benefits offered and suspend or terminate benefits currently offered

Information on the plan, its benefits and costs will be included in your New Hire Package as provided to you by ADEX Medical Staffing LLC's Human Resources representative. For additional information regarding the health plan call ADEX Medical Staffing LLC's Human Resources department.

B) Section 125 Plan

If you elect and receive health insurance coverage under ADEX Medical Staffing LLC's group medical coverage referenced above, you are eligible to participate in ADEX Medical Staffing LLC's Section 125 Plan. Under Section 125, you can shelter pre-tax dollars to pay medical insurance premiums. To do so, you must file an election form with ADEX Medical Staffing LLC. A copy of the necessary form is included in your New Hire Package.

C) Travel Reimbursement

Each employee who is authorized expenses for travel must document those expenses on an expense report provided by either ADEX Medical Staffing LLC or the client. Travel reimbursement may relate to travel to an assignment location or business travel at the request of the client.

In both cases the client must approve the expenses. Any unapproved expenses for which you are paid will be deducted from your travel advance or paycheck.

D) Social Security

Under the Federal Insurance Contribution Act (FICA), a certain portion of your income is deducted from your paycheck for Social Security. ADEX Medical Staffing LLC contributes a matching amount to the Social Security fund.

assist you in your job. Such confidential information which has been compiled, created and maintained by special effort and expense of ADEX Medical Staffing LLC or by the client and which is not generally available to the trade or the public at large, is trade secret. Such information disclosed to employees remains at all times the property of ADEX Medical Staffing LLC and/or the client. It is your responsibility not to divulge such information either during your employment or after termination for any reason whatsoever. Upon termination of your assignment you must return all records, data, information and other documents produced or acquired during your assignment, and all copies thereof, to the client. All such material remains the property of the client or ADEX Medical Staffing LLC.

G) Resume Updates

You should update your resume after each job assignment, then mail, or e-mail or fax it to ADEX Medical Staffing LLC's Atlanta office. Only by maintaining the most current information on each employee can we best serve the needs of our clients and maximize the skills of our employees. In addition to updating us on your work assignments, it is also important to notify us of any changes in your contact information (address and phone number), your availability date as well as your preferences for type of assignment, location, pay rates and other pertinent information.

H) Dress Code

Dress code policy must be followed at all times while on the Client facility premises. ADEX dress code includes but is not limited to the following:

- Clothing must be clean, neat, and allow for quick, efficient movement as necessary in the performance of job duties, including emergencies. Professional healthcare attire is acceptable.

Unacceptable attire includes but is not limited to:

- Jewelry is to be kept at a minimum and be in keeping with the general safety and infection control practices for the employee and the patient. Long dangling earrings, large or excessive necklaces and/or bracelets and sharp rings are not acceptable.
- Fingernails must be kept short, clean and natural; no artificial applications are to be worn.
- Hair must be neat and well-groomed.
- Shoes must be clean, in good repair, provide good support and protection and allow for quick and efficient movement as necessary in the performance of job duties, including emergencies. Heels should not be more than two-and-a-half inches high. Open-toed and open-back shoes are not permitted. Socks or stockings must be worn at all times.

- another patient.
- d. Patients are not to be named or discussed with anyone in or outside of the facility who does not have the legal right to receive information about the patient.
 7. Personal problems, concerns or personal life information of patient care providers are not to be discussed with any patient, patient group or family/significant others.
 8. Staff is not to discuss disagreements or criticize other health care professionals or physicians within the earshot of patients/families/significant others. A professional difference of opinion must be discussed in an appropriate private space.
 9. Behavior in patient areas and at the nurses' station shall be oriented toward patient care. Personal reading and conversations, including personal phone calls, are not to be conducted in these areas.
 10. Any inappropriate interactions between patients and staff, staff and staff, or staff and others within the Client facility will be met with investigation and quick response within the framework of ADEX Medical Staffing, LLC policy and procedure.
 11. Employees who are licensed or certified in any profession shall follow all applicable rules or professional codes of conduct pertaining to that profession, in addition to the rules stated herein.
 12. All ADEX Medical Staffing, LLC patient care staff will be expected to maintain English proficiency standards and use English exclusively during all paid working hours, unless specifically requested to serve as an interpreter by facility management.
 13. While at the Client facility, all employees must follow these basic rules:
 - a. Eating and drinking are only permitted in the cafeteria, designated employee lounges, unit conference rooms and in private offices, when not in use for patient care.
 - b. Sleeping is not permitted during paid working hours.
 - c. Personal phone calls on the unit during work time are prohibited, except in emergency situations
 - d. Assigned duties must be carried out in a timely, efficient manner as directed or delegated.

E) Telephone Calls

You must avoid conducting personal business on ADEX Medical Staffing LLC or client company phones, modems or other communications media.

F) Confidentiality

From time to time during your employment with ADEX Medical Staffing LLC certain confidential information will be made available to you by ADEX Medical Staffing LLC or by our clients to

E) Worker's Compensation

All employees are covered by ADEX Medical Staffing LLC's Worker's Compensation insurance for personal injuries arising out of and/or the course of employment at ADEX Medical Staffing LLC. To ensure coverage, it is essential that you report an accident immediately to your client supervisor and ADEX Medical Staffing LLC Human Resources. If you are out of work due to an injury you will be compensated for lost wages solely under the Worker's Compensation Plan.

In the case of an emergency situation, the employee is advised to go to the emergency room. If it is not an emergency situation, ADEX will advise the employee where to seek medical help. The injury will be reported to the workers compensation insurance provider who will manage the employees return to work.

F) Unemployment Compensation

Under certain conditions, the law provides that a worker receive some compensation during periods of unemployment. Qualification for unemployment benefits depends upon the reason for unemployment and is not an automatic payment. The cost of this benefit is paid for by ADEX Medical Staffing LLC.

6) EMPLOYEE RESPONSIBILITIES

A) Communication

One of the many ways ADEX Medical Staffing LLC strives to maintain quality service is to keep communication channels open with all employees. This may necessitate that we call you at home before or after work. Also, it is important that you notify ADEX Medical Staffing LLC's Staffing Department of your work number, extension and any other information that will help us locate you in the event that we need to contact you at work. You are encouraged to call ADEX Medical Staffing LLC with any questions, concerns or comments.

B) Performance Expectations

All field employees are expected to complete their assignment and to do so by performing honestly, reliably and with the highest quality standards. Discretion and confidentiality are expected when dealing with ADEX Medical Staffing LLC and client information. When on assignment, you are expected to adhere to the rules and regulations of both ADEX Medical Staffing LLC and the client facility to which your are assigned. It is imperative that you become familiar with ADEX Medical Staffing LLC policies as you are expected to follow them while in our employment.

C) Behavioral Expectations

ADEX Medical Staffing LLC expects all employees to act in a positive manner and contribute to a productive work environment. The following is ADEX Medical Staffing LLC's code of conduct

which outlines examples of the types of conduct that are impermissible and are sufficient reasons for termination. However, reasons for termination are not limited to those specifically listed below, and such reasons do not change the fact that all employees are at-will employees and that either the employee or ADEX Medical Staffing LLC may terminate the employment relationship at any time, with or without cause or notice.

- Insubordination, including improper conduct or refusal to perform tasks assigned in a satisfactory manner
- Possession, distribution, sale, use or being under the influence of drugs or alcohol while on ADEX Medical Staffing LLC or client premises, while on duty, or while operating a vehicle or potentially dangerous equipment leased, owned or rented by ADEX Medical Staffing LLC Corporation or a client
- Release of confidential information about ADEX Medical Staffing LLC or its clients
- Theft or unauthorized removal or possession of property from ADEX Medical Staffing LLC's clients, co-workers, or anyone on ADEX Medical Staffing LLC or client property
- Altering or falsifying any time-keeping record, intentionally filling out another employee's time sheet, allowing someone else to fill in your time sheet, removing any time-keeping record from the designated area without proper authorization or destroying such record
- Absence for one or more consecutive work days without notice to your client supervisor or ADEX Medical Staffing LLC's representative unless a reasonable excuse is offered by the employee and accepted by the client and ADEX Medical Staffing LLC
- Falsifying or making material omission on an employment application or any other ADEX Medical Staffing LLC record
- Misusing, destroying or damaging the property of ADEX Medical Staffing LLC, a client, a co-worker or visitor
- Fighting on ADEX Medical Staffing LLC or client property
- Bringing onto ADEX Medical Staffing LLC or client property any dangerous or unauthorized materials, such as explosives, firearms or other similar items
- Misconduct
- Unsatisfactory performance
- Absenteeism and tardiness (excluding absences covered by the FMLA or authorized under the ADA)
- Violation of ADEX Medical Staffing LLC or client policy
- Client dissatisfaction
- Attendance and Punctuality

- Lewd, unacceptable behavior, possession of weapons or explosives and provoking, instigating or participating in a fight is prohibited at ADEX and/or at Client facility.
- Discourtesy to clients or fellow employees.

The ability of the Client Company to function efficiently depends on you working your scheduled shifts and being to work on time. If you are delayed or prevented from reporting to work, you must call your client supervisor and ADEX Medical Staffing LLC's Staffing Department prior to your scheduled working time.

D) Professional Behavior

It is the responsibility of every member of ADEX's staff to exercise appropriate judgment, and conduct him or herself in a manner that reflects the highest standards of professional and personal ethics and behavior.

The following set of standards, are to inform and guide, all staff assigned to work in Client facility units. The guidelines below include but are not limited to the following:

1. Employees are to render care in a manner that enhances the personal dignity and rights of each patient. Any form of patient abuse and/or neglect will not be tolerated and employees are to support ADEX Medical Staffing's policies and procedures in this regard.
2. Interactions with all client facility patients, visitors, employees, physicians, vendors, etc., must be conducted in a courteous and professional manner at all times ensuring that ADEX is always presented in the most favorable light.
3. Appropriate language is to be used at all times when an ADEX employee is at a client facility, and in any patient care area. Abusive, profane, threatening and/or demeaning language can result in immediate termination
4. Touching patients, except in the direct delivery of care or by a greeting, is prohibited
5. Socializing with patients and/or patient's significant others outside of the facility is unacceptable
6. All staff will uphold all rules and regulations related to patient confidentiality in all areas including patient care, public and non-patient care areas. These rules and regulations include but are not limited to the following:
 - a. Patient care providers are not to divulge to anyone any information or records concerning any patient without proper authorization. Unauthorized release of confidential information may constitute ground for termination and/or civil action.
 - b. Conversations regarding patients are not to be held in the presence of other patients or any other person not privileged to this communication.
 - c. Problems of a patient are not to be discussed with