



**The Great Plains Laboratory, LLC**

# Employee Handbook

## ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with The Great Plains Laboratory. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The Great Plains Laboratory adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Company representative other than the CEO and/or the Director of Human Resources may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in signed and in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the CEO and/or the Director of Human Resources.

This handbook supersedes all prior handbooks.

## Table of Contents

---

<b>Section 1 - Governing Principles of Employment</b> .....	5
<b>1-1 Introduction</b> .....	5
<b>1-2 Vision, Mission Statement and Core Values</b> .....	5
<b>1-3 Equal Employment Opportunity</b> .....	7
<b>1-4 Non-Harassment</b> .....	7
<b>1-5 Conflict Resolution Process</b> .....	10
<b>1-6 Drug-Free and Alcohol-Free Workplace</b> .....	12
<b>1-7 Workplace Violence</b> .....	15
<b>Section 2 - Operational Policies</b> .....	17
<b>2-1 Employee Classifications</b> .....	17
<b>2-2 Your Employment Records</b> .....	17
<b>2-3 Access to Personnel Files</b> .....	18
<b>2-4 Working Hours and Schedule</b> .....	18
<b>2-5 Timekeeping Procedures</b> .....	18
<b>2-6 Overtime</b> .....	19
<b>2-8 Your Paycheck</b> .....	19
<b>2-9 Direct Deposit</b> .....	20
<b>2-10 Pay Schedule/Paydays</b> .....	20
<b>2-11 Pay Corrections</b> .....	20
<b>2-12 Rest and Meal Periods</b> .....	21
<b>2-13 Record Retention</b> .....	21
<b>2-14 Remote Work/Telecommuting</b> .....	21
<b>Section 3 - Benefits</b> .....	24
<b>3-1 Benefits Overview</b> .....	24
<b>3-12 Lactation Breaks</b> .....	26
<b>3-13 Workers' Compensation</b> .....	26
<b>3-14 Employee Assistance Program</b> .....	27
<b>3-17 Paid Time Off</b> .....	27
<b>Section 4 - Leaves of Absence</b> .....	28
<b>4-1 Personal Leave</b> .....	28
<b>4-2 Military Leave</b> .....	29
<b>4-3 Bereavement Leave</b> .....	29
<b>4-4 Family and Medical Leave</b> .....	30
<b>4-5 Voting Leave</b> .....	37
<b>4-6 Witness Duty</b> .....	37
<b>4-7 Jury Duty</b> .....	37
<b>4-8 Other Leaves Required by Applicable Law</b> .....	38
<b>Section 5 - General Standards of Conduct</b> .....	38
<b>5-1 Workplace Conduct</b> .....	38

5-2 Disciplinary Procedures .....	39
5-3 Punctuality and Attendance.....	39
5-4 Use of Communications and Computer Systems .....	42
5-5 Use of Company Telephone and Mail Systems .....	46
5-6 Cell Phone Usage .....	46
5-7 Telephone Monitoring.....	47
5-8 Use of Social Media .....	48
5-9 Personal and Company-Provided Portable Communication Devices.....	49
5-10 Camera Phones/Recording Devices .....	50
5-11 Inspections .....	50
5-12 Smoking .....	50
5-13 Solicitation and Distribution.....	51
5-14 Bulletin Boards .....	51
5-15 Confidential Company Information .....	52
5-16 Customer Service.....	52
5-17 Conflict of Interest and Business Ethics.....	52
5-18 Gifts, Gratuities and Kickbacks .....	53
5-19 Outside Employment.....	54
5-20 Use of Facilities, Equipment and Property, Including Intellectual Property and Vehicles .....	54
5-21 Visitors in the Workplace .....	55
5-22 Health and Safety .....	55
5-23 Open Flame Devices .....	56
5-25 Hiring Relatives/Employee Relationships .....	57
5-26 Employee Dress and Personal Appearance.....	57
5-27 Publicity/Statements to the Media.....	59
5-28 Operation of Vehicles .....	59
5-29 Motor Vehicles.....	59
5-31 References .....	60
<b>Section 6 – Confidentiality Policy .....</b>	<b>60</b>
<b>Section 7 - Career Development.....</b>	<b>60</b>
7-1 Performance Review .....	60
7-2 Job Postings .....	61
<b>Section 8 - Additional Information .....</b>	<b>61</b>
8-1 First Aid and On-the-Job Injuries.....	61
<b>Section 9 - End of Employment.....</b>	<b>62</b>
9-1 If You Must Leave Us.....	62
9-3 Exit Interviews.....	62
9-4 Employment Termination.....	62
9-5 A Few Closing Words.....	63
<b>General Handbook Acknowledgment.....</b>	<b>64</b>
<b>Receipt of Non-Harassment Policy .....</b>	<b>65</b>

## Section 1 - Governing Principles of Employment

### 1-1 Introduction

For employees who are commencing employment with The Great Plains Laboratory ("The Great Plains Laboratory" or "the Company"), on behalf of The Great Plains Laboratory, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at The Great Plains Laboratory. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Mathew Bastardi, CEO

### 1-2 Vision, Mission Statement and Core Values

#### Our Vision

Our vision is to serve as the leading specialty health laboratory, utilizing an integrative approach to transform health care and help patients, families, and practitioners access safe and effective integrative health care.

#### Our Mission Statement

Our mission is to improve health treatment outcomes for chronic illnesses by providing the most accurate, reliable, and comprehensive biomedical analyses available - using the latest technology and proven techniques – and by providing education to patients, families, and health care practitioners.

#### Our Core values

A company's mission can be accomplished in many ways. Our values are the core of our culture and describe how we accomplish our mission.

- **Customer Experience** – Our customers are the reason GPL exists and are always our number one priority.
- **Team Culture** – We depend on each other to accomplish our mission and goals.
- **Execution** – We strive for excellence and always look for continuous improvement in everything we do.
- **Integrity** – We always do what is right, for our practitioners, patients, and employees.

## **Our Culture – living our values**

Our culture comes from our core values. It consists of living the behaviors that help us fulfill our goals:

- **Customer Experience-**
  - Our customers are the stewards of healthcare - we take pride and have a sense of urgency to assist them in their mission to serve communities and patients throughout the world.
  - We listen carefully to our customers so we can fully understand their questions and concerns.
  - We are all empowered and expected to be problem solvers.
  - We provide our practitioners and patients with the highest quality tests.
  - We are easy to work with – friendly, flexible, efficient, and fun.
  - We freely share our knowledge - we are all educators to our clients and to each other.
  
- **Team Culture-**
  - We depend on each other to accomplish our mission and goals.
  - Everyone in the company is our customer.
  - We communicate openly, effectively, and frequently with all levels of the organization and always respect and assume the best of intentions in one another.
  - We strive to serve and cooperate with our team members, and with employees from other departments.
  - We lead by example, by doing what is right.
  - We are creative and think “outside the box”. We don’t let the fear of failure impede our progress, and we take calculated risks when necessary.
  - We search for and provide each other with opportunities for career and personal growth, especially through training and mentoring.
  - We celebrate and reward professional successes.
  
- **Execution**
  - We strive for excellence and always look for continuous improvement in everything we do.
  - We focus on the things that matter.
  - We exceed customer expectations.
  - We do what we say we will do. We are accountable to each other and we:
    - Respond to all e-mails and requests in a timely manner
    - Start and end meetings on time
    - Meet or exceed deadlines
    - Offer support when needed
  - We take ownership of issues and follow them through resolution, regardless of where the error originated – the buck stops with me.
  - We respectfully challenge each other and make fact-based decisions.

- **Integrity**

- We always do what is right, for our practitioners, patients, and employees.
- We are honest with our clients and with one another.
- We do everything the right way, not the easy way.
- We follow our internal policies and all CLIA, International, State, and Billing regulations.
- When a promise is made, we over deliver.
- We develop diagnostic tests that are backed by science, but we do not practice medicine – we do not provide medical advice.

### **1-3 Equal Employment Opportunity**

The Great Plains Laboratory is an equal opportunity employer that does not discriminate based on actual or perceived race, color, religion, alienage or national origin, ancestry, age, disability or handicap, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you wish to request such an accommodation, please let the Director of Human Resources know.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to the Director of Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Director of Human Resources. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Director of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

### **1-4 Non-Harassment**

The Great Plains Laboratory is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, it is The Great Plains Laboratory's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification under applicable law including, but not limited to, race, color, religion, alienage or

national origin, ancestry, age, disability or handicap, sex (including pregnancy), or sexual orientation.

### Definition of Harassment

Harassment is unwelcome conduct that is based on an individual's protected category. For purposes of this policy, it is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected category, and

- creates an intimidating, hostile or offensive work environment; or
- unreasonably interferes with an individual's work performance.

Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, offensive emails, text messages or instant messages, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser may be the individual's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The harasser may be the opposite sex or the same sex as the individual.
- The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

### Definition of Sexual Harassment

All forms of harassment are prohibited, including without limitation, harassment because of an individual's sex, gender, sexual orientation or gender identity or expression. The prohibition against sexual harassment includes:

- All conduct, actions or words which make submission to or rejection of sexual advances, expressly or by implication, a condition of employment,
- Using such submission or rejection as the basis for employment-based decisions affecting the individual, or
- All offensive and unwelcome conduct, actions, or words of a sexual nature, alone or in combination, which have the purpose or effect of making any employee uncomfortable or interfering with such employee's work performance or creating an intimidating, hostile or offensive working environment.

Employment- based decisions include without limitation recruiting, hiring, promotions, demotions, terminations, salary levels, performance evaluations, layoffs, transfers, company-



sponsored training and recreational and social programs, the opportunity to participate in employee and fringe benefit programs, educational assistance, and access to and use of company facilities.

Examples of offensive and unwelcome conduct that may create or contribute to a hostile working environment include:

- sexual flirtations, touching, advances or propositions;
- verbal abuse of a sexual nature;
- sexually graphic or suggestive comments, gestures or noises about an individual or his or her body or appearance;
- sexually-related words to describe an individual; and
- the display or dissemination in the workplace (including, but not limited to via email, text message or instant message) of sexually suggestive written material, cartoons, objects, photographs or pictures.

This is a non-exhaustive list.

### Reporting Procedure

The Great Plains Laboratory is committed to responding swiftly and firmly to any acts of illegal harassment, discrimination, or retaliation of which the company becomes aware. Any employee who believes that he or she has been subjected to conduct which constitutes or contributes to illegal harassment or discrimination or who witnesses any conduct which constitutes or contributes to illegal harassment or discrimination directed at someone else must immediately bring the matter to the attention of one of the following, either orally or in writing:

- Employee's supervisor; or
- The Human Resources Department

Any supervisor who becomes aware of harassing conduct, from whatever source, must immediately report the matter to the Human Resources Department.

### Investigation

When a report of harassment, discrimination, or retaliation is made, an investigation will be initiated promptly. The investigation will be fair, complete, and timely. The investigation will be conducted in as confidential a manner as possible, consistent with the company's ability to investigate the matter thoroughly and applicable law. It is the policy of The Great Plains Laboratory that all employees involved in the investigation maintain the confidential nature of the investigation, sharing information pertinent to the investigation only on a need-to-know basis.

## Corrective Action

When the outcome of the investigation demonstrates that harassment, discrimination, or retaliation has occurred, remedial action will be taken. Such action, depending on the scope and severity of the conduct, may take the form of disciplinary measures for the person(s) who engaged in the conduct, up to and including demotion, suspension without pay or termination from employment. Disciplinary measures will also be taken against any managers or other supervisory personnel who knowingly allowed harassment, discrimination, or retaliation to continue.

## Prohibition Against Retaliation

In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## State and Federal Remedies

Harassment, discrimination, and retaliation based on protected categories is prohibited by state and federal law, including Title VII of the Civil Rights Act of 1964, the Missouri Human Rights Act, the Kansas Act Against Discrimination, and other applicable state fair employment practices laws. In addition to the avenues of redress explained above, an employee who believes he or she have been subjected to harassment, discrimination, or retaliation may file a formal complaint with the United States Equal Employment Opportunity Commission ("EEOC") and/or an applicable state fair employment agency. The EEOC can be contacted through their website (<https://www.eeoc.gov/employees-job-applicants>), and state fair employment agencies can also be contacted through their websites (Kansas - <https://www.workplacefairness.org/>; Missouri - <https://labor.mo.gov/mohumanrights>).

## **1-5 Conflict Resolution Process**

In any workplace, misunderstandings and problems sometimes occur between employees, or between an employee and the employer. Because such misunderstandings and problems can have adverse impact on the quality of the employment relationship and on the quality of service to our customers, The Great Plains Laboratory desires to assist you in resolving and eliminating misunderstandings and problems at work. You are required to always treat other employees with respect and dignity. If, at any time, you believe you are not being treated with respect and dignity (or if you suspect that a mistake has been made in the administration of a policy, practice, or condition of employment), you have the responsibility to inform the Human Resources Department so that they can seek to resolve the matter promptly and effectively.

It is the policy of The Great Plains Laboratory that employees should have an opportunity to present and address their work-related complaints through a dispute resolution procedure. The

Great Plains Laboratory will attempt to resolve promptly all disputes that are appropriate for handling under this policy.

An appropriate dispute is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors or other employees. Examples of matters that may be considered appropriate disputes under this policy include:

- A belief that GPL policies, practices, rules, regulations, or procedures have been applied inconsistently to an employee.
- Treatment considered unfair by an employee, such as coercion, reprisal, harassment (including sexual harassment) or intimidation.
- Alleged discrimination because of race, color, sex (including pregnancy), age, religion, national origin, marital status, or disability.
- Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance reviews, salary, or seniority.

Employees should notify the Human Resources Department as soon as possible after the occurrence of any dispute considered appropriate for handling under this policy.

If at any time you are unable to resolve a problem, conflict, or complaint in an informal, verbal discussion between you and your supervisor, you may contact Human Resources for assistance in addressing the issue.

Information concerning an employee dispute should be confidential. Supervisors, department heads and other members of management who are involved with a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

Any employee may use this problems-solving process. Employees will not be penalized or retaliated against for proper use of the dispute resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by an employee does not limit the right of the Company to proceed with any disciplinary action that is not in retaliation of the dispute resolution procedure. In addition, employees and supervisors are prohibited from retaliation against an employee who properly uses the dispute resolution procedure.

The Company may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not in any way alter the "at-will" status of your employment. The Great Plains Laboratory reserves the right to change or discontinue this Policy at any time, upon prior notice to employees from GPL. Nothing in this Policy will limit your right to resign from The Great Plains Laboratory for any reason or no reason, or GPL's right to terminate your employment for any reason or no reason.

## 1-6 Drug-Free and Alcohol-Free Workplace

The Great Plains Laboratory, LLC has a commitment to a safe and productive work environment for all employees. It is the policy of The Great Plains Laboratory that you will not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair your ability to perform assigned duties or otherwise adversely affect The Great Plains Laboratory's business.

Further, you shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during work time without the express permission of management or unless while entertaining possible business associates or clients; in such cases the employee is expected to consume alcohol responsibly.

The specific purpose of this procedure is to outline the methods of maintaining a work environment free from the effects of alcohol or drug abuse or other substances that adversely affect the mind or body.

If we are to continue to fulfill our responsibility to provide reliable and safe service to our clients and a safe work environment for you, you must be physically and mentally fit to perform your duties.

This policy shall apply to all employees. You are expected to report for work and remain at work in the condition to perform assigned duties free from the effects of alcohol and drugs.

Alcohol abuse or illegal drug use and its physiological effects represent a threat to the wellbeing and security of everyone and could cause extensive damage to the company's reputation and community standing. Any involvement with alcohol or drugs that adversely affects the workplace, or the work environment will not be tolerated.

Off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on job performance or that could jeopardize the safety of other employees, the public, equipment, or The Great Plains Laboratory's relations with the public will not be tolerated.

Illegal drugs are those drugs defined as illegal under federal, state, or local laws; they include, but are not limited to; heroin; hashish; cocaine; hallucinogens; and depressants and stimulants not prescribed for current personal treatment by an accredited physician.

The unlawful use, manufacture, distribution, dispensation, sale, or possession of controlled substances on The Great Plains Laboratory property is prohibited and will lead to discipline or discharge for violation of this prohibition. Upon reasonable suspicion, you may be tested at an appropriate testing site to determine fitness for work.

## **Obtaining Assistance:**

If you experience problems with alcohol or other drugs, you may voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action.

If you have a drug or alcohol dependency problem, you may request from The Great Plains Laboratory and may be given an unpaid leave of absence for necessary treatment. If you report to work by the end of the authorized leave period and provide certification confirming you are able to return to work and your ability to perform the essential functions of your position, with or without reasonable accommodation, you will be permitted to return to work. However, you will continue to be subject to this policy.

If your job performance deteriorates, management may refer you to an appropriate professional or facility for diagnosis of the performance problem. Successful treatment for alcohol or drug abuse will be viewed positively. However, treatment will not:

1. Prevent normal disciplinary action for a violation that may have occurred.
2. Relieve an employee of the responsibility to perform assigned duties safely and efficiently.

## **Consequences of Drug or Alcohol Abuse**

### **Drug Abuse**

The use, sale, or possession of illegal drugs while on the job, including rest periods and meal periods, or on company property is a terminable offense and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.

If you are taking prescription or non-prescription drugs, you must report this use to your supervisor when the use of such drugs may affect your ability to perform assigned duties. This reporting requirement is intended to protect the safety of each person, property, and the public. If you fail to follow these instructions, you will be subject to disciplinary action up to and including termination of employment.

### **Alcohol Abuse**

The use or possession of alcohol during work time, on The Great Plains Laboratory property or in company vehicles, without the express permission of management, is a terminable offense.

Alcohol consumption, without the express permission of management, is prohibited during the workday, including rest periods and meal periods. Furthermore, employees are not allowed to report to work while under the influence.

1. For the purpose of this policy, you will be considered under the influence when, in the judgment of the supervisor, your ability to perform your job safely and effectively is

affected by the use of alcohol. Observation or reports may include but are not limited to drinking alcohol on the job, slurred speech, unsteady gait, unsafe actions, odor of alcohol, inability to perform routine tasks, disorientation and confusion or erratic behavior.

2. Anyone who is perceived to be under the influence of alcohol will be immediately removed from service. Management will take further appropriate action, including discipline up to and including termination, based on the medical information, history, and other relevant factors, such as performance and record of disciplinary actions.

### **Drug and Alcohol Testing:**

All job applicants who are selected for employment must submit to a drug test. Refusal to submit or a positive confirmed drug test may be used as a basis for refusal to hire the applicant.

To protect the best interests of our employees, the public and The Great Plains Laboratory, GPL will take whatever measures are reasonably necessary to determine whether alcohol or illegal drugs are located or being used on property.

As a supplement to other means of detecting drug and alcohol use, urine and blood testing will be conducted as follows:

Drug and/or alcohol tests may be conducted at the request of a third party having a legitimate interest in the safety of The Great Plains Laboratory's operations, such as an insurer or a vehicle leasing concern.

Upon any Work Comp accident or injury that requires medical attention, the individual may automatically be tested for drug and/or alcohol use.

- While you are at the clinic or hospital for the accident, you will be required to have the drug and/or alcohol test while you are there.
- The Human Resources Department should complete the authorization form and check the line that states Non-DOT Drug Screen.
- The company will pay for the drug and/or alcohol test.
- "Positive Test Result" means one that shows the presence in the body of either alcohol or a Controlled Substance.
- "Negative Test Result" means one that shows no presence in the body of either alcohol or a Controlled Substance.

Reasonable suspicion drug and/or alcohol tests will be conducted with respect to anyone who is deemed by management to be under the influence of drugs or alcohol.

Random drug and/or alcohol tests may be conducted with respect to anyone who previously has had positive results on a drug and/or alcohol test performed through The Great Plains Laboratory.

Drug and alcohol tests that may be required by The Great Plains Laboratory may include a urine specimen, a blood sample, hair sample or other medical tests. An independent laboratory or medical facility designated by GPL will obtain any required specimen and conduct an independent testing under controlled conditions and with trained personnel using applicable, accepted scientific laboratory testing procedures. Specimens testing positive for drugs and/or alcohol will automatically be tested again for confirmation using alternative scientifically accepted testing methods to substantiate findings.

If you are suspended or required to leave work to be tested based upon suspicion of the presence of drugs or alcohol in your system and you receive a negative test report, you will be reinstated and returned to work as soon as practicable without loss of wages or benefits.

Refusal to take a requested drug and/or alcohol test will result in immediate termination.

In the case of positive results on a drug and/or alcohol screen, the following steps will be taken:

- If you test positive, your employment will be terminated.
- You are eligible for rehire after six months. You will be subject to random screening for a period of two years.

### **Searches:**

The Great Plains Laboratory retains the right to conduct searches of GPL property for controlled substances or alcohol. This could include lockers, storage areas, company vehicles or areas where personal property is stored. If a supervisor has a suspicion that an individual possesses alcohol or controlled substances, he/she may require a search of the individual's property. Failure to cooperate in such searches may result in notification of local law enforcement and shall be grounds for dismissal.

### **1-7 Workplace Violence**

The Great Plains Laboratory is strongly committed to providing a safe workplace environment. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate

behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

The Great Plains Laboratory, LLC. strictly prohibits employees and visitors from bringing any guns, licensed or unlicensed, knives, or other weapons onto any company premises or into any company facility.

In order to promote a safe, productive, and efficient workplace, The Great Plains Laboratory, LLC reserves the right to inspect any articles and property in an employee's possession or on an employee's person, to detect guns or other weapons. The Great Plains Laboratory also reserves the right to inspect lockers, desks, packages, lunch boxes, backpacks, purses, containers, articles of clothing, and other objects brought onto company property that might conceal guns or other weapons.

Violation of this policy will result in disciplinary action, up to and including termination.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.



## Section 2 - Operational Policies

### 2-1 Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 35 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 35 hours per week who were not hired on a short-term basis. Employees must work 25 hours or more per week to be eligible for benefits.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Company benefits but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### 2-2 Your Employment Records

In order to obtain their position, employees provided us with personal information, such as address and telephone number. This information is contained in the employee's personnel file.

The employee should keep his or her personnel file up to date by informing the Human Resources Department of any changes to his/her personal status (i.e., address or phone number change, marital status, emergency contacts). All changes must be reported to the Human Resources Department and a Personnel Status Change Form completed or the information updated via the Employee Navigator (<https://www.employeenavigator.com/benefits/Account/Login>). Personnel Status Change Forms, or instructions on how to access the online system can be obtained from the Human Resources Department. For those rare occasions where it is necessary to contact employees before or after normal working hours, a home telephone number must be provided. If the employee does not have a home telephone, an alternative phone number must be provided.

The employee also should inform the Human Resources Department of any specialized training or skills he or she may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

### **2-3 Access to Personnel Files**

The Great Plains Laboratory maintains a personnel file on each employee. The personnel file generally includes the employee's job application, resume, training records, documentation of performance appraisals and disciplinary actions, wage and salary information and other employment records.

Personnel files are the property of The Great Plains Laboratory, LLC and employment information contained in the files is considered confidential. Access to the information contained in the company's personnel files is restricted to those with a need to access such information. Generally, only supervisors, managers, and human resource representatives with a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in the company's offices and may request copies of documents contained in their file pursuant to applicable state and local laws. Please contact Human Resources to arrange a mutually convenient time to review your file.

### **2-4 Working Hours and Schedule**

The Great Plains Laboratory normally is open for business from 8:00 am to 5:00 pm, Monday through Friday. The normal work schedule for all employees is eight hours a day (exclusive of meal breaks), five days a week. Supervisors will advise employees of the times their schedules will normally begin and end, which may be outside normal business hours. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible depending upon staffing needs, operational considerations, the employee's performance, and the nature of the job. At no time is flextime guaranteed and once granted, The Great Plains Laboratory, LLC may change or revoke an employee's flextime schedule at its sole discretion. Employees interested in flextime should consult their supervisor to get additional information.

To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A Supervisor will provide further details.

### **2-5 Timekeeping Procedures**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require The Great Plains Laboratory, LLC. to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. **Overtime work must always be approved before it is performed.** Regardless of whether overtime is pre-approved, employees will be paid for all overtime worked in accordance with applicable law.

Unless otherwise notified, hourly employees are required to record his or her hours of work for The Great Plains Laboratory, LLC via electronic timekeeping, which is accessible through company computers. The accurate recording of all time worked is required to ensure the employee is paid for all hours worked as required by the wage and hour laws. All employees are expected to follow the established procedures in keeping an accurate record of time worked. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes to the time record.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should not clock in until they are about to begin working and should not clock out until they are finished working.

## 2-6 Overtime

When operating requirements or other needs cannot be met during your regularly scheduled hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive a supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, holiday, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends at 11:59 p.m. the following Sunday.

**Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.**

## 2-8 Your Paycheck

The employee will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These

required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

Paychecks will be made available to the employee in the same payroll application used to time in/out and to make changes, unless he or she requests that they be mailed, or authorize in writing another person to accept the check.

## **2-9 Direct Deposit**

The Great Plains Laboratory strongly encourage employees to use direct deposit. Authorization forms are available from the Human Resources Department.

## **2-10 Pay Schedule/Paydays**

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to The Great Plains Laboratory, LLC. Employees will receive an itemized statement of wages when the Company makes direct deposits.

## **2-11 Pay Corrections**

The Great Plains Laboratory LLC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error, the employee should promptly notify the Payroll Department.

If you lose your paycheck, you must let your manager know the date of the payroll check. There is a stop payment fee, which will be based on the current bank charge, deducted from the replacement check, unless the check is partially destroyed. If you can produce the remaining remnants of the check, the stop payment fee is waived. Your manager will notify the Payroll Department of the facts and the new check will be given to your manager.

The Great Plains Laboratory offers programs and benefits beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover the costs of participation in these programs.

## **2-12 Rest and Meal Periods**

Each workday, employees are provided with two rest periods of up to 15 minutes in length if the workload allows it and the employee wants to take them. The employee will need to get their supervisor's approval prior to taking the breaks. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time. This means that employees will need to use this time to make personal phone calls, conduct other personal business or smoke. Employees are not allowed additional breaks in order to complete these functions. Employees are not allowed to add their breaks to their lunch periods, shift these to the beginning of the workday and arrive late or shift these breaks to the end of the workday and then leave early. Employees may not leave work site premises during these breaks.

All non-exempt employees who work more than five hours in a workday are also provided with one meal period of at least 30 minutes in length. Supervisors will schedule meal periods to accommodate the company's operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. If for any reason an employee does not take the applicable meal and rest periods, the employee must notify his or her supervisor immediately for approval.

## **2-13 Record Retention**

The Company acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and their employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the CEO to inform him or her of potential or actual litigation, external audit, investigation, or similar proceeding involving the Company that may have an impact on record retention protocols.

## **2-14 Remote Work/Telecommuting**

The Great Plains Laboratory may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the Company. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, expectations to maintain appropriate home office privacy controls, and other important information.

Any remote work/telecommuting arrangement may be discontinued by the Company at any time and at the discretion of the Company. Employees also may discontinue the arrangement but may not be guaranteed office space at the Company's location.

## **Hours of Work**

Employees will work full time from home. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees must accurately record all hours worked pursuant to the Company's timekeeping system and take rest and meal breaks as if in the Company's workplace and as required by law. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior written authorization from their manager or supervisor.

## **Location**

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices, privacy protocols, and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any Company-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the Company.

## **Duties**

Employees are expected to follow all existing Company policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the Company remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement may be revoked. Employees are expected to follow existing Company policies with respect to scheduled and unscheduled time off, including the obligation to communicate with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

## **Accidents and Injuries**

Employees agree to maintain safe conditions in the remote workspace and to practice the same safety habits and rules applied on Company premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote workspace, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The Company assumes no responsibility for injuries occurring in the remote workspace outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote workspace.

## **Equipment**

Employees agree to use electronic equipment that has been encrypted and meets all the Company's security requirements. If the Company provides equipment for home use, employees agree to provide a secure location for Company-owned equipment and will not use, or allow others to use, such equipment for purposes other than Company business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the Company. The Company will bear the expense of removal of any such equipment, linkages, and installations provided by the Company upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the Company from any damage or liability incurred in the installing or removal of the equipment provided by the Company.

### **Return of Company Property**

All equipment, records, and materials provided by the Company will remain Company property. Employees agree to return Company equipment, records, and materials upon request. All Company equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

### **Expenses**

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, the Company will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless applicable law requires reimbursement.

### **Confidentiality**

Employees agree that they are subject to the Company's policies prohibiting the nonbusiness use or dissemination of the Company's confidential business information. Employees will take all appropriate steps to safeguard the Company's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding the Company's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

### **Contact**

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact the Human Resources Department.

## Section 3 - Benefits

### 3-1 Benefits Overview

In addition to good working conditions and competitive pay, it is The Great Plains Laboratory's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs The Great Plains Laboratory provides employees and their families. Of course, the information presented here is intended to serve only as guidelines. If there is any conflict between the information described here and the applicable benefit plan, the benefit plan will govern.

Eligible employees at The Great Plains Laboratory are provided a wide range of benefits. Several programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. You will be informed of the programs for which you are eligible.

The following benefit programs are currently available to eligible employees:

- Health & Dental Insurance
- Health Premium Account (Section 125 Pre-tax Plan)
- Flexible Spending Account (FSA)
- Dependent Daycare Reimbursement
- Disability Insurance
- Life Insurance
- Vision Insurance
- 401(k) Retirement Savings Plan
- Holidays
- Paid Time Off
- Critical Illness Insurance
- Accident Insurance
- Hospital Insurance
- Discounts on lab services and tests
- Tuition Reimbursement

Some benefit programs require contributions from the employee. The Great Plains Laboratory's employee benefit programs can be revised or rescinded at any time, to the extent permitted by law.



The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Director of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, The Great Plains Laboratory (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority regarding administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Head of Human Resources.

## **Holidays**

The Great Plains Laboratory, LLC currently observes 12 paid holidays. Because each calendar year is unique, prior to the end of the year, the Company will distribute the GPL Holiday Schedule for the following year. This schedule will list the holidays the company has selected to observe, as well as several additional Floating Holidays. Floating Holidays can be used at any time, like PTO, with your supervisor's advance approval. Floating holidays are similar to any other holiday and do not carry over to the next calendar year.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

In order for non-exempt employees to receive holiday pay, employees must work the scheduled day immediately before and immediately after the holiday. If an employee is absent on his or her scheduled day immediately before or immediately after the holiday, he or she will not be paid for the holiday. The exception is if the employee had a pre-approved absence for this time, such as pre-approved PTO. In the case of illness, the employee must present a doctor's note to be paid for the holiday. If an employee is scheduled to work on the holiday and is absent as defined by the attendance policy, he or she will not be paid for the holiday.

## **Religious Holidays**

The Great Plains Laboratory will attempt to accommodate employee requests to observe religious holidays. Employees may request unpaid time off from work for the observance of religious holidays by notifying his or her immediate supervisor at least ten (10) days in advance of the required time off. PTO or floating holidays may be used to receive pay for religious observances.

### 3-12 Lactation Breaks

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide employees with the use of an appropriate room or location for the employee to express milk in private. This location may be the employee's private office, if applicable. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### 3-13 Workers' Compensation

The Great Plains Laboratory LLC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. Regardless of how minor an on-the-job injury may appear; it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither The Great Plains Laboratory LLC, nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by The Great Plains Laboratory.

**The Great Plains Laboratory LLC, actively polices all claims suspected to be fraudulent. Abuse of the Workers' Compensation system can cause a severe negative economic effect to the company and, in turn, your co-workers. We will pursue all available legal action against any employee found to have engaged in fraudulent conduct. Filing a false or fraudulent claim is also a violation of GPL policy and will result in immediate termination.**

### 3-14 Employee Assistance Program

The Great Plains Laboratory provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained through Human Resources.

### 3-17 Paid Time Off

The Great Plains Laboratory appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. The Great Plains Laboratory fully encourages employees to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness (including for all reasons specified under applicable sick leave laws) or to handle personal affairs.

The Company provides paid time off (“PTO”) to all employees. Employees begin accruing paid time off on the first day of employment.

Full-time employees accrue PTO based on years of service (as measured by employment anniversary date):

Years of Service	Maximum Annual PTO Accrual
0 to 2 years	120 hours
2+ years	136 hours
3+ years	144 hours
4+ years	152 hours
5+ years	160 hours
10+ years	200 hours

Part-time employees accrue a pro-rated amount of PTO based on years of service.

#### Uses

PTO can be used for any purpose, including for vacation, personal time, sick time, and any purpose that sick leave can be used for under any applicable state or local law.

#### Accrual Cap

For employees with less than 10 years of service, PTO accrues up to a maximum of 200 hours at any one time. For employees with 10 or more years of service, PTO accrues up to a maximum of 240 hours at any one time. Once an employee reaches the accrual cap, no additional PTO will accrue until the balance drops below the cap. For example, for an employee with less than 10 years of service, PTO accrues up a maximum cap of 200 hours at any one time. Once an employee has 200 hours of accrued, unused PTO, no additional PTO will accrue until the balance drops below 200 hours.

## Notice

PTO can be used in minimum increments of 1 hour.

For PTO that is used for reasons other than illness, employees must request PTO in advance, by submitting requests through an online system, which will be reviewed and approved by their supervisor.

For PTO that is used for illness, if the need is foreseeable, employees must give the Company as much advance notice as possible. If the need is unforeseeable, employees must give the Company notice as soon as practicable.

## Documentation

If an employee is absent for three consecutively scheduled workdays due to illness, the Company may require written documentation to support the need for the leave. The Company may also require written documentation to support the need for the leave if circumstances raise a question about improper use of leave.

## Carry Over and Pay-Out

Employees may carry over all accrued, unused PTO to the following year, subject to the PTO accrual cap. Accrued, unused PTO will be paid out upon separation of employment.

## **Section 4 - Leaves of Absence**

### **4-1 Personal Leave**

If employees are ineligible for any other Company leave of absence, The Great Plains Laboratory, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered based on staffing requirements and the reasons for the requested leave, as well as performance and attendance records. A personal leave of absence will be granted for a period of up to twelve (12) weeks or 480 hours. During the leave, employees will not earn PTO. The Great Plains Laboratory will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Company will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Company-provided Short-Term Disability Leave of Absence.

#### **4-2 Military Leave**

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

#### **4-3 Bereavement Leave**

##### **Bereavement Leave**

The Great Plains Laboratory LLC offers paid bereavement leave to all regular full-time employees for time off necessitated by the death of an immediate family member. As used in this section, an immediate family member is defined as **spouse, spouse-equivalent partner, child, sibling, parent or spouse/spouse-equivalent partner's sibling or parent**. The maximum amount of paid time off is **five days**. An employee needing more time off than the time allowed for bereavement leave must request a personal leave of absence in accordance with company Personal Leave of Absence policy.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. If a paid holiday falls during the time an employee is on bereavement leave, the employee will not be eligible for the holiday pay, nor will the bereavement be extended.

An employee seeking paid bereavement leave must notify his or her supervisor or manager or Human Resources of the death before taking leave.

## 4-4 Family and Medical Leave

### The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Head of Human Resources.

#### I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

#### II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

##### A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a calendar year. Leave may be taken for anyone, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent (but not in-law) who has a **serious health condition**.
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care

provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

### **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

### **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigencies leave also may be taken on an intermittent basis.

#### **D. No Work While on Leave**

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

#### **E. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

#### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits, and other employment terms. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

#### **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of 1) their rights and responsibilities in connection with such leave; 2) Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees, to the extent permitted by applicable law.

### **III. Employee FMLA Leave Obligations**

#### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

##### **1. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform the Head of Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:



- A medical condition renders them unable to perform the functions of their job.
- They are pregnant or have been hospitalized overnight.
- They or a covered family member are under the continuing care of a health care provider.
- The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status to a foreign country; or
- If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

## **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

### **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of an employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required,

to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

### **C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Company with timely, complete, and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Company will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

#### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

## **2. Medical Recertifications**

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

## **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

## **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Company may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

## **E. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time to supplement any paid disability benefits.

## **F. Pay Employee's Share of Health Insurance Premiums**

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

## **IV. Exemption for Highly Compensated Employees**

The Company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Company. (This fact-specific determination will be made by the Company on a case-by-case basis.) The Company will notify employees if they qualify as a "highly compensated", if the Company intends to deny reinstatement, and of the employee's rights in such instances.

## **V. Questions and/or Complaints about FMLA Leave**

If you have questions regarding this FMLA policy, please contact the Human Resources Department. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Head of Human Resources immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

## **VI. Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies in this handbook or contact the Head of Human Resources.

### **4-5 Voting Leave**

#### **Voting**

The Great Plains Laboratory LLC. encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are expected to find time to vote either before or after their regular work schedule. However, if employees are unable to vote in an election during their nonworking hours, The Great Plains Laboratory will grant up to two hours of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

### **4-6 Witness Duty**

Any employee subpoenaed to appear in court as a witness shall be allowed to take time off from work without pay in order to appear. An employee who is required to appear in court must present the subpoena to his or her supervisor as soon as possible. The employee is expected to report for work whenever the court schedule permits.

The Great Plains Laboratory does not provide any compensation to employees on witness duty. An employee who is called for witness duty has the option of taking the time off without pay or using any available PTO.

### **4-7 Jury Duty**

#### **Jury Duty**

All regular full-time and regular part-time employees shall be allowed to attend jury duty service in accordance with their legal obligations to do so.

An employee who receives a jury duty summons shall present the summons to his or her supervisor immediately. Employees on jury duty must report to work on days or parts of days when they are not required to serve. If an employee does not return to work immediately after an approved leave for jury duty, The Great Plains Laboratory LLC will assume that the employee has voluntarily resigned his or her position with The Great Plains Laboratory.

The Great Plains Laboratory LLC provides up to five days of compensation to employees on jury duty. If the employee is compensated for jury duty by the court, the employee will be paid the difference between the court compensation and their regular pay so that they are paid 100% of their regular pay for up to five days of jury duty. For time beyond five days, an employee has the option of taking the time off without pay or using any available PTO.

#### **4-8 Other Leaves Required by Applicable Law**

To the extent applicable local or state law provides for more generous leave benefits, The Great Plains Laboratory LLC will provide such benefits to eligible employees.

### **Section 5 - General Standards of Conduct**

#### **5-1 Workplace Conduct**

The Great Plains Laboratory endeavor to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment based on false or misleading information.
2. Stealing, removing, or defacing The Great Plains Laboratory property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of The Great Plains Laboratory's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening, or disrupting the work of others or other violations of The Great Plains Laboratory's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
10. Gambling on Company property.
11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of The Great Plains Laboratory's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.

18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and The Great Plains Laboratory reserve the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in each situation. However, The Great Plains Laboratory will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

### 5-2 Disciplinary Procedures

The Great Plains Laboratory makes every attempt to ensure that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

**The Great Plains Laboratory reserves the right to address any and all inappropriate conduct with appropriate remedies as determined by sole discretion of the company. Furthermore, The Great Plains Laboratory operates under employment at-will and therefore exercises the right to terminate the employment relationship at any time. Immediate separation may result for any violation of conduct.**

### 5-3 Punctuality and Attendance

#### Attendance Policy and Related Procedures

The Great Plains Laboratory LLC is a service company; it provides important and valuable products and services to people. To accomplish this mission, it is imperative that every employee be present when scheduled to fulfill customer expectations.

This policy details how absences and tardiness are counted for the purposes of maintaining excellent customer service throughout the business day.

#### Use of PTO

GPL awards its employees with sufficient PTO and holidays throughout the year. PTO must be scheduled with one's supervisor in advance (at least 24 hours for one or two days; one week notice for three or more consecutive days). PTO may also be used for an employee's sudden illness or the sudden illness of a dependent. However, unless such absences qualify for FMLA or are otherwise protected by applicable law, they may be counted as absences (occurrences) as described in this policy. Please do not assume that a PTO request is approved until you have received the confirmation in the payroll system. Even though managers will try to accommodate PTO requests, please be aware that they may be denied, depending on scheduling and business needs.

Doctor's appointments, as well as other medical appointments, need to be informed to the immediate supervisor as soon as possible, but at minimum of 24 hours prior to the appointment, in order not to be counted as an absence (occurrence).

### **Family and Medical Leave Act**

Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) or are otherwise protected by applicable law will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA or other applicable law may be required in these instances.

### **Absences and Tardiness**

An absence occurs when an employee misses more than three hours of work within a normal workday.

A tardy arrival, early departure or other shift interruption is considered a one-half occurrence. On occasion *and with prior approval of the supervisor*, an employee who is tardy may adjust that day's schedule to work an equivalent amount of time at the end of the shift, and a one-half occurrence will not be counted.

For non-exempt (hourly) employees, arrival and departure times will be determined by the time on the time recording system in each department. An employee is considered late if he or she reports to work more than 5 minutes after the scheduled starting time. An early departure is one in which the employee leaves before the scheduled end of his or her shift.

Exempt (salaried) employees are expected to complete the goals determined by their managers and do not clock in or out. Their schedules may vary, and they may often work on weekends or after hours to accommodate business needs. They are, however, still expected to work during main work hours, starting no later than 9:00 AM and leaving no earlier than 4:30 PM (unless time off has been requested previously). All exempt employees are expected to work a minimum of 40 hours per week.

If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as noted above.

### **Step Discipline**

The steps outlined below are guidelines for management. **However, each employee is responsible for his or her attendance.** Management may choose not to follow the steps below and accelerate disciplinary action, up to termination of employment, whether or not all the steps below were followed.

Absences and tardiness or early departure will be counted together but are assigned different levels of severity. Absences are each considered one occurrence; tardiness/early departures are each one-half an occurrence.



Occurrences are counted in a rolling six-month year period. Occurrences expire six (6) months from the date of the incident.

### ***Step one***

Three occurrences (absences and tardiness combined) in any six (6) month period will be the basis for a coaching discussion between the employee and direct supervisor. The purpose of the coaching session is to make the employee aware that he or she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be documented in the employee's personnel file.

### ***Step Two***

The next unscheduled absence or tardiness to the above in the same 6-month period will trigger a reminder and a formal written warning putting the employee on formal notice of violation as mentioned above.

### ***Step Three***

An additional unscheduled absence or tardiness to the above in the same 6-month period is cause for a Final Written Warning with or without probation. This is considered the final step in the disciplinary process regarding attendance and punctuality.

### ***Step Four (final)***

An additional unscheduled absence or tardy to the above steps in the same 6-month period is cause for termination of employment.

### **No-Call/No-Show**

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter, creating increased administrative burdens and emotional upset. The first instance of a no-call/no-show will result in a final written warning. The second offense may result in termination of employment with no additional disciplinary steps. Any no-call/no-show lasting three days is considered job abandonment and may result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a no-call/no-show occurs, the disciplinary process may be accelerated to the final step.

Management may consider extenuating circumstances when determining discipline for a no-call/no-show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases, after discussing the situation with the Director of Human Resources.

### **Procedures**

No disciplinary actions will be taken without the direct involvement of the Human Resource Department as counsel to management. All warnings will be delivered by the direct supervisor, manager, or HR as circumstances require.

Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

Although occurrences will roll off an employee’s record after 6 months, habitual offenders (those who have established a pattern of absences, such as consistently having six or more occurrences in any given 6-month period or routinely calling off on Mondays or Fridays) may trigger step discipline even though 6-month-old infractions have fallen off, if he or she continues to incur occurrences.

A manager reserves the right to ask for doctor’s notes when there is a pattern of absences (for example, multiple occurrences on Fridays or Mondays, days before a holiday, etc.).

Management reserves the right to amend or discontinue this policy at any time without notice.

#### **Step Discipline—Unscheduled Absences or Tardiness in a Rolling Six-Month Period**

3rd occurrence total	Coaching sessions documented in file
4th absence or tardiness	Reminder with written warning
5th absence or tardiness	Final Written Warning
6th absence or tardiness	Termination of employment

#### **5-4 Use of Communications and Computer Systems**

The following policy defines standards of conduct when employing the use of information technologies available through The Great Plains Laboratory, or any subsidiary, herein referred to as “GPL”. These technologies include, but are not limited to, computers, computer files, software, email, voice mail, Internet and Intranet and special instances of “remote usage.”

All GPL computers, e-mail facilities, and Internet access accounts are GPL’s property to be used to facilitate the business of GPL. Computer systems are not to be modified in any way, including the installation of any hardware or software, without the express consent of the IT Department. Employees are not permitted to bring any personal software or hardware to use in conjunction with their assigned company computers. In addition, all software that has been installed on GPL computers and any data collected, downloaded and/or created on these computers is the exclusive property of GPL and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of GPL. Upon termination of employment, no employee shall remove any software or data from company owned computers.

**Computer usage policies may change from time-to-time due to security regulations and/or resources available. Any employee who has been provided computer equipment usage must**

**adhere to any changes as directed by the Company, IT, Human Resources, and their manager.**

### **Proper Use**

Employees who have not been provided a computer to facilitate their daily jobs are prohibited to use any other employees' computer without IT approval. Employees that allow this to take place or fail to take precautions to prevent this are considered liable for any resulting damage that may occur and are subject to disciplinary action. Employees are prohibited from sharing and or exposing passwords as well as data. No mailing lists shall be provided to any employee, outside staff, client, or any other party without formal request and approval and submission of the appropriate form.

No employee shall have any form of data transfer without explicit authorization from the Company and the IT Department. The IT Department has processes in place for secure methods of transferring data. No mention of any patient information should ever travel through any unauthorized means.

No employee shall ever hire or employ any 3<sup>rd</sup> party to service or support their computer without approval from the IT Department. All IT requests must come to the IT Department to be processed in the most efficient manner. No employee shall ever transfer data via any external devices without authorization from the IT Department. No employee shall bring their own hardware/software/data without explicit authorization from the IT Department. Mobile devices that are not supported by IT should not be used to transmit any type of confidential information (i.e., patient information, commission, company information). No employee shall ever release any mailing information or intellectual property of the company such as internal laboratory methods, lab sample processing and reporting techniques, research and development files, informational slides, contact information, unauthorized lab report samples, etc. without prior written authorization from the CEO.

All computers shall have screensaver password protected time-out. This does not affect processes yet protects sensitive information from being exposed. Computers containing sensitive material should be accessible to only those employees that need it in order to perform their job function. This includes computers containing stored e-mail, electronic documents of any type, patient data and business software systems (i.e., Dynamics, Sales Force, etc.). Employees who are the primary users of these computers are required to take necessary precautions to protect this information including "locking" their computers when they are away from them and disallowing use to their computer in general to any other employee with the exception of their manager. In the event an employee must use a computer that contains sensitive material, the primary user of that computer is required to personally oversee such usage as to be certain that it is used in an acceptable manner and that sensitive data is not compromised. Failure to comply with this policy is considered improper usage of the computer system.

Employees are strictly prohibited from using GPL's computers, e-mail, and Internet access accounts for any improper purpose. Employees may use GPL computers for personal use so long

as such use complies with company policies and does not disrupt or negatively impact the employee's work. Some specific examples of prohibited uses include but are not limited to:

- Any use that has been deemed illegal by Federal, State or Local Government entities.
- Connecting to any Torrent networks or sites is expressly forbidden.
- Connecting to any personal music or video sites such as Spotify, Pandora, YouTube, Netflix, or Hulu.
- Personal social media sites such as Facebook, Twitter, Pinterest, or LinkedIn.
- Any site or service that is adult in nature such as dating or pornography.
- Connecting any unauthorized device to the computer or network such as a cell phone, memory stick or DVD.
- Gaming, IM'ing, Gambling, Shopping, or sports related activities are prohibited.
- Transferring files without prior authorization.
- Installing/uninstalling applications without prior IT approval.
- Altering the computer or network without the assistance of IT.
- Transmitting, retrieving, downloading, or storing messages or images that are offensive, derogatory, defamatory, sexual in content, or otherwise inappropriate in a business environment.
- Making threatening or harassing statements to anyone.
- Transmitting, retrieving, downloading, or storing messages or images relating to race, religion, color, sex, national origin, citizenship status, age, handicap, disability, sexual orientation, or any other status protected under federal, state, and local laws.
- Sending or receiving confidential or copyrighted materials without prior authorization.
- Soliciting personal business opportunities, or personal advertising.
- Excessive personal use or abuse of GPL computers, e-mail systems and Internet access.
- Sharing your password with anyone.
- Using another person's user ID to perform any unauthorized activity.
- Use of Company computers and/or networks in attempts to gain unauthorized access to another system.
- Deleting, reviewing, copying, or modifying files and/or data belonging to another user without their consent.
- Copying of copyrighted materials, such as third-party software, without having proper license or written consent of the owner.
- Any unauthorized, deliberate action that damages or disrupts a computing system or its data, alters its normal performance, or causes it to malfunction. Email provides an electronic means to immediately disseminate department and company items of interest and important information vital in accomplishing our jobs. It gives us immediate news regarding management decisions and matters affecting the company and each other. The following are email guidelines:
  - Sending anything that could be deemed harassment.

In addition:

- Care should be given not to email confidential company matters to unapproved email addresses.
- Consider that not every person in the company or work group may need to know or even be interested in your communication. Be selective to whom you send messages.
- Email messages are considered property of GPL, can be searched at any time and be given to anyone the Company deems appropriate. Remember this before you send it.
- You may not use email for non-business-related reasons.
- Anyone who uses email to communicate vulgar, offensive, or inappropriate messages, including racial or sexual slurs, will be subject to disciplinary action up to and including immediate termination.
- Using unauthorized codes or passwords intended to gain access to the email files of other employees is prohibited.
- Email attachments should not exceed 10 MB in size.

### **Monitoring**

Employees should understand that all computer/network equipment is owned and controlled by GPL. In addition, all digital information stored or created on the Company computer, including email, is owned by GPL, and may be used, accessed, or viewed at the Company's discretion. This includes transferring that information to any entity that the Company deems necessary, including but not limited to law enforcement. Employees should not assume they have an expectation of privacy or confidentiality in such messages or information, regardless of the types of protection utilized by the user such as password-protection or copyright, or that deleting messages removes from the system as the Company utilizes long term data storage. The Company reserves the right to monitor email, Instant Messages, Internet use, network activity, and any other form of communication that accesses the company network without prior notice or consent. The company also reserves the right to send deceptive "simulated phishing" email to staff from time to time to gauge staff security awareness and compliance.

### **Enforcement**

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage GPL's computer system through unauthorized or improper use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may additionally be subject to criminal prosecution and/or substantial civil monetary damages.

**If management finds that an employee has violated the GPL's Computers, Email and/or Internet Usage policy, appropriate disciplinary action will be taken, up to and including termination.**

## 5-5 Use of Company Telephone and Mail Systems

The mail system is reserved for business purposes only. You are not permitted to use Company-paid postage for personal correspondence. Employees should refrain from sending or receiving personal mail at the workplace. All mail delivered to the company is presumed to be related to company business. Mail sent to you at the company will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

To ensure effective telephone communications, employees should always use the approved greeting (if applicable) and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

## 5-6 Cell Phone Usage

### **Objective**

This policy outlines the use of cellphones at work and the safe use of cellphones by employees while driving.

### **Policy**

Cell phone usage (including talking, texting, watching videos, etc.) during the workday can interfere with employee productivity and be distracting to others.

Employees may use their cell phones during break periods only. If a telephone call is received during a non-break time, and the call is not an emergency, callers will be asked to leave a message. Please inform your family and friends of this company policy.

In the instance of a legitimate emergency telephone call during work hours, we will immediately attempt to locate that employee to receive the call.

### ***Company-provided cellphones***

When job duties or business needs demand, the company may issue a business cellphone to an employee for work-related communications. Personal use of company-owned cellphones should be kept to a minimum.

Employees in possession of company-owned cellphones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

### ***Safety issues for cellphone use***

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving; use of a cellphone while driving is not permitted by the company unless the vehicle is equipped with an appropriate Hands-Free device. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Reading or sending text messages while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

### ***Video or audio recording devices***

The use of camera or other video or audio recording-capable devices on company premises is prohibited without the express prior permission of management and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited.

### **Consequences for Violators**

Employees violating this policy will be subject to discipline, up to and including termination of employment.

## **5-7 Telephone Monitoring**

### **Purpose**

The purpose of this policy is to state The Great Plains Laboratory's policy regarding telephone monitoring of employees' calls using company resources.

### **Policy**

Members of The Great Plains Laboratory's management team, or their designees, may listen in on customer service lines to ensure that employees are being respectful and responsive to customers, or for other legitimate business purposes. Customer service calls may also be monitored and recorded for training purposes to critique customer service skills and provide feedback for job performance as needed. For the purpose of this policy, customer service lines include the following departments: customer service, sales, billing, international operations, medical records, nutritional consultants and any other department that may interact with clients over the telephone.

Employees may be monitored at any time during business calls without notification. Each employee's written consent to this policy will be obtained, and a signed copy of this policy will be placed in the employee's file.

The Great Plains Laboratory's customers will also be notified of possible monitoring. If a personal call is identified at any time during the telephone monitoring process, the monitoring will be

immediately suspended. However, a continuous excessive level of nonbusiness-related phone calls by an employee will provide a basis for possible disciplinary action.

Disclosure (other than within The Great Plains Laboratory) of confidential information and any other recordings of conversations in the workplace by employees is prohibited. A violation of this policy is a basis for disciplinary action, as deemed appropriate by management.

## **5-8 Use of Social Media**

The Great Plains Laboratory respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter, or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Company equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter, or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Company policies apply equally to employee social media usage.

The Great Plains Laboratory encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.



## **5-9 Personal and Company-Provided Portable Communication Devices**

Company-provided portable communication devices (PCDs), including cell phones and tablets, should be used primarily for business purposes. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is always prohibited and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

### **Portable Communication Device Use While Driving**

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees must refrain from using any PCD while driving. "Use" includes, but is not

limited to, talking, or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving, is prohibited in all circumstances.

### **5-10 Camera Phones/Recording Devices**

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on company property or while performing work for the Company, unless such use is necessary to complete a work-related task and it is approved by upper management. Company meetings conducted via Microsoft Teams may be recorded if all parties in the meeting agree.

The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on Company property, including to record conversations or activities of other employees or management, or while performing work for the Company, is also strictly prohibited, unless the device was provided to you by the Company and is used solely for legitimate business purposes.

### **5-11 Inspections**

The Great Plains Laboratory reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

### **5-12 Smoking**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, The Great Plains Laboratory shall be entirely smoke free. Additionally, the use of all tobacco products, including chewing tobacco and vaping (**vaping** refers to the use of electronic

nicotine delivery systems or electronic smoking devices. These are commonly called e- cigarettes, e-pipes, e-hookahs, and e-cigars) is banned from The Great Plains Laboratory workplace, except as designated in this policy.

Employees who smoke or use tobacco products must be aware that smoking is prohibited everywhere in the company's premises **except in designated areas (which must be more than 20 feet away from any exterior door or window)**.

This policy applies equally to all employees, customers, and visitors. For more details on this policy, please consult with your manager or H.R.

### **5-13 Solicitation and Distribution**

Solicitation and distribution of literature or promotional items in the workplace can be disruptive and interfere with work. To avoid disruption to and interference with The Great Plains Laboratory's operations, the following rules regarding solicitation and distribution of literature have been established and will be strictly enforced:

1. Non-employees may not solicit or distribute literature or promotional items on The Great Plains Laboratory premises at any time for any purpose.
2. Employees may not solicit or distribute literature or promotional items during working time for any purpose. (Working time does not include lunch periods, work breaks or any other periods in which employees are not on duty.)
3. Employees may not distribute literature or promotional items at any time in working areas.
4. Employees may not use Company equipment or systems, including but not limited to computers, email, telephones, voicemail, copiers, and fax machines to prepare, send or receive solicitation or literature.
5. Employees may not post any literature, articles, or solicitations on company bulletin boards without prior express approval of management.
6. Employees may not distribute promotional items without prior express approval of management.

Violation of this policy may result in disciplinary action, up to and including termination.

### **5-14 Bulletin Boards**

Important notices and items of general interest are continually posted on The Great Plains Laboratory bulletin boards and Intranet. Employees should make it a practice to review bulletin boards and Intranet frequently. This will assist employees in keeping up with what is current at The Great Plains Laboratory. To avoid confusion, employees should not post or remove any material from the bulletin board.

## **5-15 Confidential Company Information**

All The Great Plains Laboratory, LLC. records and information about The Great Plains Laboratory, its employees, customers, suppliers, and vendors are to be kept confidential and divulged only to individuals within the company with both a need to receive and authorization to receive the information. See the Confidentiality Agreement signed at the time of hire.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## **5-16 Customer Service**

Customers are among our organization's most valuable assets. Every employee represents The Great Plains Laboratory LLC. to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

The Great Plains Laboratory LLC will provide customer relations and services training to all employees with extensive customer contact. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of The Great Plains Laboratory. Positive customer relations not only enhance the public's perception or image of The Great Plains Laboratory, but also pay off in greater customer loyalty and increased sales and profit.

## **5-17 Conflict of Interest and Business Ethics**

It is The Great Plains Laboratory's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization.
2. holding any interest in an organization that competes with the Company.

3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

### **5-18 Gifts, Gratuities and Kickbacks**

The Great Plains Laboratory (GPL) reserves the right to establish conduct criteria for all their employees while representing the companies and during the course of their business activities. When doing business or representing GPL:

1. We must not offer or accept gifts of cash or cash equivalents (e.g., gift cards, checks, money orders, stocks, savings bonds, etc.) to or from any current, former, or potential vendor, broker, or service provider.
2. Other gifts from any current, former, or potential vendor, broker or service provider that are not of cash or cash equivalent may be accepted only if the gift is given to GPL as a whole (for example, popcorn, doughnuts, chocolate etc. – gifts that can be shared with the entire company or multiple employees). If an employee receives any gift that cannot be shared, he or she needs to bring that gift to Human Resources.
3. Entertainment and meals received by employees from any current, former, or potential vendor, broker, or service provider as part of legitimate business activity must be in the boundaries of reason and moderation (up to \$50.00). Employees should not accept gifts such as, for example, season tickets to sports events, a weekend trip, or similar gifts that would cost more than \$50.00.
4. Although GPL does not set a dollar limit on gift giving among employees, it is important to always use reason and good judgment when giving or accepting a gift. Gifts of nominal value are always best and contributing to a gift is always voluntary. A gift should never be given to an employee to influence, gain favor or show favoritism.
5. Exceptions not covered by this policy will be decided by the CEO.

## **5-19 Outside Employment**

The nature of The Great Plain Laboratory's business requires the complete commitment of all regular full-time employees. Employment outside The Great Plains Laboratory may interfere with an employee's efficiency, productivity, and availability to The Great Plains Laboratory and is therefore discouraged.

If a regular full-time employee desires additional employment outside The Great Plains Laboratory, the employee must notify his or her supervisor or manager. We ask that if the outside employment will conflict with the employee's responsibilities to The Great Plains Laboratory or with GPL's scheduling requirements, or if the outside employment impairs or interferes in any way with the employee's ability to perform all his or her duties for The Great Plains Laboratory that the employee does not perform this outside work. If outside employment conflicts with the employee's responsibilities to The Great Plains Laboratory, the employee may be required to cease the outside employment as a condition of continued employment with The Great Plains Laboratory.

## **5-20 Use of Facilities, Equipment and Property, Including Intellectual Property and Vehicles**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Employees who rent autos will need to follow the auto rental policy.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination

Further, the Company is not responsible for any damage to employees' personal belongings (including loss or theft) unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

## 5-21 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at The Great Plains Laboratory, LLC, only authorized visitors are allowed in the workplace. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on The Great Plains Laboratory premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the Human Resources Department.

## 5-22 Health and Safety

The Great Plains Laboratory LLC is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

The Great Plains Laboratory provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. In addition, The Great Plains Laboratory has established a workplace safety program. This program is a top priority for GPL. Its success depends on the alertness and personal commitment of all. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the safety advisory group. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

A key factor in implementing the safety policy will be the strict compliance to all applicable federal, state, and local laws and regulations, and The Great Plains Laboratory LLC policies and procedures. Failure to comply with these laws, regulations and policies may result in disciplinary actions. Respecting this, GPL will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, GPL subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone and increases productivity. Therefore, The Great Plains Laboratory will comply with all safety and health regulations which apply to the course and scope of operations.



4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management is committed to allocating and providing all the resources needed to promote and effectively implement the safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of The Great Plains Laboratory will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries. The primary responsibility of the employees of The Great Plains Laboratory LLC is to perform his or her duties in a safe manner, in order to prevent injury to themselves and others. As a condition of employment, employees MUST become familiar with, observe, and obey rules and established policies for health, safety, and preventing injuries while at work. Employees must immediately report any unsafe condition to the appropriate supervisor. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Additionally, employees MUST learn the approved safe practices and procedures that apply to their work. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

***NO EMPLOYEE IS EVER REQUIRED*** to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Everyone at The Great Plains Laboratory LLC must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

**Any workplace injury, accident, or illness must be reported to the employee's Supervisor and to the Human Resources Department as soon as possible, regardless of the severity of the injury or accident.**

### **5-23 Open Flame Devices**

Candles and open flames, when used incorrectly or left unattended, can ignite combustible materials. Fires caused by candles and open flames can result in loss of life and/or the destruction of millions of dollars' worth of property.



Employees are not permitted to have open flame devices in the company premises under any circumstances (the only exception would be a written approval from GPL's CEO) . Open flame devices are defined as candles, torches, butane burners, matches or any other flame producing device.

### **5-25 Hiring Relatives/Employee Relationships**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, The Great Plains Laboratory may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

Accordingly, managers and supervisors are discouraged from fraternizing or becoming socially or romantically involved with one another or with any other employee of The Great Plains Laboratory. Additionally, all employees, both managerial and non-managerial, are discouraged from fraternizing or becoming socially or romantically involved with other employees when their personal relationships may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

Exceptions to this policy may be granted by the CEO in special circumstances.

### **5-26 Employee Dress and Personal Appearance**

#### **Dress Code/Personal Appearance**

The Great Plains Laboratory LLC wishes to maintain a professional atmosphere in order to welcome our shareholders, customers, vendors and other visitors into our business. For this reason, we have adopted a Business Casual dress code. You are expected to dress and groom in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person.

Listed below are guidelines to help you determine what may or may not be appropriate to wear to work:

- **Formal Business** attire includes business suits and jackets. These are worn when visiting clients, physicians, or potential business contacts and at conventions and conferences (unless decorum at the convention dictates differently).
- **Business Casual** may be worn during business travel and in the office when not visiting clients. This attire includes slacks, khakis, skirts or dresses, shirts with collars, polo shirts, shirts without ties, blouses, turtlenecks, sweaters and standard dress shoes or sandals. Jeans may be worn so long as they are neat-looking, and are not ripped, torn, or frayed.
- **Unacceptable attire:** These items should not be worn at any time. Sweatpants (knit or nylon), sweatshirts, pajamas, hoodies, t-shirts (including sports jerseys), workout attire, cutoffs, shorts, low-rise pants, tops that expose the midriff or those items of clothing that exposes skin above or below the waist, halter, tank or tube tops, or tops that expose the back or shoulders or show excessive cleavage, dresses or skirts that are excessively short (i.e. when the employee's arms are at his or her sides, the garment hem should be at or below the level of his or her fingertips), sheer clothing or clothing that is revealing, distracting or provocative, flip-flops, hats or caps.
- **Laboratory Staff:** May wear neat-looking jeans (not ripped, torn, or frayed), scrubs, medical uniforms and/or laboratory coats. Shoes may be standard athletic shoes. No open toed or open heeled shoes are allowed.
- **Medical Records and Specimen and Receiving:** Will wear scrubs when working in specimen and receiving. Medical Records staff will wear either scrubs or business casual attire. Shoes may be clean, standard athletic shoes. No open toed or open heeled shoes are allowed.
- **Shipping and Receiving:** May wear slacks, trousers, neat-looking jeans (not ripped, torn, or frayed), athletic shoes, and T-shirts (without messages). Because of the type of physical work in shipping, shorts are allowed for shipping employees only, during warm weather months. The acceptable length is determined by hanging your arm down to your side, the shorts should not be any shorter than the tips of your fingers. No open toed or open heeled shoes are allowed. Appearance should be neat and clean. Other than these specific shipping instructions, all other requirements apply.

A well-groomed, clean appearance is also expected in order to maintain a professional and efficient workplace. Consider the following grooming and hygiene guidelines when determining what is appropriate for work:

- Clean, trimmed and properly groomed hair (including facial hair).
- Makeup and jewelry should be tasteful and not excessive.
- Deodorant (unscented or lightly scented) is a must; however excessive use of perfume, cologne or other scented products is not allowed.
- Tattoos or jewelry that could be construed as offensive or contributes to a hostile work environment must be covered or removed.

- In addition, employees who may have face to face contact with clients must have tattoos covered and wear jewelry that would be considered by a reasonable person to be appropriate in a business context. Employees should use their own common sense regarding what is acceptable work attire and if in doubt, should consult with their supervisor or human resources. If at any time your manager feels your attire/appearance is not appropriate or is unprofessional for work, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose.

### **5-27 Publicity/Statements to the Media**

All media inquiries regarding the position of the Company as to any issues must be referred to the CEO. Only the CEO, or his designated spokesperson is authorized to make or approve public statements on behalf of the Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from CEO.

### **5-28 Operation of Vehicles**

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must always demonstrate safe driving habits.

Company-owned or leased vehicles may be used only as authorized by management.

### **5-29 Motor Vehicles**

The Great Plains Laboratory will conduct motor vehicle record checks on all employees / job applicants who will drive a vehicle in pursuit of company business at hire and annually thereafter. Applicants or employees will provide a copy of their unexpired driver's license or temporary permit to Human Resources. In order to be able to operate any vehicle when conducting business, the employee must meet the company's insurer's requirements, which may include the following criteria:

- Driver may not have had more than two moving violations in the previous two years
- Driver may not have had any DUI convictions in the past three years.
- Driver may not have had any hit-and-run convictions

In addition, all company employees who operate any vehicle (leased, rented, borrowed, owned by the employee, or owned by the company) will not use cellular telephones or mobile devices

(regardless of whether a hands-free device is used) when conducting business on behalf of The Great Plains Laboratory. The use of a cellular telephone or mobile device while driving on company business is prohibited even if such use is intended to conduct company business.

## **5-31 References**

On occasion, former employees or third-party agencies will contact the Company requesting a letter of reference. All requests of this type are to be directed to the Human Resources Department. It is our policy that no information, other than verification of employment dates and position held, may be given in response to such inquiries.

Personnel information requested by government agencies having a statutory right to such information may be released without your authorization. Information required in response to a court order or other legal instrument may also be released without your authorization.

## **Section 6 – Confidentiality Policy**

All employees must take a HIPAA training course on the first day of employment unless extenuating circumstances make it impossible to do so. All employees agree to protect patient medical records, personal details regarding patient testing, and billing information regarding patients and practitioners, whether in the form of paper, computer terminals, facsimile, or other forms. Information we gather, process, store or transmit about our customers, employees, business partners and others must be protected and shared only with those who have a valid business need to know or use the data. Safeguarding confidential information ensures we stay in compliance.

PHI /PII shall be accessible only to those employees with a business need for purposes of patient care, education, research, or administrative uses. Records will be released to parties outside GPL as required by law.

## **Section 7 - Career Development**

### **7-1 Performance Review**

One of the most important and challenging objectives facing The Great Plains Laboratory is the development of our people. For your future development, GPL is committed to conducting employee performance evaluations. Evaluations will emphasize your development and preparation for increased responsibility. You will be expected to actively participate in these evaluations and take responsibility for identifying developmental goals.

Depending on the employee's position and classification, The Great Plains Laboratory endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Company encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## **7-2 Job Postings**

The Great Plains Laboratory is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees interested in development via posting for a new position within GPL. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time, or part-time employee.
- Been in his or her current position for at least six months (exceptions may be granted based on business needs).
- Maintain a performance rating of satisfactory or above.
- Should not be on an employee conduct/performance-related probation or warning.
- Must meet the job qualifications listed on the job posting.
- Required to provide the employee's manager with notice prior to applying for the position.
- If the employee finds a position of interest and meets the eligibility requirements, an internal application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted; in addition, management or professional positions are not posted internally. The Company reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

## **Section 8 - Additional Information**

### **8-1 First Aid and On-the-Job Injuries**

It is our policy to promote safety on the job. The health and wellbeing of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition to your Department Manager.

Should you be injured while on the job, notify your supervisor and the Human Resources Department within 24 hours of the injury. If this is an injury that occurred while on the job, Workers' Compensation Insurance will cover the charges. Workers' Compensation cannot pay for medical expenses until the claim has been received.

Medical attention for on-the-job injuries or illnesses will be provided through our Workers' Compensation physicians. Your manager or Human Resources will refer you to the proper

physician/clinic/hospital. Your private physician at his/her office should handle personal injuries or illnesses, as they may not be covered under our Worker's Compensation Plan.

## **Section 9 - End of Employment**

### **9-1 If You Must Leave Us**

Should an employee decide to leave the Company, we ask that he or she provide a supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Company, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company, (through payroll deduction, if lawful) for any lost or damaged Company, property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

### **9-3 Exit Interviews**

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

### **9-4 Employment Termination**

Since employment with The Great Plains Laboratory is based on mutual consent, both you and the company have the right to terminate employment at will, with or without cause, at any time. Termination of employment is an inevitable part of Human Resources activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Discharge- involuntary employment termination initiated by the organization.
- Layoff- involuntary employment termination for non-disciplinary reasons.
- Reduction in Force- involuntary employment termination where the company eliminates a position or reduces the number of employees.
- Resignation- voluntary employment termination initiated by an employee.
- Retirement- voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

After your termination, you will be notified in writing of your benefits and of the terms, conditions, and limitations of such continuance. These benefits will be affected by employment separation in the following manner. Some benefits may be continued at your expense if you so choose. If you are enrolled in the health and/or Dental Plan provided through The Great Plains Laboratory, coverage will end on the last day of the month in which separation from the company occurs. However, your previously elected medical and/or dental coverage may be maintained for a specific period, generally 18 months, if you elect COBRA Continuation Coverage. If you are enrolled in other benefits offered by GPL, you will receive information regarding possible continuation of

these benefits with the COBRA documentation, if applicable. If you are a participant in the 401(k) plan through The Great Plains Laboratory, you are eligible for a payout from the Plan upon completion of the appropriate forms. Following notification to the HR Department, GPL will process the paperwork at the conclusion of the pay-period following the employee's termination date. This will allow all monies to be posted to the employee's account and eliminate the need for an additional processing request. Paperwork is processed immediately following the waiting period.

All outstanding petty cash monies checked out to you must be turned in upon termination. All keys, files and other company equipment must be turned in to your manager before leaving the building.

### **9-5 A Few Closing Words**

This handbook is intended to give employees a broad summary of things they should know about The Great Plains Laboratory. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, The Great Plains Laboratory, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Company or its personnel policies and practices.

## General Handbook Acknowledgment

This Employee handbook is an important document intended to help employees become acquainted with The Great Plains Laboratory. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

**I have received and read a copy of The Great Plains Laboratory's Employees handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Company at any time.**

**I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of The Great Plains Laboratory other than the CEO and/or the Head of Human Resources may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



## Receipt of Non-Harassment Policy

It is The Great Plains Laboratory's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, religion, alienage or national origin, ancestry, age, disability or handicap, sex (including pregnancy), or sexual orientation. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Head of Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the CEO. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand The Great Plains Laboratory's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.