



BLUE WOLF

— DENTAL —

Kareem Redmond DDS, PLLC

Blue Wolf Dental

EMPLOYEE HANDBOOK

October 2022

RECEIPT OF EMPLOYEE HANDBOOK

I have received a copy of the Employee Handbook dated October 2022. I have read and familiarized myself with the information in this Employee Handbook.

I understand that this Employee Handbook is presented for informational purposes only, and can be changed at any time by Blue Wolf Dental. (the “Company”) with or without notice. I also understand that this Employee Handbook is not a contract, express or implied, between myself and the Company, nor shall it be construed to create such a contract. I understand that I am not employed for any definite period of time and, as an employee-at-will, either myself or the Company can terminate the employment relationship at any time for any reason not contrary to law. Although my wages, hours and other terms and conditions of employment may change from time to time, I understand that my at-will employment status will never change so long as I am employed by the Company. I further understand that because this Handbook is provided for informational purposes only, I shall not rely upon the information in this Handbook to my detriment. No representative of the Company has authority to make representations to me or enter into an agreement with me that is contrary to the foregoing.

_____ Employee Name	_____ Employee Signature
_____ Date	_____ Date

*After signature, this document should be placed in the employee’s personnel file.

TABLE OF CONTENTS

I.	Introduction	
A.	Welcome Message.....	6
B.	Purpose of Handbook.....	7
II.	Employment Policies	
A.	Equal Employment Opportunity Policy.....	8
B.	Employment At-Will.....	8
C.	Introductory Period.....	8
D.	Work Performance and Evaluation.....	8
E.	Promotion and Advancement.....	9
F.	Open Door Policy.....	9
G.	Code of Conduct.....	9
H.	Confidentiality.....	10
I.	Anti-Discrimination Policy.....	10
J.	Corrective Disciplinary Procedure.....	12
K.	Substance Abuse Policy.....	13
L.	Attendance and Absenteeism.....	13
	Sick Call.....	14
M.	Adverse Weather.....	14
N.	Leaves of Absence.....	14
O.	Bereavement/Military Leave/Jury Duty.....	15
P.	Personal Appearance.....	16
Q.	Solicitation and Distribution.....	17
R.	Use of Company Telephones, Faxes ,E-mail,Cell Phones.....	18
S.	Departmental and Staff Meetings.....	19
T.	Your Personnel File.....	19
U.	Licensure and Certification Requirements.....	20
	License/Certificate Renewals.....	20
	Continuing Education Courses.....	20
	CPR.....	21
	Employee Referral Bonus Policy.....	21
V.	Separation.....	21
III.	Compensation and Hours of Work.....	22
A.	Employment Status.....	22
B.	Compensation and Paydays.....	22
C.	Mileage and Expense Reimbursement.....	23
D.	Hours of Work and Overtime.....	24
	1. Work Schedule.....	24
	2. Timekeeping.....	24
	3. Overtime.....	24
E.	Employee Benefits.....	24
	1. Medical Insurance Benefits.....	25
	2. Dental Benefits.....	25
	3. Life and Disability Insurance.....	27
	4. 401(k) Retirement Plan.....	27
	5. Holidays.....	27

6. PTO (Paid Time Off).....	28
7. Maternity Leave.....	29
IV. Safety and Security	
A. Fire Extinguishers and Emergency Evacuation Procedure.....	30
B. On-the-job accidents.....	30
C. Security.....	30
Personal Property.....	31
D. Workplace Violence Prevention.....	31
E. Hepatitis and TB Vaccination.....	31
F. Hepatitis/HIV Exposure.....	32
G. Smoking.....	32
I. Children.....	32



BLUE WOLF
— DENTAL —
Kareem Redmond DDS, PLLC

Blue Wolf Dental

EMPLOYEE HANDBOOK

I. INTRODUCTION

A. Welcome Message

Welcome to **Blue Wolf Dental** (the “Company”). This Employee Handbook contains many facts about the Company and its daily operations. It is important that you read and understand each item covered in this booklet. However, it may not answer all of your questions. If we have overlooked a matter that you are particularly interested in, or if you are still uncertain about something after you have read this Employee Handbook, please do not hesitate to ask your Practice Manager or the practice owner (Kareem Redmond, DDS) about it. Please remember, this manual is not intended to cover all policies and benefits established within each individual office.

The dream when Blue Wolf Dental was formed, was to create a dental office that provides high quality care to patients within our community, promotes the growth of the team members within the dental profession, and is a place that dental professional seek to work at and are proud to be a part of. The purpose of this manual is to outline the guidelines and rules that will keep us on the path to achieving and maintaining this goal. You have this manual today because I know that you have the characteristics it will take to thrive within this company and to push it to continue to become better. I am proud to welcome you as a new member of the Blue Wolf Dental Team

Sincerely,

Kareem Redmond, DDS
Dentist/Owner

B. Purpose of Handbook

The contents of this Employee Handbook are presented for informational purposes only. From time to time, it may be necessary to amend or change this Employee Handbook. The Company reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, procedures, or guidelines, in whole or in part, at any time, with or without notice. The language set forth in this Employee Handbook is not intended to create, nor is it to be construed to create, a contract of any kind between the Company and any or all of its employees. This Employee Handbook should not be relied upon by any employee to his or her detriment.

Employment at the Company is not for any definite period of time, is employment at-will, and any employee may be terminated by the Company at any time for any reason not contrary to law.

II. EMPLOYMENT POLICIES

A. Equal Employment Opportunity Policy

The Company offers equal opportunity and equal consideration to all persons who seek employment with the Company, and to those who are already employed by the Company. No employee or applicant will be discriminated against on the basis of race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and/or any other characteristic protected by federal, state, or local law.

It is our policy to recruit, hire, train and promote the most qualified persons. It is our firm belief that our Equal Employment Opportunity Policy will be furthered in an environment of mutual trust where employees are encouraged to discuss their problems with members of management. As a Company, we have pledged to pursue this policy and, as an employee, you will be expected to comply with this policy in every respect.

B. Employment At-Will

Employment at the Company is not for any definite period of time and is employment at-will. Both the Company and the employee may terminate this at-will employment relationship at any time and for any reason not contrary to law. No representative of the Company has the authority to make representations or agreements with any employees that are contrary to the foregoing.

C. Introductory Period

Your first ninety (90) days of employment with the Company are considered an Introductory Period. During this period you will not accrue any benefits described in this Handbook unless otherwise described by law. This Introductory Period is designed to help you familiarize yourself with the Company and your job, as well as a period of training and evaluation to determine your suitability for the job. During this 90-day period your work will be carefully evaluated and at the end of this period a decision made regarding your continued employment at the Company. The Introductory Period may be extended at management's discretion.

After satisfactory completion of your Introductory Period, you will be considered a regular full-time or part-time employee. However, successful completion of your Introductory Period does not alter the at-will status of your employment.

D. Work Performance and Evaluation

The performance of all employees will be evaluated at least on an annual basis. Performance evaluations shall be conducted by the owner in coordination with the Practice Manager.

If it becomes necessary to discipline an employee due to poor or inadequate work performance, the following steps may, in appropriate cases, be initiated. However, the Company retains complete discretion as to the type of disciplinary action taken and may deviate from the normal procedure whenever the Company deems it appropriate.

1. Notification in writing to the employee that the work performance is inadequate, and that if satisfactory improvement is not made within a defined period of time, the employee may be placed on probation.
2. Written notice that the employee has been placed on probation outlining the inadequate performance, and specifying the required improvements and time period for improvements to be realized.
3. If improvement is not realized within the specified time period, written notice of termination may be given.

E. Promotion and Advancement

The Company's preference is to fill vacant positions with qualified applicants from within if possible. The Company also reserves the right to solicit applicants from outside the Company. As with any position, the most qualified applicant will be selected for each vacant position.

F. Open Door Policy

The Company has an open door policy to permit any employee who has work-related problems or has received disciplinary action an opportunity to have his/her problems reviewed and final disposition determined. You should discuss the problem with your immediate Practice Manager. If the problem is not resolved, you should, but are not required, to follow the normal "chain of command" and discuss the problem with the practice owner (Kareem Redmond, DDS).

G. Code of Conduct

The Company has adopted a Code of Conduct which is on file and available for your review at any time. The Code of Conduct governs such issues as prohibited conflicts of interest, insider trading and confidentiality. See the attached documentation regarding the code of conduct or consult your practice manager or the practice owner for a copy. You should familiarize yourself with the Code of Conduct and ensure that your activities are in compliance with the Code. If at any time you are unsure of whether particular conduct violates the Code of Conduct, you should contact your Practice Manager and/or the practice owner to answer the question for clarification before you engage in the conduct at issue.

Professionalism

Staff members should use professional behavior at all times while in the office. Please remember that this is an open office and sounds carry easily. Keep in mind that there are patients in the office and waiting room who can hear you. Inappropriate language and talking about patients is never acceptable and can be grounds for dismissal.

Remember that patients have the right to confidentiality and you should not use patient names when discussing their financial situations, dental treatment, and/or appointment history. In addition, when speaking to patients, avoid using dental terminology or office jargon such as referring to teeth by their numbers, or making an appointment for a certain number of units rather than minutes.

H. Confidentiality

In the course of your work at the Company, you may have access to information about our business, our patients, and our employees which is confidential. For a detailed description of what constitutes confidential information, consult the Code of Conduct. Confidential information should not be discussed with anyone, except as authorized in connection with your work. Records relating to employees or patients shall not be released without prior approval from management. Disregard for this policy may result in discipline, up to and including discharge.

Upon termination of employment with the Company, for any reason, you must promptly deliver to your Practice Manager and practice owner all property belonging to the Company and shall not retain any copies or reproductions of any information which in any way relates to the Company's affairs.

I. Anti-Discrimination Policy

1. Prohibition Against Discrimination and Harassment (including sexual harassment)

The Company prohibits unlawful discrimination or harassment of its employees in any form, including harassment based on race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and/or any other characteristic protected by federal, state, or local law.

This policy pertains to all types of discriminatory harassment, including, but not limited to, sexual harassment, and applies to all aspects of employment including recruiting, hiring, training, working conditions, compensation, promotion, discipline and termination. With regard to sexual harassment, The Company's policy is to provide a workplace free of unwelcome sexual advances, requests for sexual favors, and any other conduct or communications constituting sexual harassment as defined and prohibited by federal, state, and/or local law.

2. Conduct Which May Constitute Unlawful Harassment

Working conditions may become discriminatory when employees are subjected to harassment because of their race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and/or any other characteristic prohibited by federal, state, or local law.

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

- Engaging in sexual conduct is an express or implied condition to an individual's success at work;
- Engaging in or refusing to engage in sexual conduct is the reason for any employment decision affecting an employee;
- When sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work performance. This includes circumstances where such misconduct creates an intimidating, hostile, or offensive working environment. Examples of this type of unwelcome conduct may include touching, sexual propositions, jokes and other sexual comments, displaying sexual materials, and other conduct of a sexual nature.

Harassment based on an individual's race, color, religion, age, disability, ancestry, national origin, or on any other ground protected by federal, state, or local law is also prohibited. Examples of this type of unwelcome conduct may include racial or ethnic slurs, epithets, derogatory remarks, and using offensive stereotypes.

THE COMPANY WILL NOT TOLERATE HARASSMENT OF ITS EMPLOYEES.

No member of the Company's team is above this policy. It applies to managers, supervisors, and employees with equal force. This policy governs the conduct of the Company employees regardless of where that conduct takes place.

This policy also applies to harassment by dentists, patients, vendors, contractors or other persons coming in to the workplace. The Company will take reasonable steps to protect its employees from harassment by these persons.

3. Complaint Procedure

ANY EMPLOYEE WHO BELIEVES THAT HE OR SHE HAS BEEN HARASSED OR DISCRIMINATED AGAINST MUST CONTACT ANY ONE OF THE FOLLOWING PERSONS IMMEDIATELY:

**Office Manager
Or
Practice Owner**

Contact any of the above people with whom you would be most comfortable speaking. Employees are not required to complain first to the person who is harassing them and may bypass any offending supervisor/manager.

The Company will swiftly and thoroughly investigate any complaints brought to its attention. Every reasonable effort will be made to maintain confidentiality during the investigation of a charge of harassment or discrimination.

If the Company determines that this policy has been violated, the Company will take remedial action that is effective and appropriate to the circumstances. Employees who have violated this policy will face discipline up to and including termination.

The Company will not tolerate any form of retaliation against any employee for making a good faith complaint of harassment or discrimination. Any employee who makes a complaint for malicious or improper reasons, however, will be subject to discipline.

Any questions regarding this policy should be directed to any of the individuals listed above.

J. Corrective Disciplinary Procedure

Whenever a group of people work together, rules are necessary to create an orderly, safe and enjoyable work environment. People work best when they are working together and follow the same standards of conduct. To prevent any misunderstandings as to what standards of conduct are expected, the following rules have been established to serve as examples. These rules are designed to protect and benefit everyone and to ensure the orderly operation of our business. Whenever disciplinary action is required, it is generally the responsibility of your Practice Manager or the practice owner to implement it. This list is not exhaustive and is not intended to cover all possible situations. The Company retains complete discretion as to the type of disciplinary action taken and may deviate from the normal procedure due to the nature and severity of the violation whenever the Company deems it appropriate. This list is only intended as a guideline to be used by the Company. Violation of any of the following may result in discipline, up to and including discharge:

1. Possession, consumption, or use of alcoholic beverages, hallucinogens, narcotics, marijuana or mood altering drugs of any type on Company premises, or in Company vehicles, or introducing same on the Company premises, or reporting to work under the influence of any of the above, is strictly prohibited.
2. Making false statements on any patient record, employment application, personnel record or document, or other Company record or altering documents in any way.
3. Dishonesty, cheating, theft or misappropriation of property or funds of the Company, patients, or any employee.
4. Negligent or willful acts which result, or could result, in damage to Company property or equipment or which impact patient care.
5. Insubordination (the refusal or failure to perform work assigned).

6. Marking walls or defacing Company property, or posting, defacing, or removing signs and notices without prior management approval.
7. Fighting or other disorderly conduct, threatening, intimidating, harassing, discriminating against, or interfering with employees, managers, or patients, distraction of other employees by unnecessarily shouting or demonstrations, using obscene or abusive language to employees, managers or patients.
8. Immoral or indecent conduct on Company property.
9. Possession of any weapons, ammunition, explosive or firearms while on Company property.
10. Unauthorized use or abuse of Company property.
11. Sleeping or the appearance of sleeping during actual work hours.
12. Violation of attendance/absenteeism policy.
13. Absence without notice.
14. Unauthorized disclosure of confidential information.
15. Disregard of safety or housekeeping practices.
16. Insufficient or below standard performance.
17. Failure to obtain and/or maintain required licensure or certification.

K. Substance Abuse Policy

Possession, consumption, or use of alcoholic beverages, hallucinogens, narcotics, marijuana or mood altering drugs of any type on Company premises, or in Company vehicles, or introducing same on the Company premises, or reporting to work under the influence of any of the above, is strictly prohibited.

L. Attendance and Absenteeism

Regular attendance and punctuality are essential to attain our goal of total patient satisfaction. In addition, attendance and punctuality are one measure of your overall performance on the job. Absenteeism and tardiness can cause scheduling problems for your department or location and can adversely affect our ability to serve our patients. For these reasons, excessive absenteeism and tardiness will not be tolerated.

You are expected to be at your work area ready to start at your scheduled time. It is expected that you are clocked in and ready to work 5-10 minutes before morning huddle. Any time after this is considered a tardy. If there is a change in schedule or clarity is needed about your start time prior approval from your Practice Manager or the practice owner is required. If you are unable to report to work, or if you will arrive late, you must contact your Practice Manager or the practice owner immediately (but in no event later than one hour prior to start time).

If you know in advance that you will need to be absent, you are required to request time off directly from your Practice Manager and the practice owner.

Excessive absences and tardiness will subject you to discipline up to and including discharge. Seven or more occurrences in a rolling calendar year will result in termination. Team members who are absent from work without notifying their Practice Manager will be considered to have voluntarily resigned.

Sick Call

You must call your Practice Manager or the practice owner prior to the beginning of your start time in the event of sickness. Messages left on answering machines are not acceptable. All PTO time must be approved in advance. Failure to notify your Practice Manager or the practice owner of your illness prior to your start time may result in disapproval of PTO. Team members that miss two (2) consecutive days or three (3) days in a given week must submit a doctor's note or letter verifying reason for absence.

M. Adverse Weather

The practice owner will determine whether or not to close an office due to pending weather or inclement weather. This decision will be based upon local conditions and national weather center forecasts.

If conditions require the closing of the office, every effort will be made to notify you and be posted on local broadcasting stations. Time taken off due to poor weather conditions while the business remains open requires the use of PTO. In the event of an office closing, PTO will be optional to use or you may elect for unpaid time off. All employees should receive a copy and familiarize yourself with the practice's Inclement Weather Plan.

N. Leaves Of Absence - Please refer to your Practice Manager and the practice owner for all information regarding Medical, Family, and Personal Leaves of Absence/FMLA.

O. Other Leave:

Bereavement Leave- Team members regularly scheduled for 20 or more hours per week are eligible for Bereavement Leave. Paid bereavement leave will be granted for up to 1 day at regular pay based on your scheduled hours for Direct Relatives. Employees are entitled to 4 additional days of unpaid time off of Bereavement leave.

Direct Relatives include the following:

- Current Spouse
- Domestic Partner
- Parent, including step parent, foster parent and in-laws
- Child, including step child and foster child
- Son-in-law, daughter-in-law
- Brother, sister, brother-in-law, sister-in-law
- Grandparents
- Grandchildren

Time off will be granted at the practice owners' discretion without pay for indirect relatives. You may use available PTO time.

Bereavement Leave does not apply to hygienists, doctors, or any team members and providers who are paid on a production model.

Military Leave - Team members serving in the armed forces are eligible for Military Leave Pay for regularly-scheduled hours for a 10 day period for active duty, including a 2 week training period.

The Company will follow USERRA requirements in determining Military Leave policy.

Military Leave Pay does not apply to hygienists, doctors, or any team members and providers who are paid on a production model.

Jury Duty- Any time required serving Jury Duty will be unpaid. You may also use PTO time, at your option, if available. If employee does not have PTO, jury duty will be counted as unpaid time off.

Please provide your manager and the practice owner with a copy of your jury duty summons in advance to accommodate any scheduling needs. After you serve, you will be required to present the document that is sent to you by the court indicating days served on Jury Duty. You are not required to reimburse any Jury Duty fees you might receive from the Court.

P. Personal Appearance

Because you represent the Company while you are on your job, all employees are expected to appear professional and business-like at all times. All employees are expected to wear clothing which is appropriate, neat, clean, and pressed.

It is our goal to maintain a professional office environment for our employees and patients. In an effort to provide this environment, all employees must adhere to the following uniform/dress code guidelines.

Dentists: All dentists must wear a long sleeved, white lab coat or shirt. The lab coats will be provided and will be laundered weekly. Appropriate professional attire is to be worn beneath the lab coats. White t-shirts may also be worn underneath, provided that they do not have inappropriate language displayed on them. Male dentists may choose to wear a shirt and tie in conjunction with the lab coat. Both genders are required to wear shoes that meet current OSHA guidelines for infection protection. These shoes should be leather, vinyl, or tennis shoes and should be clean and polished.

Administrative Staff: All office staff members are required to wear appropriate, conservative professional business attire. Appropriate attire for male employees would include long or short sleeved collared shirts, polo shirts, or turtleneck shirts with pressed dress slacks. Female employees may choose to wear a dress or a knee length skirt and a long or short-sleeved top, pressed dress slacks and a long or short-sleeved top, a dress or business suit. Shoes should be appropriate for maintaining a professional appearance. A professional open-toe sling back is an appropriate shoe. Flip flops, thong type shoes, or any shoe without a back or back strap are not acceptable. The practice may also have a designated uniform in place for you to wear. Administrative staff are not eligible for a uniform reimbursement.

Clinical Staff: All clinical staff members are required to wear clean and ironed scrubs that are the colors designated by the practice owner (White, grey, blue, and black) or appropriate company t-shirt. Open toed shoes, platform shoes, boat shoes or other porous material are not acceptable for clinical staff or dentists, as they do not meet current OSHA guidelines.

General guidelines for all staff: Open toed shoes, platform shoes, boat shoes or other porous material are not acceptable for clinical staff or dentists, as they do not meet current OSHA guidelines. Short athletic socks, footlets or other stockings that leave bare skin exposed when sitting are not acceptable for clinical staff or dentists, as they do not meet current OSHA guidelines.

All clinical employees working 5 days a week will receive an annual uniform allowance of \$200. This allowance will be prorated based on the amount of days worked. If an employee works four days the allowance will be \$160. Employees that leave within 4 months of receiving uniforms via allowance must repay a prorated portion of the allowance deducted from their final paycheck or return their uniforms.

Uniform pants or pressed, casual dress slacks should be of adequate length to reach the top of the shoes. The uniform pants or casual slacks must be constructed of a material that helps to retard

any fluid spills from seeping through to bare skin. Denim fabrics, knit leggings, stirrup pants and/or sundresses are not considered appropriate for any staff member.

Hairstyles must be conservative so as not to distract from the doctor/patient or staff/patient relationship. Shoulder length and longer hair must be tied back when working chairside.

The use of jewelry, fragrances, make-up, and other adornment must be in moderation and good taste. Earrings should be short and controlled so they do not interfere with job performance. No more than two earrings in each ear may be worn at one time. No other visible piercings are permitted (lip, tongue, eyebrow, etc.). Staff may wear a discrete clear plastic spacer. Perfume, scents, and makeup should be moderately applied. Fingernails should be well groomed and not excessively long. Visible tattoos and body art are prohibited and must be covered by normal clothing or uniforms while at work. If body art or tattoos are still visible outside of uniform specifications they must be covered in a professional manner. Reasonable accommodations will be made for employees religious beliefs consistent with business necessity to present a conservative, professional appearance for our patients.

Each employee is expected to have good dental health. Mouthwash is provided and it is expected that all personnel who work directly with patients will use it as needed.

Remember that this is a professional environment. If you have a doubt as to whether certain clothing is appropriate for work then it likely is not appropriate. Use common sense, and consult your Practice Manager and the practice owner if you have any questions. The Company reserves the right to make the final determination as to whether particular apparel is appropriate for the workplace. Employees will be asked to return home and change if they are not dressed in proper work attire. PTO may be deducted for any time an employee is not working during their regularly scheduled work day due to dress code violations.

Q. Solicitation and Distribution

Solicitation by an employee of any kind is not permitted during working time. Distribution of literature in non-working areas is prohibited during working time and, at any time, in working areas. No form of solicitation of patients will be permitted in any area at any time. Persons not employed by the Company may not solicit or distribute literature on Company property, for any purpose, at any time.

For purposes of this rule, working time does not include break periods, lunch periods, or other specified periods during the workday when employees are not engaged in performing their work tasks.

Only employees who are on duty or who are scheduled for work will be allowed on Company's premises.

Company bulletin boards are restricted to Company business only. No employee is allowed to post personal notes or notices on the bulletin board or on any Company property without the prior approval of the practice owner.

R. Use of Company Telephones, Faxes and E-mail

1. Telephones/faxes

In order to maximize our efforts to provide quality service, phone lines must be kept free for Company business. Except in emergency cases, employees should not make or receive personal phone calls or faxes during working hours.

Because much of our contact with patients is over the phone, courtesy in using the telephone is imperative. Remember, you represent the Company while you are on the phone on Company business. Accordingly, while conducting Company business on the phone, all employees should answer their phone promptly, be cheerful and willing to help, and avoid excessive use of the hold button.

Personal Phone Calls and Messages

Please limit all outgoing personal calls to lunch or break times. Also, please use non-advertised phone numbers (back lines) for these calls. Please make these calls where they will not disrupt your coworkers.

Please ask people not to call you at work unless it is essential.

If you are expecting a phone call (doctors included), please notify the receptionist and practice owner in writing at the beginning of the day. The note should be given to the Practice Manager and practice owner.

Long distance calls may not be made at our office.

Phone calls from doctors to doctors will only be put through when it is known that the call concerns patient care, i.e. specialists to generalists.

The office has voicemail and it should be utilized for personal calls as much as possible.

2. E-Mail

All email correspondence sent or received via Company computers is subject to monitoring by the Company. E-mail should not be used for inappropriate purposes. No offensive or discriminatory comments should be sent at any time. Accessing personal email from work devices is not allowed.

3. Cell Phones

At Blue Wolf Dental we strive to provide the most professional dental experience possible to our patients. In addition, as a courtesy to all of our patients we ask our staff and patients to refrain from using cell phones in the clinic.

Cell phone usage is permitted only on breaks and during lunch time. Any emergency calls should come in to one of the secondary practice lines. Cell phones should not be used or viewed in your work area for any reason. The basic principle is that a patient should never see or hear one of our team members on a cell phone within office. Any team member that uses their personal cell phone in the front desk area at any time is subject to immediate termination.

Any violation of this policy will result in corrective action up to and including termination.

S. Departmental and Staff Meetings

Departmental meetings and employee staff meetings are held on a regular basis to update all employees as to the latest changes and/or developments within the Company.

Staff meetings are important for staff education, total interpersonal understanding and communication. Attendance at staff meetings is mandatory, unless an employee is excused due to illness or vacation.

T. Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, be sure to notify your Practice Manager and the practice owner as soon as possible:

- Name
- Home Address
- Home Telephone Number
- Marital Status
- Number of Dependents
- Person to Contact in Case of Emergency
- Insurance Changes
- Insurance Beneficiary
- Exemptions on Your W-4 (tax withholding) Form
- Hepatitis B – Proof of Vaccination
- Licensure or Certification
- Information on I-9 Form

Coverage or benefits that you and your family may receive under the Company's benefits package could be negatively affected if the information in your personnel file is incorrect. It is also to your advantage to make sure that your personnel file includes accurate information about completion of educational or training courses, and attainment of other skills that may relate to your employment.

U. Licensure and Certification Requirements

If you are required by law to acquire or maintain any licenses or certifications in order to perform your position, it is your responsibility to ensure that you comply with all requirements. The Company will monitor the continued maintenance of licensure and/or certification of professional personnel by reviewing documentation periodically.

License/Certificate Renewals

The Policy Board has elected to reimburse license renewal fees for full time doctors and hygienists and certificate renewals for certified dental assistants. Employees must successfully complete the initial 90 day introductory period prior to the license/certificate renewal, and must work at least 32 hours/week.

Employees must maintain an active full-time (at least 32 hours/week) or part-time (25 – 32 hours/week) schedule for at least one year following the end of the class. If a staff member's employment is terminated by either party prior to one year from the completion date, the employee will be responsible for reimbursing the practice 100% of the renewal cost.

To request reimbursement, submit copies of the following documentation: reimbursement commitment, documentation of payment made (check, credit card receipt, etc.), and a copy of the completed renewal application form. A copy of the renewal license or certificate must be submitted to the practice manager and practice owner immediately upon receipt. All reimbursement request must be submitted in Gusto within of the later of the 30 days of purchase date or the event date.

Only renewal licenses/certificates are eligible for reimbursement; original license/certificates are the responsibility of the employee. Doctors' privilege licenses are the responsibility of the doctor. In the event, Blue Wolf Dental elects to cover an employee's initial certification or license, the employee will be responsible for reimbursing the practice 100% of the cost if the staff members employment is terminated by either party prior to the one year of completion.

Continuing Education Courses

The company will reimburse employees for licensing renewals and continuing education courses to maintain licensing. The company will not pay for travel expenses incurred in obtaining course credit, and reimbursement for those credits will be paid upon successful completion or passing of the course. The company requires completion of a continuing education approval form which may be obtained from your Practice Manager and practice owner. By accepting reimbursement for the

education, you agree to remain with the company for a one year period; otherwise, payback of the course costs will be prorated and subtracted from your final paycheck. Total amount of continuing education reimbursement will be at the discretion of the practice owner.

Please note that while we value continuing education, we ask that you study for courses on your own time; it is not allowed while you are on the clock.

CPR

All doctors, assistants and hygienists must be CPR certified within one year of employment. We provide a certification course once a year in the office, at no cost to the participants.

Employee Referral Bonus Policy

Blue Wolf Dental does not have an employee referral Bonus Policy at this time.

V. Separation

If you resign, a letter of resignation should be submitted to your Practice Manager and the practice owner two weeks in advance of your termination date. This gives the Company a chance to recruit and train a replacement. However, once notice has been given, the Company may request you to leave prior to the notice date if it is in the best interests of the Company.

When possible, the Company will schedule an exit interview with you prior to your last day of employment. The purpose of this interview is to help the Company track information about why employees leave, and what we can do to make the Company a more attractive place to work. This interview is also designed to provide the exiting employee with information regarding benefit continuation and other such matters. Should you decide to leave us, your cooperation in attending this interview and providing feedback to us will be appreciated.

You are welcome to request a reference from the Company, provided the inquiring Company submits your signed authorization with any request for information. The Company will only verify dates of employment, position(s) held, salary, and separation date.

Our company policy is that all requests for information concerning current and former employees must be handled in a consistent and appropriate manner. These include requests for employment information, and personal and business references.

All written, oral, or informal requests for information about employees or former employees are to be referred immediately to the practice owner. By following this policy for all requests, we can ensure that the information released is accurate, authorized, and representative of our position.

Employees who voluntarily resign their employment, as well as employees who are discharged by the Company, are not eligible to receive severance pay.

All Company property, including identification badges, keys, and equipment must be returned to your Practice Manager on your last day of work. Employees that do not return any keys are subject to deduction from their last paycheck the cost to replace the missing key. Employees that have a copy of the key to the office entry doors will be subject to payroll deduction from their last paycheck the lesser of the cost to have locks rekeyed and keys replaced or \$200.

III. COMPENSATION AND HOURS OF WORK

A. Employment Status

1. Exempt Employees

All employees who are exempt from overtime compensation under the Fair Labor Standards Act and applicable state and local laws.

2. Non-Exempt Employees

All employees who are subject to the overtime provisions of the Fair Labor Standards Act and applicable state and local laws.

B. Compensation and Paydays

1. Rate of Pay

Your beginning rate of pay is based on an assessment of your position, training, and experience, as well as the market for similar jobs. The Company reviews wages periodically. Increases in

your wage rate or salary will depend on your performance on the job, the Company's success, and marketplace conditions.

2. Confidentiality of Compensation

The Company believes that compensation matters are personal and confidential and should not be discussed with other employees. Any questions regarding your compensation should be directed to your Practice Manager or the practice owner. Disclosing of your compensation or accessing other employees compensation information could be grounds for immediate termination.

3. Pay Periods and Paydays

The pay period for employees not on a production model is a two week period which runs from Sunday through the following Saturday. Employees are paid every other Friday, for a total of 26 pay periods a year. Employees have the option of receiving a check or having their payroll automatically deposited into their bank account(s). You will be paid according to this schedule. The company reserves the right to change the pay periods and paydays at any time.

All payroll deductions, including insurance (medical, short-term disability, and optional life insurance), Flexible Spending, 401(k) and the stock purchase program are withheld from every payroll of the year for employees who participate in those plans.

4. Payroll Deductions

The Company makes all payroll deductions that are required by law. Should you have a change in your withholding status, contact your Practice Manager and practice owner so that you can submit updated withholding forms.

The Company also makes various optional deductions for insurance premiums and other employee benefits. These deductions require your authorization. Contact your Practice Manager or the practice owner to obtain the appropriate forms.

C. Mileage and Expense Reimbursement

Employees who drive from one office to another for the purpose of delivering supplies, or whose shifts are split between more than one office and travel directly between those offices, are eligible for mileage reimbursement. Those employees driving between shifts are required to clock out during travel time in order to be compensated for mileage.

Employees who attend meetings or courses required by the practice and who drive to those meetings or courses will be reimbursed for travel miles based on mileage from the office to their destination and back to the office. Employees going on school visits will also be reimbursed for travel miles from the office to the school and back to the office.

All mileage is reimbursed at the current rate set by the IRS. All mileage reimbursement requests must be approved in advance by the practice manager and submitted in Gusto within 30 days to be eligible for reimbursement.

D. Hours of Work and Overtime

1. Work Schedule

Hours of operation for the office may change over time. The Practice Manager and the practice owner will inform you of your work schedule. This schedule is subject to change due to the needs of the Company.

The Company complies with all laws regulating breaks and lunch periods. Breaks and lunch periods should be coordinated with your Practice Manager.

The office has outfitted a staff lounge for your use during break and lunch times. During patient hours, all staff should be available at all times in case an emergency arises and/or a doctor needs the staff member's assistance. If you need to leave the office for any time during patient hours, you must notify the practice manager where you are going and when you expect to return.

The normal lunch break is an hour. If you work eight hours or longer in a day, you are required to take a lunch break. You must clock out for your break and back when you return to work. Those working a normal workday and not taking a lunch break must request approval from the Practice Manager and practice owner as to why a lunch break was not taken by the end of the pay period in order to be paid for the hour. If an employee works over eight hours with no lunch break and no Request, an hour will automatically be subtracted from the time sheet.

2. Timekeeping

An accurate record of hours worked is essential for attendance and payroll purposes. Each employee is responsible for reporting their time in the timekeeping device or software designated by the Company.

Under no circumstances should you record time on any time record other than your own. Falsification or misrepresentation of time records is a serious violation of Company policy and may subject the involved employee(s) to discipline up to and including discharge.

3. Overtime

The Company pays overtime to its non-exempt employees in accordance with the Fair Labor Standards Act and applicable state and local laws. Non-exempt employees are paid at the rate of

time and one-half for all hours worked in excess of 40 hours per week. All overtime must be approved by your Practice Manager and practice owner before it is performed.

E. Employee Benefits

This is a summary of the benefits offered and is subject to change. Specific details of plan coverage and exceptions will be determined by each carrier's contract and will be available on the company intranet or by contacting your H/R representative. The contract in effect is the one that prevails. In addition, any applicable state and federal legislation will apply.

Most insurance policies will not cover certain preexisting medical conditions that have been either diagnosed or treated if you have not had continuous coverage with less than a 63 day break immediately preceding eligibility. A waiting period, in accordance with HIPPA regulations, will go into effect to cover these conditions. Pre-existing condition limitations will apply to the medical, short term disability and long-term disability programs. If you have questions, please contact your practice manager and the practice owner.

1. Medical Insurance Benefits

Not provided at this time.

2. Dental Benefits

It is the goal of Blue Wolf Dental to provide a strong dental benefit program to full-time employees working in our facilities, and their dependent families. A dependent family member is defined as a husband, wife, son or daughter who may be claimed as a legal tax deduction. No other persons will be considered as dependents. Dental benefits apply regardless of position or department. All dental benefits are limited to the time of active employment and to services performed by our doctors and in our facilities. All dental benefits and discounted fees, for both employees and dependents, terminate upon termination of employment.

Full time and part-time employees are eligible for preventative care at no charge after the initial six months of employment. Part-time employees and their dependent family members receive a 20% discount on all other treatment, including orthodontics, after the initial six months of employment. Full time employees will receive free minor and major restorative treatment excluding the cost of lab fees and implant components. Preventative care is defined as two yearly examinations, two yearly cleanings and fluoride treatments, two yearly cavity detecting x-rays, and no more than one full mouth series or panoramic x-ray every three years.

Dental treatment that involves employee payment will be formalized with the Practice Manager/practice owner and payment arrangements must be finalized prior to the commencement of treatment. Those staff members who have dental or medical insurance that will pay for all or a portion of their treatment will pay any necessary deductible and file for that coverage to offset monies owed to the practice, with insurance benefits made payable to the practice.

Employees scheduling dental treatment should do so outside of their normal work hours. If dental treatment must be scheduled during the employee's normal work hours, the time of treatment is not considered work time for payroll purposes. The employee must clock out prior to treatment and clock in following treatment and upon return to work.

<u>Length of Employment</u>	<u>Employee Benefit</u>	<u>Dependent Benefit</u>
Less than 3 months	No benefit	No benefit
3 months to 1 year	No charge for prophylaxis and restorative care. Whitening treatment covered at hard cost. 50% of UCF for other services: endodontics, periodontics, crown and bridge, oral surgery, implants, and minor orthodontic care. No discount for full orthodontic case. \$1,000 UCF limit per year.	50% of UCF fee for all dental treatment. No discount for full orthodontic case. Minor orthodontic care: 50% discount from UCF. \$1,000 UCF limit per family member per year.
1 year to 2 years	No charge for prophylaxis and restorative care. Whitening treatment covered at hard cost. All other dental services and minor orthodontic care: pay lab bill or “hard” costs. Full orthodontic case: Lesser of hard cost or 50% discount from UCF. \$3,000 UCF limit per year.	No charge for any prophylaxis, exams, and restorative dental care. Whitening treatment covered at hard cost. All other dental services and minor orthodontic care: pay lab bill or “hard” costs. Full orthodontic case: 50% discount from UCF. \$1,500 UCF limit per year.
2 year to 5 years	No charge for prophylaxis and restorative care. Whitening treatment covered at hard cost. All other services: pay lab bill or “hard” costs. Full orthodontic case: Lesser of hard cost or 65% discount from UCF. \$3,000 UCF limit per year.	No charge for any prophylaxis, exams, and restorative dental care. Whitening treatment covered at hard cost. All other dental services and minor orthodontic care: pay lab bill or “hard” costs. Full orthodontic case: 50% discount from UCF. \$1,500 UCF limit per year.
5 + years	No charge for all dental services. Whitening treatment covered once per year. Full orthodontic case: Lesser of hard cost or 65% discount from UCF. \$3,000 UCF limit per year	No charge for all dental services. Whitening treatment covered once per year. Full orthodontic case: 50% discount from UCF. \$1,500 UCF limit per family member per year.

Notes: All dental treatment for dependents and employees must be pre-approved by the Practice Manager. Payment is expected at time of service. If payment is not received at time of service, you must sign a payment plan agreeing to a payroll deduction over a three-month period.

Employees with less than two years of tenure at the time of treatment must repay a prorated portion of the UCF charges if they leave our employ less than one year after receiving the treatment benefit. For example, if you receive a crown with a full UCR of \$600, your payment would be \$300. If you leave our employ four months after receiving the crown, you will be responsible for 8/12ths (or two thirds) of the remaining \$300. Therefore, your responsibility would be \$200.

Your annual UCF may be used toward general or ortho services. Please note that if your treatment is for Invisalign there will be a lab fee up to approximately \$1600.00. Your dental benefits are eligible 90 days after employment and will renew at your hire date.

3. Life Insurance – All life insurance and disability benefits and details are located on the company intranet, with your practice manager, or Human Resources Representative.

4. 401(k) retirement plan

Blue Wolf Dental offers a Safe Harbor 401K plan through Guideline. Employees are eligible to contribute to the 401k plan after 1 year of employment at Blue Wolf Dental. Employees will be emailed by Guideline prior to the 1 year anniversary of employment with an invitation to signup and adjust contributions. Any employees that due not make a selection will be automatically enrolled with a 6% contribution rate.

5. Holidays

Team members regularly scheduled for 20 or more hours per week are eligible for holiday pay. Holidays will be established by the practice owner and may fluctuate from year to year dependent on the needs of the practice. Team members regularly scheduled for 20 or more hours per week are eligible for holiday pay. The holidays are: New Year's Day, MLK Day, Good Friday, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, and Christmas Day. Holidays will be established by the practice owner and may fluctuate from year to year dependent on the needs of the practice.

Team members regularly scheduled for 36 hours and five days per week will be eligible for holiday pay. All team members scheduled for less than 36 hours and/or less than 5 days per week *must* be regularly scheduled to work on the day of a holiday in order to be eligible for 8 hours holiday pay.

Team members scheduled for 20 but less than 30 hours/week *must* be regularly scheduled to work on the day of a holiday in order to be eligible for 4 hours holiday pay.

You must be at work or on a scheduled PTO day on the business day before and the business day after a holiday in order to receive holiday pay. Unscheduled absences on the day before or day after a holiday that you are regularly scheduled to work will result in forfeiture of holiday pay.

Holiday pay does not apply to hygienists, doctors, or any team members and providers who are paid on a production model.

6. PTO Policy

We believe it is important to provide you with time off for relaxation, recreation or to attend to other personal needs.

The PTO policy provides team members with a minimum of 20 scheduled hours/week with a bank of time from which they may draw paid time off to cover personal needs such as vacation, sick days or the waiting period before Short-term disability and/or workers' compensation benefits begin. PTO does not apply to hygienists, doctors, or any team members and providers who are paid on a production model.

You are expected to plan your time off needs effectively. Whenever possible, you should schedule PTO absences in advance with the approval of your manager. Keep in mind that the ability to grant PTO will be based on the business needs of your work group. If you are unable to provide notice, you must notify your manager and the practice owner of your PTO absence and expected duration at the earliest possible opportunity. Failure to notify your manager and practice owner of unscheduled time off and excessive unexcused absences may be cause for disciplinary action including termination.

PTO will be accrued from date of hire based on all paid hours (not scheduled hours) during each pay period, up to 40 hours per week.

Team members will accrue PTO based on their anniversary date and the following schedule which is based on 40 hours per week. If you work less than 40 hours per week, your PTO will accrue in direct proportion to the hours that you work. So, for example, if your PTO schedule provides for 10 days per year, a team member who works 40 hours per week will receive 10 days (80 hours). A team member who works 20 hours per week will receive 5 days (40 hours).

Years of Service	Days per Year ¹	Accrual rate per hour
0<1 year (pro-rated)	8	0.00463
1<5 years	10	0.00579
5<or more	15	0.00868

Under PTO, team members will be permitted to accrue up to 30 days total at any one time. Upon attaining 30 days further accruals will stop until PTO is used by the team member.

PTO will not be accrued during any unpaid days of absence.

During your normal scheduled hours, you are expected to come to work except for the following reasons:

- Paid Time Off
- Holiday
- Bereavement Leave
- Jury Duty
- Leave of Absence
- Approved unpaid time off
- Workers' Compensation
- Short-term Disability
- Long-term Disability

You must use your accrued time off during any waiting period for benefits, e.g. STD. If you are absent for any reason other than those listed above, and do not have enough PTO time available to cover the absence, your absence will be considered "unexcused", and, to the extent allowed by law, your salary will be withheld for the duration of the absence. Three occurrences of unexcused absence in a consecutive 12-month period may be grounds for termination. You are expected to maintain a sufficient PTO balance for absences due to sickness or other emergencies. You must maintain a positive PTO balance.

Reasonable accommodation will be made for team members who have certain disabilities. A reasonable accommodation may include providing additional unpaid time off. This additional unpaid time off, which must be approved by your manager, is not considered an "unexcused" absence. Approved FMLA will also not be considered an unexcused absence. You may be asked to provide written medical documentation to support your request for unpaid time off.

Upon termination of employment, any remaining PTO that has accrued will be paid to you. Pay in lieu of PTO will not extend your employment or benefits coverage.

7. Maternity Leave

Employees that have been with the company for a full calendar as a full-time hire are entitled to 4 weeks of paid maternity leave and an additional 8 weeks of unpaid leave. Paid maternity leave maximum of \$900 per week. Employee will be paid either average of their paychecks over the past 6 months or the maximum allowed employee benefit of \$900 per week. The 90 day probationary period for new hires does not count towards year of full time hired status. In the event an employee does not return to work to their normal capacity from maternity leave for at least 90 days then Blue Wolf Dental can recoup a prorated portion of the maternity benefit based on prorated portion of 90 day period.

IV. SAFETY AND SECURITY

A. Fire Extinguishers and Emergency Evacuation Procedure

You should make yourself aware of the location of all fire extinguishers and the correct way to operate the extinguishers.

You should also familiarize yourself with the evacuation plan for your office. In the event of an emergency that requires an evacuation, walk calmly to your designated exit and follow all instructions issued by your Practice Manager or other designated person.

B. On-the Job Accidents

1. Accident Reporting

If you are injured or suspect that you have been injured on the job you must notify your Practice Manager and practice owner immediately. Your Practice Manager and the practice owner will help evaluate the situation and assist you in obtaining any appropriate medical assistance that may be necessary. Do not leave the Company premises without contacting your Practice Manager or the practice owner and informing them of the circumstances surrounding the accident.

In the event that you are injured at work, it is your responsibility to notify a doctor or your practice manager as soon as possible, regardless of whether you intend to seek medical treatment.

As soon as practical, but in no case later than 24 hours following your injury or suspected injury, you must complete an accident report form describing the circumstances surrounding the incident. Failure to satisfy these reporting requirements may result in discipline up to and including discharge.

2. Workers Compensation Coverage

The Company maintains workers compensation coverage as required by law. Injured employees are responsible for cooperating fully with all documentation and other requirements which are necessary to process a workers compensation claim.

C. Security

Access to our office is limited to persons who have a legitimate reason to visit. Unauthorized persons may present a risk to employees and patients. If you notice an unauthorized person or witness suspicious conduct, report it to your Practice Manager or the practice owner immediately. If you believe there is a threat to personal safety involved you should immediately contact the police.

Personal Property

All employees should exercise appropriate caution and judgment in safeguarding their personal property in the office. We will not be responsible for loss of personal property.

D. Workplace Violence Prevention

All persons should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited on Company property.

Conduct that threatens, intimidates, or coerces another employee, patient, vendor, or member of the public will not be tolerated

All threats of (or actual) violence, both direct and indirect, made by an employee, patient, vendor, or member of the public should be reported as soon as possible to your Practice Manager. All suspicious individuals or activities should also be reported. If you see or hear a disturbance near your work areas do not attempt to intercede. Instead, immediately notify your Practice Manager and the practice owner or, if necessary, the police.

All reports of threats, violence, and suspicious individuals and activity will be investigated promptly and thoroughly. The identity of the reporting individual will be protected to the extent practical. In order to maintain workplace safety and the integrity of the investigation, employees may be suspended with or without pay pending the outcome of the investigation.

Any employee responsible for conduct in violation of this policy will be subject to discipline up to and including discharge, as well as the possibility of prosecution.

E. Hepatitis and TB Vaccination

It is the Company’s policy to offer the HBV and TB vaccination to all employees who are in clinical positions or who have potential exposure to blood or other potentially infectious materials. All doctors, assistants, hygienists, and all other staff members who have direct patient contact should have a Hepatitis B vaccine, which will be paid for by the practice. All staff members should complete a Vaccination Statement Record Form. The Company endeavors to provide a safe working environment for all employees. Therefore, it is strongly suggested that you take advantage of the hepatitis vaccination series provided by the Company if you are involved in active patient care.

If, after being informed of the availability and benefits of vaccination, you elect not to receive the HBV or TB vaccination, you must complete an informed refusal form. At any time after your refusal you may elect to receive the HBV series.

F. Hepatitis/HIV Exposure

If you have a direct exposure to a HIV positive or Hepatitis B patient, you should document the exposure on the appropriate form and return the form to your Practice Manager in a timely fashion. Your Practice Manager and the practice owner will then direct you as to any appropriate medical follow-up or testing that should be performed.

G. Smoking

This policy provides for a smoke-free working environment for employees and visitors. In the interests of the health of employees and patients, smoking is not allowed on the premises.

Violations of this policy are to be reported to the employee's Practice Manager. Employees violating this policy will be subject to corrective action up to and including discharge.

It is our policy to maintain a smoke free environment. Smoking is strictly prohibited in the office. As health care providers, it is important for us to set an example of good health habits for our patients. The smell of smoke on clothing and nicotine-stained fingers and teeth are unpleasant to non-smokers. We encourage all staff members to be smoke free, during the workday at the very least. Staff members are prohibited from smoking in direct view of the office or in clothing that has the company logo.

H. Children

We love children! However, unless it is an absolute emergency, we ask that employees do not bring children to the office during work hours. We understand that there may be times that employees must bring their children to the office while they wait for someone to pick them up, etc. Any child waiting must stay in either the reception area or in the employee lounge; for liability reasons, they are not allowed in any of the work or treatment areas. If an emergency situation arises and you are forced to bring a child to work, please notify the practice manager and practice owner in advance. Please note that from time to time there may be older children who come to the office because they are working for us on a temporary basis.