

Precision Ocular Network

**EMPLOYEE
HANDBOOK**

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Welcome to Precision Ocular Network

Welcome to your new job with us – Precision Ocular Network (PON). You have just joined an organization that is focused on sight restoration through transplantation, research and innovation to provide cures and treatments to those suffering from preventable blinding diseases across the world.

While this mission is significant, it cannot be accomplished without you. You are our highest priority and your contribution to this mission cannot be overstated. You are joining an organization that invests in its employees. Throughout your career with PON, you will be given opportunities for personal and professional development. It is our hope that you become the best version of yourself.

Consistent, high-quality service is our focus. We want to provide first class service to each other, our donor families, recipients, surgeons, researchers and other partners in the donation community. We strive to serve with excellence and be good stewards of the gifts. You are an essential part of this process.

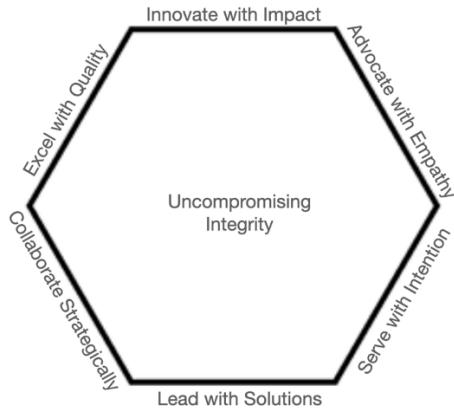
We are fortunate to serve as a bridge of providing hope to the donor families to meeting the needs of those visually impaired. This work is both challenging and extremely rewarding.

We are glad that you have joined us and we look forward to advancing the miracles of sight, together.

Sincerely,

Ingrid Schunder and Alan Blake, Co-CEOs

Our Values



Uncompromising Integrity

The foundation of all other values, integrity informs how we make decisions, choose partners, hire, and collaborate. If compromised, everything else begins to break down. Integrity is the standard we use in evaluating all actions.

Advocate with Empathy

With integrity as the foundation, we advocate for others with care – including our community, those with visual impairment, and families experiencing loss. We advocate for equal access to eye care and fair representation in clinical trials. One cannot advocate with out having integrity to ensure fairness.

Serve with Intention

We serve with purpose, ensuring actions are meaningful, aligned with our mission, and grounded in integrity. Serving others is advocacy in action.

Lead with Solutions

We lead through servant leadership, focusing on implementing solutions, solving problems, adding value to people's lives, and bringing meaningful change. True leadership is serving others.

Collaborate Strategically

We choose the right partners in the right ways to amplify impact and work toward ending preventable blindness. Collaboration with partners is the bridge between leading well and excelling in quality, accelerating our impact.

Excel in Quality

We are committed to consistent excellence – earning trust, sustaining impact, and providing unmatched quality. Excellence is only possible when the previous values are lived out.

Innovate with Impact

With all the above in place, we innovate to create lasting, measurable change in people's lives through new ideas and approaches to sight restoration.

Mission

Coming soon...

Purpose of this Handbook

This handbook is designed to help you get acquainted with Precision Ocular Network. It summarizes the company policies and procedures that apply to all employees and offers practical guidance to support you in your day-to-day work. Please take the time to read it carefully. Because no handbook can address every situation, you are encouraged to reach out to your manager, supervisor, or the Human Resources Department if you need clarification on any topic.

Please note that this handbook is not an employment contract and is not intended to be all inclusive. Updates may be made periodically based on employee feedback and the evolving needs of the business. The company therefore reserves the right to modify any part of this handbook at any time. You will be informed of changes as soon as possible; however, if any discrepancies arise, official policies, procedures, or benefit plan documents will take precedence.

At Will Statement

Employment with Precision Ocular Network is voluntarily entered, and employees are free to resign at any time, with or without notice or cause. Likewise, Precision Ocular Network may terminate the employment relationship at any time, with or without notice or cause, provided no applicable federal or state laws are violated.

The policies in this handbook are not intended to create a contract and should not be interpreted as forming any contractual obligations or an employment agreement between Precision Ocular Network and its employees. These policies have been developed at management's discretion and, except for the Company's employment-at-will policy, may be modified or discontinued at any time at the Company's discretion.

Equal Employment Opportunity

Precision Ocular Network is an equal opportunity employer. We are committed to providing a work environment that is free from discrimination and harassment. Employment decisions are based on merit, qualifications, and business needs, and are made without regard to race, color, religion, creed, national origin, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Precision Ocular Network is also committed to providing reasonable accommodations to qualified individuals with disabilities, as well as for sincerely held religious beliefs, practices, and observances, and for pregnancy, childbirth, or related medical conditions, in accordance with applicable law. Employees or applicants who require an accommodation should contact Human Resources to initiate the interactive process.

Precision Ocular Network complies with all applicable laws governing nondiscrimination in employment and expects all employees to uphold these principles. Any violations of this policy will not be tolerated and may result in disciplinary action, up to and including termination.

Expectations as an Employee

Every employee plays an important role in creating a respectful, collaborative, and mission-driven workplace. We expect all employees to demonstrate professionalism, integrity, and a shared commitment to our values and our mission.

Transparent Communication

Employees are expected to communicate openly, honestly, and respectfully with coworkers, supervisors, and leadership. This includes sharing relevant information in a timely manner, asking questions when clarity is needed, and raising concerns through appropriate channels. Open communication is essential to building trust and navigating change together.

Respect

Precision Ocular Network is committed to a workplace where everyone is treated with dignity and respect. Employees are expected to value diverse perspectives, engage in constructive dialogue, and maintain a professional work environment at all times. Disrespectful, discriminatory, or disruptive behavior is not acceptable.

Accountability

Employees are responsible for their actions, decisions, and performance. This includes meeting job expectations, following policies and procedures, and acknowledging and learning from mistakes. When issues arise, employees are expected to take responsibility, seek solutions, and work collaboratively to move forward.

Ownership Mindset

We expect employees to approach their work with an ownership mindset—taking initiative, being proactive, and considering the broader impact of their actions on colleagues, clients, and the organization. Employees are encouraged to identify opportunities for improvement, support organizational goals, and contribute positively to our shared success.

By upholding these expectations, we strengthen our culture, support one another, and ensure we can effectively serve our mission and the communities we support.

Confidential Information

Precision Ocular Network (PON) is entrusted with highly sensitive and confidential information related to donors, recipients, patients, hospitals, medical examiners, law enforcement, and other partners. Both the law and our professional ethics require every employee to protect this information and uphold the trust placed in our organization.

Confidential information includes, but is not limited to, medical information (diagnosis, treatment, prescriptions), social security numbers, billing and accounting information, chart notes, personal contact information, and any other identifying or sensitive data. Access to such information is granted only as necessary to perform your job duties and must never be shared with unauthorized individuals—including other organizations, third parties, friends, or family members.

Employees must not discuss PON business with anyone who does not work for the organization or who is not directly involved in the matter at hand. Casual conversations can be misinterpreted or repeated, so maintaining discretion is essential. If you are unsure whether information can be disclosed, you are not required to answer—refer any questions or requests to your supervisor.

No PON records or documents may be removed, copied, or shared without prior management approval. All records must be stored and disposed of in a manner that protects confidentiality.

Your obligations include:

- Respecting the privacy of the individuals and partners we serve and keeping all information obtained through written records, systems, or daily interactions strictly confidential.
- Disclosing information only when legally mandated, when necessary to prevent an immediate danger to a person, or when required by a court order.
- Maintaining a professional attitude that upholds confidentiality toward donors, recipients, colleagues, applicants, and any sensitive situations within PON.
- Continuing to protect all confidential information even after your employment with PON ends.
- Any inappropriate disclosure or misuse of confidential information is a serious violation of this policy and may result in disciplinary action up to and including termination, as well as possible legal consequences.

Your Human Resources Department

The Human Resources (HR) Department serves as a central resource for both employees and management. HR plays a key role in developing, communicating, and interpreting Precision Ocular Network policies while providing support on a wide range of workplace matters. Our HR team is available to assist with topics such as recruitment and hiring, benefits, employee records, performance and conduct concerns, and general employment-related questions.

For purposes of this handbook, the Human Resources Department includes the VP of Human Resources, the VP of Administration, the Director of Administration, and the Human Resources Specialist.

HR office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. HR team members may also be reached by email or phone outside of regular office hours, as availability permits.

We encourage you to share your suggestions, concerns, or questions with HR at any time. Your feedback helps us better support you and strengthen the organization as a whole.

Handbook Acknowledgement

This Employee Handbook has been provided to help you become familiar with Precision Ocular Network (PON), its policies, practices, and expectations. The handbook is intended to serve as a general guide; it is not a comprehensive document, nor is it intended to address every possible situation. Individual circumstances may require individual attention.

Because our organization and the conditions under which we operate continue to evolve, PON reserves the right to revise, delete, or add to any policies, procedures, or benefits described in this handbook at any time, with or without prior notice. All such changes will be made with thoughtful consideration of their impact on both employees and the organization. You may be asked to provide an updated acknowledgment if significant changes occur.

This handbook supersedes and replaces all previous handbooks and any prior inconsistent written or verbal policy statements.

Important Acknowledgments

By signing below, I acknowledge and agree to the following:

- I have received a copy of the PON Employee Handbook, and I understand that it contains important information about PON's policies, procedures, and employment practices.
- I agree to read, understand, and comply with the policies contained in this handbook and any future updates.
- I understand that the handbook provides general guidelines only and does not create a contract of employment or guarantee employment for any specific period of time.
- I understand that my employment with PON is at-will, which means that either PON or I may terminate the employment relationship at any time, with or without cause or notice. No oral statements or representations can alter the at-will relationship. Any modification to at-will employment must be in writing and signed by the Co-CEOs of PON.
- I understand that, during the course of my employment, I may have access to confidential and sensitive information. I agree to maintain the confidentiality of this information during and after my employment and will not disclose, use, or exploit such information except as authorized and necessary for my role.

- I understand that the benefits described in this handbook are summarized for convenience, and that the official plan documents and summary plan descriptions govern in all cases.
- If I have questions about the content or interpretation of any part of the handbook, I will consult my supervisor or the Human Resources Department for clarification.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Pay Day

The pay week runs from Saturday through Friday. All employees will be paid on a bi-weekly basis on Friday following the bi-weekly pay period that ended the previous Friday. If the pay day is a holiday, you will typically be paid on the day prior to the holiday. Direct deposit of your paycheck is required.

Pay stubs are provided online in the payroll processing system with a list of itemized deductions authorized by you and required by law. Please review your paycheck for errors. Notify Human Resources immediately if any errors are found. PON treats all employees' pay as confidential. We will not discuss your pay with anyone who does not have a need or basis to know.

Recording Time

All hourly and per diem employees are required to accurately record all time worked.

The workweek starts on Saturday (0000) and ends on Friday night (2359).

Non-Exempt Employees

Non-exempt employees must record their hours on time sheets in the payroll processing system no later than every other Saturday by noon.

Accurately recording all your time is required to ensure that you are paid for all hours worked. Please record all information in the payroll processing system in a timely manner.

Per Diem Employees

Per Diem employees must record their hours, cases, and other information on their time sheets in the payroll processing system no later than every other Saturday by 12:00 PM.

Accurately recording all your work is required to ensure that you are paid correctly. Please record all case information in the payroll processing system in a timely manner.

Overtime

Because of the nature of our work, it may be necessary for you to work overtime on occasion to maintain desired service/performance levels. Overtime is intended to meet critical needs only and must be authorized by the supervisor or department head. You are expected to work overtime when requested.

Overtime will be paid to non-exempt employees for those hours worked over and above 40 hours in a work week at the rate of one and one-half times regular base rate. Exempt employees are not eligible for overtime compensation.

Paid Time Off (PTO) hours are not counted as hours worked when calculating overtime. Only actual hours worked count toward computing weekly overtime.

Per Diem Pay

Per Diem Pay Rates

Regular Case Pay - \$175

Regular Case Pay + Specialty/Poles - \$190

Holiday Case Pay - \$190

Holiday Case Pay + Specialty/Poles - \$200

Research Recovery Case Pay - \$100

Donor Not Procured - \$50

If Recovery is more than 100 miles by car one way, add \$75 to case pay

Tissue Pickup/Delivery - \$25

Tissue Transport* - \$200 (Must have prior management approval and must be more than 100 miles by car one way).

Training - \$10/hr for new hires until signed off

Training (after sign off) - \$16/hr

Recovery Retention Rates:

- If employee has 32 - 56 on-call hours in a week with no recoveries, they receive \$50.
- If employee has 64+ on-call hours in a week with no recoveries, they receive \$100.

Part-time & Full-time Supplemental Pay Rates

On-Call Pay - \$4/hr

Dispatched case/lab event/tissue pickup – Regular hourly rate

If Overtime is accrued – 1.5x regular hourly rate

Example:

- Employee is covering a 12-hour on-call shift and does not receive any work for 4 hours. Then they get a case which takes them 4 hours to complete. And finally, they do not have any other cases for the last 4 hours. They would enter 8 hours of on-call pay and 4 hours of regular pay on their time sheet.

Payroll Records

Federal law requires that all employers maintain payroll records including start day and time for normal work week and hours worked (both straight time and overtime). In compliance with this regulation, all nonexempt employees are required to report their time worked indicating hours of work, paid time off, jury duty or other absences.

All employees must clock themselves in and out — you must not clock another person in or out. This is a very serious violation of company policy and constitutes fraud/falsification of company records, which will result in discipline up to and including termination of employment. This applies to any employees engaged in the practice — the one who fraudulently clocks as well as the requester.

All time worked from remote sites must be reported and authorized in advance by your manager.

PON maintains payroll records in accordance with applicable federal, state, and local laws. As required by law, PON may withhold a portion of an employee's wages in response to a court order, tax levy, child support order, or other legally mandated wage garnishment. Employees will be notified when practicable of any such withholding, and all deductions will be made in compliance with applicable legal requirements.

Employees who have questions regarding their payroll records, deductions, or wage withholdings should contact the VP of Administration or Payroll for clarification.

Job Classifications

For purposes of salary administration and eligibility of overtime payments and employee benefits, PON classifies employees as follows:

Full-Time Employees

Employees hired to work 30 or more hours per week on a regular basis. Full-time employees are eligible for all benefits such as medical, dental, vision and life insurance, short-term disability, long-term disability, paid time off, and retirement. (See Benefits Section for more detail). Such employees may be "exempt" or "nonexempt" as defined below.

Part-Time Employees

Employees hired to work less than 30 hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

"Non-Exempt" Employees

Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty hours in a work week, in accordance with applicable federal wage and hour laws.

"Exempt" Employees

Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a work week.

Promotions and Transfers

Precision Ocular Network follows, as far as possible, a policy of promotion from within and seeks to select the best qualified individuals to fill available positions. Job openings are posted in-house prior to being posted externally. To be considered for promotion, employees must, at the minimum, have demonstrated sustained acceptable performance in their present job. Other factors considered in evaluating an employee's qualifications for promotion include ability to perform specific job requirements of the new position, attendance and previous job evaluations.

"Introductory" employees and employees with less than satisfactory performance ratings will not be eligible for promotional transfer consideration. Also, any employees who have had any written disciplinary action in the previous six (6) months from the date of the posting will not be eligible for promotional transfer consideration.

Direct Deposit

Your paycheck will be direct deposited to your bank account as directed by you. If you need to make any adjustments to your direct deposit account(s), you can make the updates at any time in payroll processing system.

Overview of Benefits Offered

Precision Ocular Network (PON) offers a comprehensive benefits program designed to support your well-being and provide meaningful financial protection for you and your family. These benefits represent a significant part of your total compensation and add substantial value beyond your regular wages.

Our goal is to provide a benefits package that:

Is competitive with organizations in our industry and communities where PON operates;

Is financially sustainable in both strong and challenging economic conditions; and

Meets the most important needs of the majority of our employees.

To ensure our benefits remain current and effective, PON reviews all plans regularly and makes updates as needed. You will receive a summary of your benefits each year to help you better understand the full value of your total compensation.

Benefit Plan Information

This handbook provides an overview of the benefit plans currently offered by PON. For detailed information, refer to the official plan documents and summary plan descriptions; those documents govern all benefits and eligibility requirements. Copies are available through the Human Resources Department.

PON reserves the right to modify its benefit programs at any time. Any changes will be communicated in writing, typically at least 30 days in advance whenever possible.

Eligible full-time employees are offered a comprehensive package of group insurance benefits, which include:

Medical Insurance

Dental Insurance

Vision Insurance

Life Insurance

Accidental Death & Dismemberment (AD&D)

Short-Term Disability

Long-Term Disability

401k Retirement Plan

Paid Time Off (PTO) Program

Detailed descriptions of each plan are provided in separate benefit booklets or summary plan descriptions.

If you have questions regarding your benefits, eligibility, or coverage, the Human Resources Department will be happy to assist you.

Continuation of Coverage

If your employment ends, you may be eligible to continue or convert certain insurance benefits at your own expense for a limited time. Human Resources will provide information about available continuation options at the time of separation.

Paid Time Off (PTO) Policy

Purpose

The purpose of the Paid Time Off (PTO) Policy is to provide clear guidelines regarding PTO accrual, usage, scheduling, carryover, payout, and holiday observance. This policy supports employees in maintaining a healthy work-life balance while ensuring consistent and fair application across the organization.

PTO Program Overview

The organization offers Paid Time Off under a single PTO bank that covers vacation, personal leave, sick time, and other approved absences. Employees may use PTO for personal needs, illness, family obligations, or other time away from work as approved by their supervisor.

Observed Holidays

The organization recognizes the following paid holidays, which are separate from PTO accrual:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Floating Holiday

Hourly employees who are required to work on an observed holiday will receive holiday pay at **1.5 times their regular rate of pay**.

In the event that a company-recognized holiday occurs on a weekend, the holiday will be observed on the nearest business day. Holidays falling on a Saturday will be observed on the preceding Friday, and holidays falling on a Sunday will be observed on the following Monday.

Eligibility

Only full-time employees are eligible to accrue PTO under this policy.

PTO Accrual

PTO begins accruing on the employee's date of hire and is credited each payroll cycle according to the following schedule:

Years of Service	Annual PTO Days	Annual Hours	Accrual per Payroll
0–1 year	20 days	160 hours	6.15 hours
1–3 years	25 days	200 hours	7.7 hours
3–7 years	30 days	240 hours	9.2 hours
7+ years	35 days	280 hours	10.77 hours

PTO accrual is suspended during any leave of absence and resumes upon return to active employment.

Probationary Period

Employees must complete a 30-day probationary period before using accrued PTO. Exceptions may be granted at management's discretion.

Scheduling and Requesting PTO

All PTO requests must be submitted through Paycom.

Approval of PTO is based on:

- Supervisory discretion
- Staffing requirements
- Business needs and operational demands

Employees are encouraged to request PTO as far in advance as possible.

PTO Carryover

Employees may carry over up to 160 hours of unused PTO into the next calendar year. Any hours in excess of 160 will be dissolved at year-end and not paid out.

PTO Payout Upon Separation

Employees will receive a payout of their accrued, unused PTO upon separation from employment, whether due to resignation or termination. Once an employee submits notice of resignation, access to PTO—both approved and unapproved—is removed for the remainder of their employment period.

Jury Duty

The Company supports employees in fulfilling their civic duties. Full-time and part-time employees will be paid their regular rate of pay for approved jury service. Exempt employees will receive salary continuation as required by law.

Employees must show their jury summons to their supervisor and HR in a timely manner after receiving it. If selected for a jury or trial, notify your supervisor immediately so scheduling adjustments can be made.

If you are released from jury duty with at least two (2) hours left in your workday, you are expected to return to work unless otherwise approved.

Time off for non-jury-duty court appearances (such as personal legal matters, being a defendant, or appearing as a subpoenaed non-party witness) must be taken as PTO, or unpaid leave if PTO is unavailable and approved by management.

Employees are expected to communicate promptly about scheduling impacts.

Voting Leave Policy

PON supports every employee's right to vote in any state, federal, or local election. Employees whose work schedules do not provide at least three consecutive hours before polls close or after they open may request up to three hours of unpaid leave to vote, in accordance with applicable laws.

Employees must request voting leave from their immediate supervisor no later than 12:00 p.m. (noon) on the day before the election so that scheduling adjustments can be made.

PON and its managers will not attempt to influence, intimidate, or otherwise interfere with any employee voting decisions, nor will they request to see an employee's ballot.

Exempt employees will receive voting leave with pay when required to comply with state or federal wage-and-hour laws.

Military Leave Policy

Precision Ocular Network (PON) is committed to protecting the job rights of employees who serve in the Armed Forces of the United States or in state military service. In accordance with federal and state law, no employee or applicant will be denied employment, reemployment, promotion, or any other employment benefit because of their membership in, or obligation to perform service for, the uniformed services. Retaliation against anyone who exercises their rights under this policy or applicable law is strictly prohibited. Employees who believe they have been subjected to discrimination or retaliation should immediately contact Human Resources.

Eligibility

This policy applies to employees performing a wide range of military duties, including:

Active duty, active duty training, and initial active duty training

Reserve or National Guard training

Periods of active service

Funeral honors duty

Time spent being examined for fitness to perform military service

Under applicable law, job-protection benefits generally apply to up to five years of cumulative military leave, subject to legal exceptions.

Notice Requirements

Employees are required to give advance notice of their military obligations unless military necessity makes notice impossible, unreasonable, or prohibited. Written notice is preferred whenever feasible.

Employees should provide their military orders to Human Resources as early as possible so PON can make appropriate leave arrangements. HR may assist with paperwork, insurance premium arrangements, and any other necessary documentation; however, a written leave request is not legally required.

Pay and Benefits

Military leave is unpaid, except where state law requires paid leave.

Exempt employees will receive salary continuation when necessary to comply with federal or state wage-and-hour laws.

Employees may choose—but will not be required—to use accrued vacation or personal leave during military leave.

Benefits will continue or be reinstated in accordance with USERRA and applicable state laws. Employees should consult HR for details about benefit continuation options.

Reemployment Rights

Employees returning from military service are entitled to job reinstatement in accordance with federal and state law, provided they:

Return to work or apply for reemployment within the timeline required by law (which varies based on length of service); and

Were discharged under honorable conditions.

Employees must notify Human Resources of their intent to return to work within the applicable statutory period. Supervisors must notify HR if an employee does not return as expected, so appropriate action can be taken.

Bereavement Leave Policy

Purpose

This Bereavement Leave policy supports employees during times of personal loss. It provides time to cope with emotional and practical aspects of bereavement. Applies only to full-time employees.

Leave Entitlement

Work Schedule	Immediate Family Leave Entitlement:	Extended Family Leave Entitlement:
5 days	5 days	3 days
4 days	4 days	3 days
3 days	3 days	2 days

Immediate Family: parent, spouse, child, sibling, parent-in-law, step-relationships, grandchild, grandparent.

Extended Family: aunt, uncle, niece, nephew, or other in-law.

Miscarriage Bereavement Leave

Employees who experience a miscarriage are entitled to 3 days of paid bereavement leave. Leave supports emotional and physical recovery.

Documentation

Employees may be required to provide documentation (e.g., death certificate, medical certificate, doctor's note, or hospital documentation for miscarriage). All documentation will be handled confidentially.

Approval Process

All bereavement leave must be coordinated with and approved by the direct supervisor.

Parental Leave Policy

Purpose

The purpose of this Parental Leave policy is to provide time for new parents to care for a newborn or newly placed child. It supports adjustment to new family life and balances personal and professional obligations. It also recognizes the physical and emotional demands of welcoming a new child.

Eligibility

Parental leave is available to regular, full-time employees with at least one year of service. Eligibility applies to the following circumstances:

- Birth of a biological child (where the employee is an intended parent).
- Birth via assisted reproductive technology (for intended parents).
- Permanent placement of an adopted child (not a stepchild or child of the employee's spouse/domestic partner).

If both parents are employed, both are considered eligible.

Leave Entitlement

Eligible employees may take up to 8 weeks of paid, job-protected leave following the birth or placement of the child. Leave begins immediately upon the date of eligible birth or placement and must be taken continuously. If leave is delayed, the total entitlement is reduced by the delay period.

Example: Starting leave 4 weeks after birth = only 4 weeks of paid leave remaining.

Pay and Conditions

Parental leave is paid at the employee's normal rate of pay at the start of leave. There is no payout for unused leave upon separation from employment. If both parents are employees, each will be entitled to eight weeks of paid leave. PTO accrual is paused for the duration of leave and will resume when the employee returns to work.

Concurrent Leave

Parental leave runs concurrently with:

- Short-Term Disability (STD)
- Long-Term Disability (LTD)
- Family and Medical Leave Act (FMLA)
- Any other applicable federal, state, or local leave laws.

Retirement Plan

PON provides eligible employees with a 401(k) Qualified Retirement plan. PON's contribution, if any, is determined by the employer on an annual basis. Employees are eligible to participate after 12 months of employment. Other restrictions may apply; see Human Resources for eligibility requirements.

During orientation, the Retirement plan will be explained in detail. A copy of the Summary Plan Description will be furnished at the time.

Employee Referral Program

Purpose

Our employee referral program is designed to encourage current employees to refer qualified candidates for open positions within the company. By leveraging your networks, we can continue to build a talented team and foster a positive workplace culture. In recognition of your efforts, we offer a monetary reward for successful referrals.

Process:

1. Referral Submission:

- a. Employees are encouraged to submit referrals for open positions that match the skills and qualifications of the candidate.
- b. Referrals are to be submitted to HR via email.

2. Referral Eligibility:

- a. Any current employee (full-time, part-time, per diem) is eligible to refer a candidate.
- b. The referred candidate must not already be in the company's database or currently under consideration for any open positions.

3. Referral Process:

- a. The referring employee can submit the candidate's resume with a brief explanation of why they're a good fit, or have the candidate submit their resume and follow up with HR via email with a brief explanation.
- b. Our HR team will review the referral, and if approved, conduct the standard recruitment process for the referred candidate.

4. Tracking and Communication:

- a. Once the candidate is hired, you will receive a notification confirming your successful referral.

Incentive:

• Monetary Reward:

- **\$250 Bonus:** If your referral is successfully hired and completes 6 months of employment, you will receive a \$250 referral bonus.
- The referral bonus will be paid out in your next payroll cycle after the new hire completes 6 months.

Program Guidelines:

1. Referral Timing:

- a. Referrals are eligible for the program if the referred candidate has not been involved in the recruitment process in the last six months.

2. Exclusions:

- a. Employees in the HR department are not eligible for referral bonuses for positions within their own department.
- b. Director level positions and above are not eligible for this program.

3. Referral Bonus Payment:

- a. The referral bonus will be processed after the referred candidate has successfully completed 6 months of employment with the company.
- b. If the referred employee leaves the company voluntarily or is terminated within the 6-month timeframe, the referral bonus will not be paid.

4. Multiple Referrals:

- a. If multiple employees refer the same candidate, the first referral received will be eligible for the bonus.

5. Confidentiality:

- a. Employee referrals must be made through the appropriate channels (email to Human Resources) to ensure privacy and confidentiality.
- b. Employees shall not discuss potential referrals publicly to maintain confidentiality.

Why Refer?

- **Attract Top Talent:** Help us build a team of exceptional individuals who fit with our company values and culture.
- **Get Rewarded:** Enjoy a generous bonus for each successful referral.
- **Work with Great People:** You'll be working with the talented people you refer, making the team even stronger.

Family and Medical Leave (FMLA) Policy

Family/medical leave provides eligible employees with an unpaid leave of absence that may be taken for certain reasons relating to medical conditions or family responsibilities. Eligible employees are those who have been employed by Precision Ocular Network (PON) at least 12 months (which do not need to be consecutive) prior to the commencement of the leave and have worked at least 1250 hours during the 12-month period immediately preceding the leave.

If you are an eligible employee, you may take family/medical leave for any of the following reasons:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Family members are defined as a spouse, a child (including biological, adopted, or foster child; stepchild; legal ward; or a child for whom you stand or stood in place of a parent), or a parent (including biological, adoptive, step, or foster father or mother, or someone who stood in place of a parent for you when you were a minor). For purposes of family/medical leave to care for a veteran with a serious injury or illness, the veteran must be undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in or aggravated by service in the line of duty on active duty and must have been a member of the Armed Forces (including the National Guard and Reserve units) at any time during the five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

How much leave am I entitled to take?

For leave taken for reasons other than to care for a service member or veteran with a serious injury or illness, an eligible employee may take up to a total of 12 workweeks of family/medical leave during the rolling 12-month period looking backwards from the use of (or intended use of) leave. However, an eligible employee may take up to 26 workweeks of family/medical leave during a single 12-month period to care for a family member who is a service member or veteran with a serious injury or illness, as described above. (This type of family/medical leave shall be referred to in this policy as “military caregiver leave.”) The single 12-month period applicable to military caregiver leave shall commence on the first day military caregiver leave is taken and shall end twelve months later. The 26 workweeks of military caregiver leave shall be reduced by any other family/medical leave taken during the single 12-month period applicable to military caregiver leave, and in no event may an employee take more than 26 weeks of family/medical leave during that single 12-month period or more than 12 weeks of family/medical leave other than military caregiver leave in that single 12-month period.

How is family/medical leave taken?

Family/medical leave can be taken in several ways:

- Leave can be taken as a block of consecutive days or weeks.
- Leave can be taken on an intermittent basis (in separate blocks of time due to a single health condition) or on a reduced schedule basis (reducing the usual number of hours you work per workweek or workday) for a serious health condition (or for the serious injury or illness of a service member or veteran) when it is medically necessary to take leave on an intermittent or reduced schedule basis. Leave on an intermittent or reduced schedule basis may also be taken for a qualifying exigency.

When your family/medical leave is for the birth and/or care of your newborn child, or for the placement of a child with you for adoption or foster care and/or to care for the newly placed child, you must conclude the leave within 12 months after the birth or placement.

How long is my job protected?

Generally, if you take family/medical leave and you return to work during the approved leave period or immediately upon its completion, you will be reinstated to the same position you held before the leave or to an equivalent position. While you are on family/medical leave, you have no greater job protection than you would have if you had not taken leave. For example, if your job is eliminated during your leave for reasons unrelated to your leave (for example, due to a reduction in force), you would have no right to continued employment or to reinstatement from leave.

Is any portion of family/medical leave paid?

Family/medical leave is unpaid. However, the reason for the leave may mean certain wage-replacement benefits are payable during the leave (i.e., your own serious health condition may result in short-term disability payments, workers' compensation, or long-term disability benefits being payable).

You may be required to use any available and accrued paid time off (PTO) for which you are eligible simultaneously with otherwise unpaid family/medical leave. Any portion of a family/medical leave for which you receive wage-replacement benefits through workers' compensation, short-term disability, or long term disability is not considered "otherwise unpaid." Any use of paid time off during family/medical leave will count against your entitlement to family/medical leave under this Policy.

What notifications are you required to provide?

When you know that you are going to need family/medical leave, you should give your manager/supervisor at least 30 days' advance notice. When the need is not foreseeable, you must give notice as soon as practicable (generally no more than 2 days after you first learn of your need for leave). In response to your notice of the need for family/medical leave, the Human Resources Department will provide you with the appropriate family/medical paperwork, which you must complete or have completed and return to Human Resources. This paperwork will inform you of your rights and obligations in connection with family/medical leave.

If you are taking leave on an intermittent basis and the individual absences are unpredictable and cannot be scheduled in advance, you must comply with PON's usual procedures for reporting absences whenever you are absent for the intermittent leave, and you must provide enough information to alert PON to the fact that a particular absence qualifies as family/medical leave. Simply reporting that you are "sick," for example, will not be sufficient to have the absence counted as family/medical leave.

What happens when you are asked to provide medical certification?

PON reserves the right to request medical certification to support the need for any family/medical leave related to a serious health condition or to the serious injury or illness of a service member or veteran. If you do not provide medical certification within 15 days after you are requested to provide it, your family/medical leave request may be denied until certification is provided.

PON may require you to obtain a second medical opinion from a health care provider of PON's choice at PON's expense. If the opinions of the initial health care provider and the

health care provider designated by PON differ, PON may require you to obtain, at PON's expense, a third medical certification from a health care provider jointly selected by you and PON. The opinion of the third health care provider shall be final and binding.

Depending on the circumstances and duration of a family/medical leave (or the period during which family/medical leave is taken on an intermittent or reduced schedule basis), PON may require you to provide recertifications of medical conditions giving rise to the need for leave.

What other certifications or information must you submit in support of a request for family/medical leave?

PON reserves the right to require appropriate documentation supporting the reason for taking family/medical leave.

Are benefits available during family/medical leave?

During your family/medical leave, PON will continue to provide health coverage under the same terms and conditions as if you were actively employed. You must pay your regular share of the premiums for such coverage. You may also elect to continue other benefits while you are on family/medical leave, provided you pay the required employee contributions; otherwise, such benefit coverage may cease during the leave. Please contact the Human Resources Department for further details.

What happens if you do not return from family/medical leave?

If you need additional leave time beyond that originally approved as family/medical leave, you must provide the Human Resources Department with reasonable notice of the need for additional leave. That notice should be provided as far in advance of the expiration of the existing approved leave as is practicable. If you fail to return from an approved family/medical leave and you have not obtained final or provisional approval for additional leave, your employment will be terminated.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, report the incident immediately to your immediate supervisor and Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period could jeopardize your claim. A refusal to submit to a drug test following an on-the-job accident may cause you to forfeit your right to workers' compensation benefits. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee injury.

Unemployment

Unemployment Compensation is another type of insurance benefit you receive that is paid for entirely by the company. If you should become unemployed through no fault of your own, you are covered by cash benefits. The amount of money you will receive is determined by the laws of the state in which you work. Application for benefits is made at the local Employment Security Commission Office. Although the benefit checks are made out by the state, your company pays the entire cost of this compensation.

Social Security

Social Security is a federally sponsored program that provides eligible employees with retirement income and certain medical benefits upon reaching retirement age, as well as other qualifying benefits based on your contribution history during your working years.

During your employment, both you and PON contribute to the federal government through Federal Insurance Contributions Act (FICA) taxes to support the Social Security program. These contributions are shared equally between you and the company and are reflected on your paycheck stub under deductions as “FICA Taxes.”

COBRA Rights

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and their qualified beneficiaries may be eligible to continue health insurance coverage under the Precision Ocular Network (PON) group health plan when a qualifying event would otherwise result in the loss of coverage.

Qualifying events include, but are not limited to: resignation or termination of employment for reasons other than gross misconduct; a reduction in work hours or a leave of absence; death of an employee; divorce or legal separation; entitlement to Medicare; or a dependent child no longer meeting the plan's eligibility requirements.

Eligible employees and/or covered dependents may elect to continue medical coverage for up to 36 months, depending on the nature of the qualifying event. Under COBRA, the employee or qualified beneficiary is responsible for paying the full cost of coverage at Precision Ocular Network's group rates, plus any applicable administrative fees.

Precision Ocular Network (PON) provides eligible employees with a written notice outlining their rights and obligations under COBRA when a qualifying event occurs. In cases involving divorce, legal separation, or a dependent child losing eligibility, the employee or affected family member must notify Human Resources within 60 days of the event. HR will then notify eligible individuals of their right to elect COBRA continuation coverage.

For additional information regarding COBRA continuation coverage, please contact Human Resources.

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Multiple start and stop times exist to address different business needs throughout the day. Check with your immediate supervisor or Human Resources if you have questions about your hours of work.

Appearance

A professional appearance, free from offensive or divisive language and imagery, is essential for maintaining a respectful and inclusive workplace. The personal appearance policy outlines expectations for employee dress and grooming standards.

Professional attire: Employees are expected to dress in a manner appropriate for their position and work environment. Clothing should be clean, neat, and appropriate for a professional setting.

Prohibited Content:

This policy is not intended to prevent or discourage employees from engaging in activities protected by state or federal law, including the National Labor Relations Act.

- **Racial slurs:** Clothing or accessories that display racial slurs or promote racism are strictly prohibited.
- **Drug References:** Any attire featuring drug references, including logos or slogans related to drug use, is not acceptable.
- **Political References:** Employees may wear clothing that displays political messages, symbols, or affiliations, provided it does not:
 - Promote violence, hate, or discrimination
 - Disrupt the workplace or create a hostile environment
- **Profanity:** Clothing or accessories that contain profanity or vulgar language will not be tolerated.

Grooming Standards:

- Employees should maintain good personal hygiene and grooming. Hair should be clean and styled appropriately for the workplace.

Accessories and Attire:

- Accessories should be professional and not overly distracting.
- Employees are permitted to display tattoos, provided they are not offensive or inappropriate.
- Piercings are allowed, as long as they do not pose a safety risk or significantly detract from a professional appearance.

Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. You will be informed of any specific dress requirements based on the safety requirements, client visitation, and/or your attendance at company business functions.

Attendance

To serve our customers in a quality manner and conduct business efficiently, it is imperative that we have reliable staff. Excellent attendance is one of the most valuable contributions you can make to your team. All absences increase the workload of other staff members and can affect customer service.

We realize that some absences are unavoidable, and you will be treated with understanding and consideration in the event of personal illness and personal emergencies.

CALL AHEAD: If it is necessary for you to be absent from work due to illness or emergency, you must notify your supervisor as soon as possible when you know you will not be able to work. This gives us the opportunity to shift schedules as necessary to provide coverage for your absence.

CALL FOR YOURSELF: Unless you are physically unable, please call personally to report your absence. Your supervisor might need information to help with coverage of your duties. A voice mail or email message is NOT an acceptable alternative to speaking directly to your supervisor.

UNEXCUSED ABSENCE: Employee's absence from work that is not authorized or approved by management and does not have a valid reason. This includes being absent without available PTO or leave to cover the absence, which may lead to disciplinary action.

CONSEQUENCES: As attendance is vital to customer service, please understand that PON must take the following actions to address excessive or unexcused absences:

- A history of poor attendance, even though excused, can result in disciplinary action.
- Unexcused absences will result in disciplinary action.
- Promotions and raises can be adversely affected by absenteeism; attendance is part of the total record.

If you do not come to work and do not call for three (3) consecutive workdays, we will assume you have voluntarily resigned.

Employee Records

Your personnel file began with your employment application. To this file are added various documents concerning yourself and your status as an employee. Over time, other changes may occur in your status that should be reflected in your records. It is to your advantage to keep the company informed of changes in marital status, address, number of dependents, insurance beneficiary, additional education, etc.

Information contained within your personnel file is strictly confidential and is maintained in a secure environment. If you wish to review your own personnel record, you may do so by making an appointment with the Human Resources department.

Employment of Relatives

The organization permits the employment of relatives when doing so does not create a conflict of interest or the appearance of favoritism. Relatives may not work in the same department and may not supervise, manage, or have any direct or indirect authority or influence over one another, including employment-related decisions. Employees are required to promptly disclose any familial relationship that may fall under this policy to Human Resources. If a conflict arises, the organization will take appropriate action based on business needs.

Internet Usage and Social Media Policy

The internet is intended for business use only. Use of the internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services should be limited and not interfere with normal work activities. If employee personal use of our Systems, including the internet, causes disruptions or loss in productivity, the employee may be asked to refrain from using it during work hours or experience disciplinary action.

Personal communications in our Systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by PON at any time without further notice. Since all electronic Communications and Systems, including the internet, can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties. Consistent with applicable federal and state law, the time you spend on the internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly. Management reserves the right to search and/or monitor PON's internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws.

PON's policies against sexual and other types of harassment apply fully to our Systems, electronic communications, and internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale.

Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit drawings, images, messages, cartoons or jokes; propositions or love letters; ethnic slurs, racial epithets, threats or derogatory comments; or anything that could be construed as harassment or disparaging to others.

In addition, employees may not use our Systems, including the internet:

- To download, save, send or access any defamatory, discriminatory or obscene material.
- To download, save, send or access any site or content that PON might deem "adult entertainment."
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of PON or any other person or entity.

- In connection with an infringement of intellectual property rights, including but not limited to copyrights.
- In connection with the violation or attempted violation of any law; and
- To gamble.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of PON or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to PON. Employees may not install password or encryption programs without the written permission of the IT department. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to electronic communications. PON will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including termination, as well as possible civil liabilities or criminal prosecution. Where appropriate, PON may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. Employees learning of any misuse of the internet or any PON Systems shall notify a member of management. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

Precision Ocular Network understands the importance of social computing, networking, and social media in today's world. Social media takes many forms including (Facebook, LinkedIn, Snapchat, Instagram, Twitter, etc.), blogs, wikis, file sharing sites, forums, discussion groups and chat rooms. Social Media can be an extremely effective way of marketing our company and expanding our interactions with employees, vendors, and customers. While embracing new technologies, we also want to make sure that the Company and our employees engage in social networking in a responsible manner.

This policy provides guidance on how to engage in social networking in a way to protect yourself and the interests of the Company, its employees, vendors, and customers. These guidelines supplement current Company policies.

Guidelines

- 1. Social Networking Sites Should Not Be Considered Private.** Generally, information posted on social networking sites is public and you should expect that even with your use of certain privacy settings what you post on social networking sites will be seen by others and should not be considered private.
- 2. Be Respectful.** Always be fair and courteous to fellow employees, customers, suppliers or other people who work on behalf of PON. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages customers, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.
- 3. Use Common Sense/Think before you Post.** Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects customers, suppliers, people who work on behalf of PON or our legitimate business interests may result in disciplinary action up to and including termination.
- 4. Protect confidential business information.** Respect the privacy of customers, vendors and employees. Do not share or disclose confidential or proprietary information of PON, or its customers, vendors, and employees on social media sites. Nothing in this Social Media policy is intended to prohibit employees from communicating about their terms and conditions of employment.
- 5. No phony identities; be clear about who you are.** Only authorized employees may communicate information on behalf of the Company. Without permission you are not authorized to make statements, comments or press releases on behalf of the Company. Be clear and write in first person. You should make clear that you are speaking for yourself and not on behalf of the Company. In some instances, it may be appropriate to add in this

language: "The views expressed on this 'site' are my own and do not reflect the views and opinions of Precision Ocular Network."

6. Use your own email. Always use your personal email address (not your PON email) as your primary means of identification.

7. Respect copyrights and fair use. Remember to respect the copyrighted materials owned by others and reference the sources you use. Never distribute copyrighted materials (such as videos, photos, books, etc.) online as copyright infringement and plagiarism laws apply to posts on the Internet.

8. Stay Productive. Social media participation can be productive and beneficial both personally and professionally. However, ensure that such personal activities do not interfere with your work activities.

9. Use social networking safely. Understand which social networking sites you would benefit from most, how each works and what features each offers. Always review the applicable privacy and security settings so that you understand how much or little information you are comfortable sharing.

None of these guidelines are intended or will be applied in a manner to limit employee complaints or discourse which is protected by law.

Conduct Outside the Office

Due to the nature of our work, Precision Ocular Network (PON) employees may be required to perform job duties at offsite locations, including partner organizations, client facilities, or public venues. When representing Precision Ocular Network outside of PON facilities, employees are expected to conduct themselves in a professional, respectful, and ethical manner at all times.

Professional conduct helps protect Precision Ocular Network's reputation, supports productive working relationships, and ensures a positive environment for all parties involved.

Nothing in this policy is intended to restrict or interfere with employees' rights under applicable state or federal law, including the right to discuss wages, hours, or other terms and conditions of employment.

Guidelines for Offsite Professional Conduct

When working away from PON facilities, employees are expected to:

- Maintain professional interactions: Limit conversations to business-related topics appropriate to the employee's role and responsibilities. Prolonged personal conversations during work time at another organization's facility are discouraged.
- Protect confidential and internal information: Do not disclose or discuss Precision Ocular Network business matters, internal operations, or proprietary information with individuals outside of PON unless such discussion is required for legitimate business purposes and authorized by management.
- Exercise discretion in conversations: Be mindful of topics discussed in public or shared spaces, and avoid conversations that could be overheard and misinterpreted.
- Demonstrate respect toward others: Avoid negative comments, criticisms, or disparaging remarks about Precision Ocular Network, partner organizations, clients, vendors, competitors, or their processes.
- Address concerns appropriately: Refrain from discussing internal concerns, operational challenges, or management matters while offsite. Such issues should be addressed through appropriate internal channels.
- Maintain professional boundaries: Do not discuss personal shortcomings, habits, or characteristics of colleagues, partners, or other individuals encountered while working offsite.
- Avoid financial or solicitation activities: Employees may not borrow money from organizations or individuals associated with PON unless lending is part of that

organization's primary business. Employees may not solicit PON-associated organizations for charitable donations or personal causes.

Standards of Conduct

Purpose & Expectations

Employees of Precision Ocular Network (PON) are expected to comply with all company policies, procedures, and safety rules, and to maintain professional standards of conduct, performance, and behavior at all times. These standards exist to promote a safe, respectful, and productive workplace.

Failure to meet these expectations may result in corrective action, up to and including termination of employment.

Corrective Action Process

PON's corrective action process is designed to be fair, consistent, and appropriate to the circumstances. Corrective action is intended to:

- Address performance or conduct concerns
- Clearly communicate expectations
- Provide employees with an opportunity to improve when appropriate

Corrective action decisions are based on the nature and severity of the issue, prior performance and conduct, and other relevant factors.

Types of Corrective Action

Corrective action may include, but is not limited to:

- Verbal coaching or warning
- Written warning
- Final written warning
- Suspension with or without pay
- Termination of employment

PON does not guarantee that corrective action will follow a progressive sequence.

Discipline may begin at any step, and steps may be skipped, depending on the seriousness of the conduct or performance issue. Offenses do not need to be of the same nature to warrant escalation.

Documentation & Review

Records of corrective actions, including warnings and other measures, will be maintained as part of the employee's personnel file.

Before any corrective action other than verbal coaching or a verbal warning is issued, the supervisor must review the situation with Human Resources and gather all relevant facts to ensure consistency and fairness.

Eligibility for Job Movement

Employees who are actively under corrective action are not eligible to apply for or transfer to another position within PON for a minimum of six (6) months, unless otherwise approved by Human Resources or management.

Examples of Conduct That May Result in Discipline

The following examples illustrate conduct that may result in corrective action, up to and including termination. This list is not exhaustive.

- Violation of PON policies, procedures, or safety rules
- Failure to perform job duties satisfactorily or maintain acceptable quality of work
- Failure to cooperate with supervisors, coworkers, clients, vendors, or business partners
- Willful falsification of PON records or documentation
- Disclosure of confidential or proprietary information
- Harassment, discrimination, or retaliation in violation of PON's Equal Employment Opportunity and Anti-Harassment policies
- Reporting to work under the influence of alcohol or the illegal use of drugs
- Unauthorized possession, use, or sale of alcohol or controlled substances on PON premises, during working hours, while conducting PON business, or in PON vehicles
- Unauthorized possession or use of weapons or firearms on PON property, in PON vehicles, or at customer or partner sites
- Theft, dishonesty, fraud, or unauthorized removal or misuse of company, customer, or employee property
- Insubordination, including the willful refusal to follow reasonable and lawful instructions
- Excessive absenteeism, tardiness, failure to report to work without proper notice, or leaving work without authorization
- Improper, discourteous, or inappropriate treatment of customers, partners, or coworkers
- Negligent or intentional damage, abuse, or destruction of PON, customer, or employee property
- Unauthorized outside work or use of PON time, equipment, systems, or facilities for non-company purposes

- Violations of vehicle operation or safety policies

Termination

Termination of employment may occur when:

- An employee fails to correct behavior or performance after prior corrective action, or
- An employee engages in conduct of a serious or inexcusable nature warranting immediate termination

Termination decisions are based on a review of all relevant facts and circumstances.

Legal & Employment Disclaimers

Nothing in this policy is intended to interfere with or limit employees' rights under Section 7 of the National Labor Relations Act.

Nothing in this policy alters or modifies the at-will employment relationship. Employment with Precision Ocular Network may be terminated at any time, with or without cause or notice, in accordance with applicable law.

Public Relations

PON's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that working relationships have toward PON may be determined for a long period of time by the actions of one employee. It is sometimes easy to take our partners and associates for granted, but if we do, we run the risk of losing not only their support, but their associates, friends, or family who may support the services of PON.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Non-Solicitation

To maintain a productive work environment, solicitation and distribution activities are limited.

- **Non-employees** may not solicit or distribute literature on Company property at any time.
- **Employees** may not solicit or distribute literature during working time. Distribution in working areas is prohibited at all times.
Working time does not include designated breaks or meal periods.
- **Company systems** (including email, messaging, and telephone systems) may not be used for non-business solicitation or distribution.

Limited solicitation or distribution may occur during an employee's own break or meal period in non-working areas, provided it does not disrupt work.

Nothing in this policy restricts employees' rights under applicable law, including the right to discuss wages, hours, or other terms and conditions of employment.

Working Elsewhere

The Company expects employees to devote their primary work efforts to their duties and responsibilities with the Company. While outside employment is not encouraged, employees may engage in outside employment or business activities only with prior written approval from their immediate supervisor and Human Resources.

Approval Criteria

Outside employment will generally be approved if it:

- Does not interfere with the employee's job performance, availability, attendance, or ability to work required overtime.
- Does not conflict with the Company's business interests or create a conflict of interest, or the appearance of one.
- Does not involve employment with a competitor, vendor, customer, or referral source without senior management approval.
- Does not involve the use or disclosure of the Company's confidential or proprietary information.
- Is not otherwise detrimental to the Company's operations, reputation, or relationships.

Leadership and Advisory Roles

Employees must obtain prior approval before serving as a paid officer, director, consultant, or advisor to another organization. Approval will be determined by the employee's supervisor and Human Resources based on whether the role is in the Company's best interests.

Use of Company Time and Resources

Employees may not perform outside work:

- During Company working time
- Using Company property, equipment, systems, materials, or facilities.

Competitors

Employment with competitors—including eye banks, tissue banks, or organ procurement organizations—is prohibited unless expressly approved in advance by senior management.

Ongoing Obligation

Employees are responsible for promptly disclosing any changes to previously approved outside employment. The Company reserves the right to revoke approval if circumstances change or a conflict arises.

Communication Systems

Precision Ocular Network is committed to ensuring that its employees utilize its various electronic communication systems in an appropriate manner. These systems include, but are not limited to, e-mail, internet, fax, voice mail, etc., and the following rules apply:

All electronic communication systems should be used primarily for company business. Personal communications must be held to a minimum and at no cost to the company.

The transmission of sexually explicit images, messages, and cartoons as well as the use of ethnic slurs, racial epithets, threats, profane language, or anything that may be construed as harassment by employees is expressly prohibited.

Users should be aware that all communication software/systems are owned by Precision Ocular Network and the company reserves the right to inspect files at any time to ensure that the system is being appropriately used in accordance with this policy.

Users should not permit non-employees (other than approved vendors or trainers) access to any electronic communication system.

All communications on any PON-owned electronic communication system must maintain confidentiality.

Inappropriate use of the telephone, fax, mail room service, e-mail or internet services can warrant disciplinary action, up to and including termination of employment.

Open Door Policy

The Open Door Policy has been developed in the event an employee feels he/ she is not treated fairly, or a policy is not administered properly or consistently. Most problems arise from misunderstandings. The best way to clear up a misunderstanding is to air it with those who have the authority to do something about the problem.

If an employee has an issue to bring to management's attention, it can be presented through the Open Door Policy. Although any door is open, whenever possible, an employee should go to their immediate manager or supervisor first.

You should use the following procedure to present a complaint or problem:

- Your immediate supervisor should first be given the opportunity to know about the complaint and have a chance to resolve it. They know more about you and your job than any other management and are usually the best person to handle the complaint satisfactorily.
- If your supervisor cannot handle the complaint to your satisfaction, or if you feel that you did not get a reasonable hearing, or if you feel your supervisor is the source of your problem, you may take the complaint up the chain of command to their supervisor.
- If you do not feel comfortable discussing a problem with any of the individuals described above, you may take your complaint to the VP of Human Resources or the VP of Administration who will try to help you find a fair and satisfactory conclusion.

There will be no penalty if an employee uses this process. We believe prompt and proper handling of complaints and problems will help to maintain a positive and productive work environment.

Drug and Alcohol Policy

Precision Ocular Network is committed to maintaining the highest professional standards, furnishing quality products, and providing a safe environment in its workplace. Achieving these goals can be undermined by drug and alcohol abuse.

If PON has reasonable cause to believe an employee is impaired by alcohol or illegal drugs on company premises or while working for the company, the company will test for the presence of controlled substances using scientifically approved means.

PON strictly prohibits employees from reporting to work or working with any measurable amount of illegal drugs in their system. An illegal drug is any drug, the possession or use of which is unlawful pursuant to any applicable federal, state, or local law, including but not limited to any drug listed on Schedule 1 of the federal Controlled Substances Act. While some states allow for recreational or medical use of certain illegal drugs, PON strictly prohibits reporting to work or working with any measurable amount of said drugs in their system. Employees are also prohibited from reporting to work or working with any measurable amount of any controlled substance in their system unless the use is authorized pursuant to a doctor's orders with a valid prescription, and confirmation from the doctor that the substance does not adversely affect the employee's ability to safely perform their job duties. This includes ensuring that any prescribed substances do not impair job performance or safety.

Employees are reminded that while marijuana use may be legal in some states, it remains illegal under federal law. Therefore, employees must refrain from any marijuana use during work hours or on company premises.

Consistent with this policy, PON reserves the right to require employees to present themselves for controlled substance testing following their involvement with a work-related accident or incident when the company has a reasonable suspicion that the incident was caused by their impairment from alcohol or illegal drug use. Any employee who either tests positive or refuses to cooperate with the testing procedures will be subject to discipline, up to and including termination. Additionally, a refusal to submit to a drug test following an on-the-job accident may cause you to forfeit your right to workers' compensation benefits.

To ensure our commitment to provide all employees with a safe, healthy, and secure workplace, the following procedures for drug and alcohol testing will be in effect:

- All job candidates who are finalists for employment with the company will be required to successfully complete a test for the presence of illegal drugs, excluding

marijuana, and/or alcohol. If the applicant declines to undergo testing or if the test result is positive, no offer of employment will be extended.

- Employees and applicants have the right to have a re-test conducted by an approved laboratory when a drug or alcohol test they take is positive. This re-test is conducted using the same urine sample that was submitted for the first test. The employee/ applicant is responsible for costs associated with a requested re-test.

Precision Ocular Network will comply with applicable laws governing drug testing in employment.

Expense Policy

1. Purpose and Scope

This policy establishes uniform procedures for incurring, documenting, approving, and reimbursing business expenses on behalf of Precision Ocular Network. It ensures responsible use of company funds, compliance with applicable laws and grant requirements, and consistency across all departments.

This policy applies to all employees who incur expenses—whether through a purchase order, company-issued (corporate) credit card, reimbursement, or other approved method.

2. General Principles

- All expenses must be ordinary, necessary, reasonable, and directly related to Precision Ocular Network's business.
- Employees are expected to exercise good judgment and spend company funds as carefully as they would their own.
- Personal expenses may not be charged to or reimbursed by Precision Ocular Network under any circumstances.
- Employees must submit accurate, complete, and timely documentation for all expenses.
- Precision Ocular Network reserves the right to deny or recover any out-of-policy expenses and to take disciplinary action for violations.

3. Allowable Business and Operational Expenses

Precision Ocular Network recognizes that certain purchases and services are necessary to support daily operations, professional development, and mission-driven activities. The following categories are allowable when reasonable, properly approved, and directly related to Precision Ocular Network's business purposes.

3.1 Professional Fees and Services

Accounting, audit, legal, consulting, payroll processors, retirement plan administrators, and related third-party service providers, contract labor and temporary staffing

3.2 Memberships, Dues, and Fees

Professional memberships and dues that support the employee's role or Precision Ocular Network's objectives, licenses, permits, and registrations required for business operations, property taxes and other mandatory governmental fees

3.3 Branding, Marketing, and Public Relations

Advertising, digital media, and promotional materials related to outreach or recruitment, sponsorships or contributions to approved events and professional coalitions, and printing, signage, and branded materials promoting Precision Ocular Network's mission

3.4 Human Resources and Employee Support

Recruitment, background screening, and onboarding costs, staff recognition, retention, and training, and vaccinations, drug screenings, or wellness-related costs for staff safety and compliance

3.5 Information Technology and Telecommunications

Hardware, software, and subscription-based tools necessary for operations, data management, system security, IT equipment maintenance, and telecommunication costs such as phones and internet

3.6 Laboratory and Program Expenses

Laboratory supplies (all supplies should be drop shipped to the state in which they will be used – exception: Carolinas count as one state and may be shipped to NC), recovery service fees, serologies or other necessary testing, imported tissue, medical waste disposal, processing fees paid to other eye banks, equipment maintenance and monitoring, and purchased products intended for distribution or placement

3.7 Facilities and Administrative Expenses

Rent and occupancy costs, including utilities, janitorial, waste and security services, repairs and maintenance of facilities and equipment, company fleet expenses, bank account fees, merchant processing fees, and other transaction-related costs

3.8 Supplies and Services

Office, kitchen, and janitorial supplies necessary for daily operations, and postage, shipping, and courier services for business-related correspondence

3.9 Travel, Meals, and Related Expenses

3.9.1 Airlines

- All air travel must be booked in coach or economy class unless an exception is approved by executive management.
- Employees are expected to obtain the lowest logical fare available and to book travel at least 30 days in advance when possible.
- Non-direct flights should be selected when the cost savings are substantial.
- One checked bag is permitted; additional baggage fees require prior approval unless transporting business materials or supplies.
- Upgrades, seat selections, early check-in, and other optional charges are not reimbursable unless required for accessibility or approved in advance.

3.9.2 Ground Transportation

- Rideshare services including Uber, Lyft, taxis, and public transportation are approved forms of ground travel for business purposes.
- Rental Cars:
 - Employees may rent a vehicle when driving is more cost-effective than airline travel or when local travel at the destination would exceed taxi or ride-share costs.
 - When multiple employees are traveling together, every effort should be made to rideshare or carpool.
 - Employees should inspect the rental vehicle for pre-existing damage before acceptance and note it on the rental agreement.
 - Cars may be booked one class above economy only when (a) upgraded at no cost, (b) transporting multiple employees, (c) the authorized class is unavailable, or (d) excess business equipment must be carried.
 - Domestic travelers must decline all optional insurance offered by rental agencies; coverage is provided through Precision Ocular Network's corporate insurance policy.
 - International travelers must accept all insurance offered.

- The prepaid fuel option should be declined unless it's more cost efficient.
- In the event of an accident, employees must immediately contact the rental car company, local authorities, and the Admin and Facilities Department.

3.9.3 Lodging and Hotels

- Employees must secure the best available rate and use any negotiated Precision Ocular Network hotel rates when staying overnight near designated locations.
- If visiting another Precision Ocular Network office or attending a conference, use of preferred or contracted hotels is required when available. A list of hotels with negotiated rates is attached.
- Lodging should be limited to standard single-room accommodations.
- Additional nights must be approved by the department head in advance.
- Personal charges such as movies, room service (except approved business meals), and minibar expenses are not allowed or reimbursable.

3.9.4 Meals

Precision Ocular Network does not provide or reimburse meals for employees during normal work hours. Exceptions apply only when meals are:

- Part of an approved business meeting that includes discussion of organizational matters, OR
- Incurred while entertaining guests, partners, or others outside of Precision Ocular Network for legitimate business purposes.
- For any meal transactions where a tip is included, documentation must reflect the itemized charges, tip amount, and total. This may be shown either on the itemized receipt itself or by submitting both the itemized and signed receipts.

Meal Reimbursement Limits

- The daily total meal limit is \$100 per day, including tips.
- Suggested maximums: \$20 breakfast, \$30 lunch, \$50 dinner.
- Employees should exercise good judgment and select reasonably priced meal options whenever possible.

- International travelers may exceed these limits only when necessary, due to location, exchange rates, or other unavoidable factors and must provide justification when submitting expenses.
- Alcohol is only allowed as part of a group or business event pre-approved by executive management.

3.9.5 Tips and Gratuities

Reasonable gratuities are reimbursable within the following limits:

- Airport porters / Hotel bellhops: \$2–3 per bag (only when necessary)
- Valet parking: \$5 per use (only when necessary)
- Restaurant wait staff: not to exceed 20 % of the bill
- Drivers (taxi, limo, bus): not to exceed 20 % of the fare

Cash tips should be used only when necessary and must still comply with these limits.

3.9.6 Mileage Reimbursement

Employees who use personal vehicles for approved business purposes and in compliance with this policy's requirements may request mileage reimbursement. Employees who choose to travel significant distances by personal vehicle instead of by air, see Section 3.9.7 (Mileage in Lieu of Airfare).

Reimbursement is calculated at the current IRS standard mileage rate, covering fuel, wear and tear, insurance, and general operating costs.

- Precision Ocular Network automatically adopts updated IRS rates each calendar year.
- Reimbursement requests must include the date, starting point, destination, purpose, and total miles driven.
- Requests must be submitted through payroll within 30 days of travel or month-end, whichever comes first.
- Exclusions:
 - Commuting between home and regular work location is not reimbursable.

- Employees with access to a company vehicle or fleet card are not eligible for mileage reimbursement except with prior approval when no vehicle is available.
- Recovery staff when use of a personal vehicle is more time appropriate to preserve donor tissue.

3.9.7 Mileage in Lieu of Airfare

Employees who choose to travel significant distances by personal vehicle instead of by air may be reimbursed for the lesser of:

- The total mileage reimbursement (based on the IRS rate), or
- The cost of a round-trip economy airfare to the same destination.

When requesting reimbursement under this provision, employees must do all of the following:

- Obtain a round-trip airfare quote at least 30 days in advance of the trip.
- Submit the quote along with the Out-of-Pocket Reimbursement Request.
- Provide a brief note explaining the decision to drive in lieu of flying.

3.10 Asset Purchases and Leased Equipment

All asset purchases must receive Board approval prior to commitment or payment, unless the purchase is preauthorized through an approved grant or previously designated/restricted funds. Equipment may not be leased unless both the Accounting Department and Executive Management agree that leasing is necessary. Any approved lease must include written justification and authorization prior to execution.

4. Accounts Payable Process and Vendor Payments

This section outlines procedures for ordering goods or services that require the Accounting Department (Accounts Payable) to process and pay a bill (expenses not charged to employee corporate cards).

4.1 Vendor Setup and Documentation

- New vendors providing services must submit a completed W-9 form before bills can be entered for approval process and payment.
- W-9s are not required for vendors providing only goods or products, or for organizations that are incorporated (“Inc.” appearing in their legal name and on their invoices).
- All landlords and attorneys always require a W-9, regardless of incorporation status.
- The Accounting Department must approve all new vendor setups prior to ordering to ensure accuracy and compliance with reporting requirements.
- Employees should not pay vendors directly or use personal accounts for business purchases.

4.2 Purchase Approval and PO Usage

- Employees are expected to confirm budget availability prior to placing an order and to ensure the purchase aligns with their department’s approved spending plan.
- Purchase Orders (POs) are required for non-routine or higher-value purchases, typically those exceeding \$250, or when required for grant/restricted funding documentation. POs are also required for purchases involving new vendors, services, contracts, technology, or equipment. Routine, low-cost purchases – such as common office supplies, small incidental items, or items purchases using a company credit card – do not require a PO.
- When placing an order for goods or services, employees should assign a Purchase Order (PO) number using the format *MMDD + first initial + last name* (e.g., 0126JDoe) and provide this PO number to the vendor. This allows Accounting to identify and contact the individual in case of questions.
- Employees placing orders should request a quote or sales order from the vendor, obtain approval from the department lead, and then forward it to Accounts Payable with instructions and department, location (when applicable), and any funding source requirements (e.g. grants or restricted/designated funds when applicable). This ensures accurate coding, compliance, and tracking.
- **Exceptions to PO Requirement:**
 - Standing orders or recurring service agreements (e.g., janitorial, software subscriptions) and recurring or automatic payments (e.g., leases, utilities, insurance premiums, or other ongoing contracts) are exempt from the PO #

requirement but still require review and approval by the appropriate department lead. All purchase agreements and contracts should be reviewed and reapproved annually by the department lead.

- Imports and purchased products such as ocular tissue or other products intended for resale or surgical placement (e.g., sterile corneas) are exempt from the purchase order requirement.
- Payments for items not accompanied by an invoice (e.g., donations, contributions, or sponsorships) must be processed through a Check Request form. This form can be accessed via ap@precisionocular.org.
- Reimbursements are covered under Section 5 of this policy.

4.3 Invoice Routing and Receipt of Goods or Services

- All vendor invoices must be sent directly from the vendor to AP@precisionocular.org.
- If a vendor cannot email invoices, they should be mailed to one of the following addresses:

500 Robert Jemison Rd. Birmingham, AL 35209
4750 Commercial Park Ct. Clemmons, NC 27012

- If an employee receives a paper or electronic invoice directly from a vendor, they should forward it promptly to AP@precisionocular.org for centralized processing.

4.4 Invoice Approval and Payment Processing

- All invoices require approval by the department lead and two authorized check signers before payment is issued.
- Approvals will occur through Precision Ocular Network's AP payment processor, which tracks routing, timestamp, and user authorization.
- Department leads are responsible for confirming that:
 - Goods or services were received and acceptable.
 - Pricing matches purchase documentation or agreement.
 - Coding and allocation are accurate for expense classification and applicable funding source (grant or designated/restricted funds).

5. Reimbursement Process

Employees requesting reimbursement for allowable, budgeted expenses must provide complete and verifiable documentation for each expense within 30 days of the transaction date. Reimbursement requests must be submitted through Payroll using the approved reimbursement form or process.

5.1 Required Documentation

- Itemized receipts are required for all reimbursable out-of-pocket expenses, regardless of amount.
 - See Section 3.9.4 (Meals) for additional documentation requirements specific to meal expenses.
- Exceptions apply only for small cash tips (see Section 3.9.5).
- Each reimbursement request must include a clear business purpose describing how the expense supports organizational operations or objectives, department, location (when applicable), and any funding source requirements (e.g. grants or restricted/designated funds).

Incomplete, undocumented, or late submissions may result in delayed or denied reimbursement.

5.2 Submission and Payment

Approved reimbursements will be processed through Payroll and paid with the next pay cycle. Reimbursement requests submitted after the payroll deadline will be included in the next available pay cycle.

6. Corporate Credit Cards

6.1 Eligibility and Issuance

Corporate credit cards may be issued to employees whose duties require frequent travel or regular purchases on behalf of Precision Ocular Network. Cards are issued at management's discretion and remain the property of Precision Ocular Network. Each card has an assigned spending limit. Cards are not transferable and may be revoked, frozen, or canceled at any time.

6.2 Authorized Use

- Cards may only be used for legitimate business expenses within approved budget, including travel, lodging, meals while traveling, conference registration, approved supplies, and other pre-authorized business purchases.
- Cash advances, bank checks, traveler's checks, or electronic transfers are strictly prohibited.
- The most senior employee present should pay when a shared business expense cannot be split across multiple cards. Group expenses – such as meals, events, and travel – are closely reviewed by auditors, and allowing a junior employee to pay would place the senior employee in the position of approving their own expense, which violates standard internal controls and undermines segregation of duties, a core requirement of financial controls. All CEO expenses will be approved by the most senior member of the accounting staff.
- No personal expenses are allowed. In the event of an accidental personal charge, employees must immediately complete an Affidavit of Personal Charge and reimburse Precision Ocular Network. The amount will be deducted from the next available paycheck following receipt and processing of the form. If payroll for that period has already been processed, the deduction will occur in the following pay cycle. Affidavit can be requested from Accounting.

Cardholder Responsibility and Confidentiality

Cardholders are personally responsible for safeguarding their corporate credit card and account information. Card numbers, login credentials, or other identifying information may not be shared, emailed, stored insecurely, or provided to another individual under any circumstance.

Only the cardholder is authorized to use the card assigned to them. Allowing another employee, vendor, or contractor to make purchases or access the account constitutes misuse and may result in immediate suspension of card privileges and/or disciplinary action.

6.3 Fraudulent, Lost, or Stolen Cards

If a fraudulent charge occurs, the cardholder must take the following steps immediately:

1. Freeze the card using the app or web browser.
2. Dispute the unauthorized transaction through the app, website, or by calling the phone number on the back of the card.

3. Notify the Accounting Department of the incident and provide confirmation of the dispute.
4. Once the legitimacy of the transaction(s) in question is determined, the card may be unfrozen or replaced as directed by Accounting and/or the issuing credit card company.

If a card is lost or stolen, the cardholder must take the following steps without delay:

1. Freeze the card immediately using the app or web browser.
2. Notify the Accounting Department and request cancellation and reissuance of a new card from the credit card company through the app, website, or by calling the phone number on the back of the card.
3. Review and confirm all transactions occurring on or around the date the card was lost or stolen using the app, website, or by calling the number on the back of the card.
4. Dispute any unauthorized transactions using the app, website, or by calling the number on the back of the card.
5. Report all disputes resulting from a lost or stolen card to the Accounting Department for documentation and follow-up.

Failure to take immediate action or follow these procedures may result in suspension of card privileges and/or disciplinary action.

6.4 Virtual Cards

Cardholders are required to use virtual cards for all online purchases. A separate virtual card should be created for each vendor to enhance security and facilitate tracking, reconciliation, and vendor management.

Each virtual card must be created, used, and managed within Precision Ocular Network's approved Expense Platform and is subject to the same spending limits, documentation, and approval requirements as physical cards.

If a fraudulent charge occurs on a virtual card, the cardholder must immediately dispute the transaction and cancel the affected virtual card through the Expense Platform. Canceling a virtual card does not affect the associated physical card, which remains active unless separately compromised.

6.5 Documentation Requirements

All corporate card transactions must include complete and accurate documentation to verify the legitimacy of each expense. Documentation should be uploaded in the Expense Platform within five (5) days of the transaction. Accounting may require submission of required documentation sooner than 5 days when monthly and/or annual financial closings dictate.

All required documentation must be entered and uploaded in the Expense Platform via web browser or mobile app. Cardholders must complete all required fields for each transaction, including:

- Itemized receipt showing vendor name, date, items purchased, and total amount (credit card slips showing only the total are not sufficient)
 - See Section 3.9.4 (Meals) for additional documentation requirements specific to meal expenses.
 - If a receipt cannot be obtained or has been lost, an Affidavit of Missing Receipt is required
- Business purpose or justification clearly stated in the notes or description field
- Expense category/class/department or other required fields
- Funding source (grant or designated/restricted funds) when applicable

All transactions are subject to review by the Accounting Department to confirm accuracy, compliance, and proper coding. Frequent missing receipts may result in suspension of card privileges or denial of future use.

6.6 Supervisor and Budget Owner Responsibilities

Supervisors and department or budget owners are responsible for monitoring corporate card activity within their areas of oversight. They must ensure that all card use complies with this policy and aligns with approved budgets and organizational objectives.

Responsibilities include:

- Reviewing and approving corporate card transactions in the Expense Platform on a regular basis (minimum once per week and may require more frequently when monthly and/or annual financial closings dictate).
- Confirming that purchases are appropriate, business-related, and within the department's approved budget.

- Ensuring that each transaction has a clearly stated business purpose, proper coding, and—when applicable—a designated funding source (grant or restricted funds).
- Verifying that receipts and documentation are accurate and uploaded within required timeframes.
- Addressing any noncompliance, missing documentation, or questionable transactions directly with the cardholder and notifying the Accounting Department when corrective action is needed.

Failure to fulfill these review responsibilities may result in suspension of card privileges for the department or further management action.

7. Budget Management and Oversight

All employees are expected to spend responsibly and within their department's approved budget.

No purchase, commitment, or reimbursement should be made that causes a department, grant, or project to exceed its authorized spending limit.

Supervisors and department or budget owners are responsible for:

- Monitoring spending activity on a regular basis.
- Reviewing and approving transactions to ensure accuracy, compliance, and budget availability.
- Communicating anticipated budget overages or unusual expenses to the Accounting Department in advance for review and approval.

The Accounting Department will periodically review transactions to confirm proper coding, compliance with this policy, and alignment with [Organization]'s overall budget, grant restrictions, and functional expense reporting requirements.

8. Audit and Compliance

All transactions are subject to internal and external audit.

Precision Ocular Network maintains real-time visibility into total spend through its Expense Platform and may establish rules for automatic alerts or exceptions.

Failure to comply with this policy may result in:

- Suspension or permanent revocation of card privileges.
- Recovery of unapproved amounts.
- Disciplinary action up to and including termination.

Remote Work Policy

PON offers the opportunity for remote work. Participation in remote work is strictly voluntary. As such, the employee, their manager, and Human Resources must approve the opportunity on a case-by-case basis. Factors that will be considered are:

- Nature of the job
- Length of employment
- Job performance
- Degree of self-motivation
- Degree of organization, ability to prioritize & time management skills
- Ability to work independently in an unsupervised environment

Eligibility & Performance Considerations

Previous corrective actions including attendance, punctuality issues or other counseling may disqualify an employee from remote work at the supervisor's discretion.

Business Needs & Program Changes

PON may change or end remote work arrangements at any time due to business needs, including requiring employees to work onsite.

Compensation & Employment Status

An employee's compensation, benefits, work status & work responsibilities do not change because of participation in remote work.

Work Schedule & Availability

A regular schedule must be established and approved by the supervisor prior to the start of the work arrangement. The number of required working hours per day or per pay period does not change because of participation in remote work.

As needed, employees may be required to report to a designated work or meeting location as instructed by their supervisor. If possible, advance notice will be provided.

If a remote employee is unavailable for a regularly scheduled shift, the employee must follow PON's Paid Time Off policy.

Remote Workspace & Confidentiality

The employee's remote workspace is an extension of the primary PON work location and must adhere to PON work practices including confidentiality of information.

Equipment & Technology

PON provides an IT package and support for the employee's remote category. Company equipment is used for PON business only.

If needed, the employee must return all company equipment & software within five (5) business days and in working order unless previously reported to be inoperable. PON covers the expense of returning equipment.

The employee provides office furniture and reliable internet service. PON may request proof of a dependable internet provider or require the employee to change / modify internet service if PON deems the provider to be unsatisfactory in performance.

Employee Expenses

The employee absorbs any increases in home utility costs, homeowner's insurance rates or any other non-reimbursable costs associated with remote work.

Safety, Liability & Workers' Compensation

PON has a legal responsibility to provide liability and workers compensation coverage to its employees. Such legal responsibility extends only to authorized off-site work locations during scheduled work times.

PON is responsible only for injuries, illnesses, and damages that result directly from official job duties. PON accepts no responsibility for employee personal property.

Company Car

Employees who drive a Precision Ocular Network car must present and maintain a valid driver's license and a driving record acceptable to our insurer enabling PON to be insured at standard rates. Employees who drive their own vehicle on company business must present and maintain a valid driver's license and a driving record acceptable to our insurer, enabling PON to be insured at standard rates and maintain at least the minimum state insurance requirements. PON as well as their insurer(s) will periodically check your driving record with the DMV. Any changes in your driving record must be reported to the Human Resources department immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Use of Company Vehicle

If you are authorized to use a PON vehicle for company business, you must adhere to the following rules:

- a) You must be a licensed driver.
- b) You must not allow individuals not authorized to operate or ride in a company vehicle, unless in an emergency situation. In case of third-party emergency operation, the employee is required to verify that the third party holds an active and valid driver's license before permitting the use of the company car. Should the third party be at fault for any accident, PON will reserve the right to recover all or part of any insurance claim from the employee who has authorized the use of the vehicle.
- c) Any personal use or use by an unauthorized driver will result in disciplinary action, up to and including termination.
- d) You must always keep the inside of the vehicle clean and in good condition. All cars are subject to interim checks on their condition and will be assessed when exchanging for a new or replacement vehicle. PON reserves the right to expect reimbursement to repair any nonstandard "wear and tear" damage to the vehicle.
- e) Smoking is prohibited in PON vehicles.
- f) The use of a company car while under the influence of intoxicants and other drugs which could impair driving ability is prohibited and is sufficient cause for discipline up to and including termination.
- g) No driver shall operate a vehicle on company business when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

- h) All drivers and passengers operating or riding in a company car must wear seat belts.
- i) Drivers are responsible for the security of company cars assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- j) You must receive training on the appropriate steps to take if you are involved in an accident.
- k) You must notify management immediately if you are involved in an accident of any kind.
- l) Signature on the PON handbook agreement authorizes PON and its insurer(s) access to your DMV record.

Traffic Violations and Accidents

If you are authorized to operate a company vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you are responsible for paying any fines or traffic violations incurred.

In accordance with state law, it is unlawful to use additional technology associated with a mobile phone while operating a vehicle on a public street or highway or public vehicular area. Additional technology is described as: Any technology that provides access to digital media including, but not limited to, a camera, electronic mail, music, the Internet, text messaging, social media, or games. Any fines or penalties associated with this law will be accrued to the employee. Additionally, PON reserves the right to take disciplinary action up to and including termination for violation of this policy.

PON reserves the right to charge the driver all or part of its insurance costs when damage has been caused by illegal, dangerous, or reckless misuse of the vehicle by the employee or third party who has been given permission by the employee to use the company car. In addition, for employees who incur several accidents to which they are deemed to be at fault, the company reserves the right to place restrictions on future use of a vehicle. Abuse of the company car privilege will result in disciplinary action.

Expense Reimbursement

If you drive your personal vehicle to conduct company business, you will be reimbursed

at the current approved rate per mile. Reimbursed mileage is defined as mileage driven over and above the employee's normal commuting mileage.

- Company business is defined as driving at the direction, or for the benefit, of the employer. It does not include normal commuting to and from work.
- Mileage between approved business locations during the workday is reimbursable. This includes travel between the main office, satellite offices, client sites, and other approved locations
- Examples of occasions a personal vehicle may be used for company business include times when a company vehicle is unavailable.

Any traffic tickets received while driving on company business will be the responsibility of the employee. PON assumes no liability for an employee's traffic violation.

Artificial Intelligence (AI) Policy

At Precision Ocular Network, we recognize the value and potential of Artificial Intelligence (AI) technologies in enhancing operational efficiency and improving healthcare services. This policy outlines the guidelines and expectations for the use of AI technologies within our organization, with a strong emphasis on safeguarding patient privacy, donor information, and financial data in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and Protected Health Information (PHI) regulations.

AI technologies can be used to enhance various aspects of our operations, such as streamlining administrative tasks, improving patient care, and enhancing decision-making processes. The use of AI must align with the organization's mission and values, promoting excellence in eye healthcare services.

Data Privacy and Security

Protection of PHI:

Any AI initiatives involving patient data or donor information must adhere to HIPAA regulations. Patient and donor data used for AI purposes must be appropriately de-identified and anonymized to prevent any potential breach of privacy. Before any de-identified data is used for a training model, written approval must be granted by the CEO.

Confidentiality of Financial Information:

Financial data must be treated with the utmost confidentiality. AI applications should not involve the use of financial information in any manner that could compromise its security.

Prohibited Activities

Uploading Sensitive Information:

Under no circumstances should any Precision Ocular Network patient, donor, or financial information be uploaded into AI training models. This includes but is not limited to medical records, donor profiles, and financial statements.

Unauthorized Data Sharing:

Sharing sensitive data with external AI platforms, organizations, or individuals without authorization is strictly prohibited. This includes data sharing for training or validation purposes.

Responsible AI Development

Ethical Considerations:

AI initiatives must be developed and implemented in alignment with ethical guidelines, avoiding biases and discriminatory practices.

Transparency:

Whenever AI is used in decision-making processes, employees and stakeholders must be informed about the involvement of AI technologies.

Monitoring and Auditing:

Regular monitoring and auditing of AI applications are essential to ensure compliance with this policy and relevant regulations.

Employee Training

All employees who interact with AI technologies or are involved in AI initiatives must undergo training on the responsible and compliant use of AI, with a focus on safeguarding PHI and maintaining data privacy.

Reporting Concerns

Any concerns regarding the use of AI, potential violations of this policy, or breaches of PHI should be reported to the designated compliance officer or relevant authority.

Policy Review

This policy will be periodically reviewed to ensure its relevance and effectiveness in adapting to changing technologies and regulatory requirements.

Electronic Medical Records (EMR) Policy

Access

Hospitals with whom we work will grant remote access to Electronic Medical Records (EMRs) for PON employees. PON will gain remote access to Electronic Medical Records in order to 1) alleviate time spent by hospital staff in determining eligibility for potential eye and tissue donors and 2) to continue cultivating positive relationships between PON employees and hospital personnel. Access to these Electronic Medical Records is directly related to PON's mission to restore sight. This access remains a privilege and can be revoked by any and/or all of the hospitals at any time.

Restrictions

Due to the nature of these databases, PON employees have access to the personal protected health information of *all* patients seen at these institutions, not just those patients who have been directly referred to our organization as potential donors.

PON employees are strictly prohibited from accessing any information on any patient and/or case other than the patient and/or case they are currently working on as required by their job responsibilities. PON employees are strictly prohibited from searching for and/or accessing *any* information on patients other than those who have been referred to our organization as a potential donor. Further, PON employees are strictly prohibited from searching for and/or accessing their own personal protected health information in any Electronic Medical Records.

If an employee inadvertently or unintentionally accesses a patient's information or file, they are to notify their manager immediately.

Discipline

Any abuse of this policy will result in immediate termination from PON as well as possible criminal prosecution of the abuser. PON has been prohibited by all the hospitals who have granted us access to their EMRs to access patients not referred to our organization. If our access is revoked by any of these hospitals due to a violation of the policy, the entire organization will suffer as a result, as will the relationship between PON and the hospital in question.

Leaving The Company

As mentioned elsewhere in this handbook, all employment relationships with PON are on an at-will basis. Although PON hopes that our relationships with employees are long term and mutually rewarding, PON reserves the right to terminate the employment relationship at any time, with or without notice, according to applicable state law.

Notice of Resignation

We expect employees who resign from PON to conduct themselves in a professional manner, which includes providing a minimum of two weeks' notice prior to leaving PON. All resignations must be submitted in writing to your supervisor. We expect all employees to work out their final weeks of employment unless at the Company's discretion, we choose to honor your resignation immediately. PTO may not be substituted for notice time.

Final Pay

Final paychecks will be issued in the next pay cycle. Accrued, unused PTO will be included in your final paycheck upon completion of satisfactory two-week notice. However, overused, unaccrued PTO will be deducted from your final paycheck.

Return of Company Property

You are responsible for all PON property and materials issued to you or in your possession and control. Furthermore, the confidential nature of some PON information requires that caution and discretion be used at the time of termination. You are expected to return all PON property immediately at the time of termination. Your supervisor will account for all confidential information, keys, mobile phones, company cars, credit and fleet cards, computers, and computer disks at the time of termination. If necessary, PON will take all actions deemed appropriate to recover or protect its property.

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

Safety Guidelines

PON is committed to providing and maintaining a safe, healthy, and secure work environment for all employees. We also take reasonable steps to ensure the safety of volunteers, contractors, clients, visitors, and others who may be affected by our operations or programs. Safety is a shared responsibility and requires active participation from leadership, supervisors, and employees at every level of the organization.

Employees are expected to work safely, exercise good judgment, and take reasonable care to protect themselves and others. Safety can only be achieved through awareness, teamwork, and prompt reporting of unsafe conditions or incidents.

Because not all potential hazards can be anticipated, employees are expected to follow these general safety guidelines at all times:

- Immediately report any emergency, accident, injury, illness, or unsafe condition—no matter how minor—to your supervisor or Human Resources.
- Report to work in a mental and physical condition that allows you to safely perform your job duties.
- Learn the locations and proper use of emergency exits, fire extinguishers, first aid kits, and other safety equipment relevant to your work location.
- Operate, use, adjust, or repair equipment, machinery, or organizational vehicles only if you are properly trained and authorized.
- Ask for guidance or assistance if you are unsure how to perform a task safely.
- Follow proper lifting techniques and request help when lifting, pushing, or carrying heavy objects.
- Wear required personal protective equipment (PPE) appropriate to your job duties and work environment.
- Maintain your work area in a clean, safe, and orderly condition.
- Review and follow Safety Data Sheets (SDS) for any hazardous materials you may use or encounter.
- Understand your job responsibilities and follow all safety instructions and procedures.
- Refrain from horseplay, unsafe behavior, or any conduct that could endanger people or property.
- Smoke only in designated smoking areas, if applicable.
- Comply with all OSHA regulations and applicable federal, state, and local workplace safety laws.

- Promote occupational health, hygiene, and overall workplace safety awareness.

Alcohol, Drugs, and Weapons

- The use, possession, or being under the influence of illegal drugs or alcohol during working hours or on organizational property is strictly prohibited. Limited exceptions may be permitted for the responsible and authorized use of alcohol at organization-sponsored events.
- Firearms, weapons, or weapons of any kind—concealed or unconcealed—are strictly prohibited on organizational property, in organizational vehicles, or at program, client, or work sites, except as required by law.

Policy Enforcement

Failure to follow safety rules, procedures, or precautions is considered an unsafe act. Violations of this policy may result in disciplinary action, up to and including termination of employment, depending on the nature and severity of the violation.

Harassment Policy

Purpose

Precision Ocular Network is committed to providing a professional work environment that is free from unlawful discrimination, harassment, and retaliation. We strongly disapprove of, and will not tolerate, harassment of any kind, including sexual harassment. This policy applies to all employees, applicants, managers, supervisors, consultants, and contractors, as well as to non-employees such as customers, vendors, and business partners.

This policy applies to conduct that occurs in the workplace and in any work-related setting, including but not limited to business travel, meetings, conferences, training programs, work-related social events, and electronic or online communications connected to work.

All individuals are expected to conduct themselves in a respectful and professional manner and to take reasonable steps to prevent and eliminate harassment, discrimination, and retaliation.

Prohibited Conduct

Precision Ocular Network prohibits harassment based on any legally protected characteristic, including but not limited to:

- Race
- Color
- Religion
- Sex (including pregnancy, childbirth, related medical conditions, and same-sex harassment)
- Sexual orientation (actual or perceived)
- Gender identity or expression
- Age
- National origin or ethnicity
- Disability
- Genetic information
- Marital status
- Any other status protected under federal, state, or local law

Harassment may be verbal, visual, physical, or written, and may occur in person or through electronic means.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made a term or condition of employment or is used as the basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, humiliating, or offensive work environment.

Intent is not determinative. Conduct that may be intended as joking, teasing, or harmless can still be perceived as unwelcome and constitute harassment.

Examples of Prohibited Harassment

Harassment may include, but is not limited to, the following behaviors when related to a protected characteristic:

- Verbal conduct: Offensive remarks, slurs, epithets, jokes, teasing, threats, sexual innuendo, unwanted sexual comments, inquiries about an individual's sexual experiences, or comments about a person's body or appearance.
- Visual or written conduct: Offensive or derogatory posters, drawings, photographs, cartoons, gestures, graffiti, or electronic communications such as emails, text messages, instant messages, social media posts, websites, voicemails, or other digital content.
- Physical conduct: Unwanted touching, hugging, kissing, blocking movement, brushing against another person, or offensive gestures.
- Quid pro quo conduct: Threats or demands to submit to sexual requests as a condition of employment, continued employment, or receipt of benefits, or offers of benefits in exchange for sexual favors.
- Retaliation: Any adverse action taken against an individual for reporting harassment, threatening to report harassment, or participating in an investigation.

This list is not exhaustive. Any conduct that creates a hostile, intimidating, or offensive work environment may violate this policy.

Management Responsibility

All members of management and supervisory personnel are strictly prohibited from engaging in harassing, discriminatory, or retaliatory conduct. No manager or supervisor has the authority to suggest—explicitly or implicitly—that employment, advancement, scheduling, compensation, or any employment decision is conditioned upon entering into (or refusing to enter into) a personal or sexual relationship or tolerating conduct that violates this policy.

Managers and supervisors who observe or become aware of possible harassment must take immediate action to stop the behavior and must report the matter to Human Resources.

Reporting Harassment

Precision Ocular Network strongly encourages employees to promptly report any conduct they believe may violate this policy, no matter how minor it may seem. The Company cannot address issues it is not made aware of.

Whenever possible, an employee who experiences unwelcome conduct may inform the person engaging in the conduct that it is unwelcome and request that it stop. However, employees are not required to confront the individual before making a report.

Reports should be made as soon as possible to any of the following:

- Your supervisor or manager
- Another supervisor or manager
- Human Resources

If an employee reports a concern to one of the individuals listed above and does not receive a response, or believes the response is inadequate, the employee must report the concern to another appropriate contact.

Employees may report harassment involving coworkers, supervisors, managers, customers, vendors, contractors, or any other third party connected to their work.

Investigation and Confidentiality

All reports of harassment will be taken seriously and investigated promptly, thoroughly, and objectively under the direction of Human Resources. Information will be handled with the highest degree of confidentiality possible, consistent with the need to conduct a fair investigation and take appropriate corrective action.

Both the individual making the report and the individual accused of violating this policy will be informed of the outcome of the investigation, as appropriate.

Corrective Action

If an investigation determines that this policy has been violated, Precision Ocular Network will take prompt and appropriate corrective action. Disciplinary measures may include counseling, training, written or verbal warnings, reassignment, suspension, or termination of employment.

In cases involving harassment by non-employees, corrective action may include notifying the offending party, demanding that the conduct cease, modifying business relationships, or terminating the business relationship if necessary.

No Retaliation

Retaliation is strictly prohibited. Precision Ocular Network will not tolerate retaliation against any individual who, in good faith:

- Reports suspected harassment, discrimination, or retaliation; or
- Participates or cooperates in an investigation under this policy.

Any act of retaliation is itself a violation of this policy and will result in disciplinary action, up to and including termination.

Questions and Compliance

Employees with questions about this policy or about whether certain conduct is prohibited should contact Human Resources or a member of management.

Every employee, consultant, manager, and supervisor is expected to comply with and support this policy. Creating and maintaining a workplace free from harassment and discrimination is a shared responsibility.

Smoking in the Workplace

PON is committed to providing a safe, healthy, and comfortable work environment for employees, visitors, and business partners. To support this commitment and to comply with applicable laws, smoking and the use of tobacco products are regulated as outlined below.

Prohibited Conduct

Smoking or the use of any tobacco product is strictly prohibited in all PON offices, facilities, and enclosed workspaces. This prohibition includes, but is not limited to:

- Cigarettes
- Cigars
- Pipes
- Electronic cigarettes (e-cigarettes)
- Vaping devices
- Any other tobacco or nicotine delivery products

This policy applies at all times while on Company premises or while conducting Company business in Company facilities.

Designated Smoking Areas

Smoking or the use of tobacco products is permitted only in designated outdoor areas located outside Company buildings. Employees must use only those areas specifically identified by the Company and must comply with all posted signage and local regulations.

Enforcement and Discipline

Employees who smoke or use tobacco products in non-designated areas, or who otherwise violate this policy, may be subject to disciplinary action, up to and including termination of employment.

Responsibility

All employees are expected to comply with this policy and to be respectful of coworkers and visitors by adhering to designated smoking areas and maintaining a clean and safe environment.

Weapons in the Workplace

PON is committed to maintaining a safe and secure work environment for employees, visitors, customers, and business partners. To support this commitment, the Company strictly prohibits weapons in the workplace and in connection with PON business, except as expressly authorized and permitted by law.

Prohibited Weapons

The possession, use, display, sale, or distribution of weapons is strictly prohibited, whether concealed or unconcealed, in the following circumstances:

- On Company premises, including all offices, facilities, and work sites
- At customer or client locations
- While operating Company machinery, equipment, or vehicles
- While conducting Company business or representing the Company off-site

For purposes of this policy, “weapons” include, but are not limited to:

- Firearms of any kind
- Ammunition
- Explosives
- Knives (other than ordinary pocket knives used for lawful work purposes)
- Any other device designed to inflict bodily harm

This policy applies to all employees, regardless of whether an individual holds a permit or license to carry a firearm or weapon.

Limited Exception – Locked Vehicles

Where permitted by state and local law, this policy does not prohibit firearms that are lawfully stored in an employee’s locked personal motor vehicle, provided the firearm is not removed from the vehicle while on Company property or while conducting Company business. The Company reserves the right to modify this exception as required by law.

Authorization

Weapons are prohibited unless expressly authorized in writing by PON and permitted under applicable federal, state, and local laws. Such authorization is expected to be rare and limited to specific business-related circumstances.

Reporting Requirements

Employees who are aware of, observe, or receive information about a violation or threatened violation of this policy are required to report the matter immediately to senior

management or Human Resources. Prompt reporting is essential to maintaining a safe workplace.

Enforcement and Discipline

Violations of this policy will be taken seriously and may result in disciplinary action, up to and including immediate termination of employment. PON may also involve law enforcement when appropriate.

Responsibility

All employees are expected to comply with this policy and to cooperate fully in maintaining a safe, weapons-free workplace.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to PON property in the event someone, for whatever reason, may be unhappy with an PON decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to senior management or your immediate supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in PON's investigation, may result in disciplinary action, up to and including termination.

Severe Weather

Severe weather and natural disasters, such as earthquakes, hurricanes, mudslides, floods, and fires are to be expected from time to time. Except severe cases, we are all expected to work our regular hours. In case of isolated weather events or natural disasters that pose a safety concern, contact your direct supervisor for instruction.

If extreme conditions require closing of the building, you will be notified by senior management or your immediate supervisor.

Bloodborne Pathogens Exposure Control

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, PON provides OSHA training.

Our program includes, but is not limited to, employee exposure determination, information and training about bloodborne pathogens, the availability of hepatitis B vaccinations, Standard Precautions, engineering controls, safe work practices, personal protective equipment, and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included.

Hepatitis B Vaccine

As required by OSHA regulations and for your protection, PON provides the hepatitis B vaccine to all employees. This vaccine will be made available to you after you have been informed of the vaccine's effects, safety considerations, method of administration, the benefits of being vaccinated, and the no-cost provision.

Employees will be eligible for the vaccine within ten working days of their first day of work. Under certain circumstances as provided by OSHA standards, the vaccine may not be made available.

All employees are required to complete a Hepatitis B Status Form. If you choose not to be vaccinated, you must sign a Hepatitis B Vaccination Declination form. The vaccine will be made available to those employees who initially decline but later decide to accept the vaccine.

Hazard Communication

PON may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage, and control measures relating to these substances if you will use or likely be exposed to them. Safety Data Sheets (SDS) are available in the laboratory for chemicals used within this work area. You must follow all labeling requirements.

Please consult with the lab and/or biobanking lead prior to purchasing chemicals for PON or bringing them onto our premises. If you have any questions, ask your immediate supervisor.