Comprehensive Pharmacy Services

Employee Handbook
MESSAGE FROM THE PRESIDENT

I take great pleasure in welcoming you to PPS Holdings Inc. (PPS), the parent company of Comprehensive Pharmacy Services (CPS), CPS Med Management (CPSMM), Institutional Pharmacy Services (IPS), and Rex Remote Solutions (RXR). Our success is achieved through high-quality individuals that are passionate about what they do each day. You were asked to join us because we believe you fit that description and will be a significant contributor to our success moving forward.

I am very excited about the team we have assembled across the country. Our team has earned the reputation of providing excellent customer service to our clients resulting in our company being positioned to seize the many opportunities available to us in today’s ever-changing healthcare environment.

As a new member of our team, you can be proud that you are with the leading provider of pharmacy services across the nation. Our goal is to have a dramatic impact on the clients we serve and be fully focused on what is in their best interest. We accomplish that goal through you and your teammates.

Again, welcome to PPS. I appreciate you choosing us and hope you will take full advantage of this opportunity and make our company your company.

Best regards,

Don Nickleson
President and Chief Executive Officer
INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with PPS and its affiliates, CPS, CPSMM, IPS and RXR (affiliates) provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by PPS and its affiliates to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As we continue to grow, the need may arise and we reserve the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as we deem appropriate, in our sole and absolute discretion. This handbook shall not be a contract that modifies our employment-at-will policy permitting you or PPS and its affiliates to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.
101 Nature of Employment
Effective Date: 12/15/2000
Revision Date:

Employment with PPS is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, PPS may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between PPS and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at PPS's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the president of PPS.

103 Equal Employment Opportunity
Effective Date: 12/15/2000
Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PPS will be based on merit, qualifications, and abilities. PPS does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

PPS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
104 Business Ethics and Conduct  
Effective Date: 12/15/2000  
Revision Date:  

The successful business operation and reputation of PPS is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.  

The continued success of PPS is dependent upon our customers’ trust and we are dedicated to preserving that trust. Employees owe a duty to PPS, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.  

PPS will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.  

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Director for advice and consultation.  

Compliance with this policy of business ethics and conduct is the responsibility of every PPS employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.  

105 Personal Relationships in the Workplace  
Effective Date: 12/15/2000  
Revision Date:  

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.  

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.  

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee
may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. PPS also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment or termination decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

106 Employee Medical Examinations
Effective Date: 12/15/2000
Revision Date:

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at the employer's expense. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.
108 Conflicts of Interest
Effective Date: 12/15/2000
Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which PPS wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of PPS’s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of PPS as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which PPS does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving PPS.

110 Outside Employment
Effective Date: 12/15/2000
Revision Date:

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with PPS. All employees will be judged by the same performance standards and will be subject to PPS's scheduling demands, regardless of any existing outside work requirements.

If PPS determines that an employee's outside work interferes with performance or the ability to meet the requirements of PPS as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with PPS. Outside employment will present a conflict of interest if it has an adverse impact on PPS.
201 Employment Categories
Effective Date: 12/15/2000
Revision Date:

It is the intent of PPS to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and PPS.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by PPS management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work PPS's full-time schedule. Generally, they are eligible for PPS's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 hours per week.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with PPS is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

PER DIEM employees are those who work by the day, working part-time schedule.

203 Employment Reference Checks
Effective Date: 12/15/2000
Revision Date:

The Human Resources Director will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes
It is the responsibility of each employee to promptly notify PPS of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Director.

205 Probationary Periods
Effective Date: 12/15/2000
Revision Date:

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. PPS uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or PPS may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new and rehired employees work on a probationary basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within PPS must complete a secondary probationary period of the same length with each reassignment to a new position. Any significant absence during this timeframe will automatically extend a probationary period by the length of the absence. If PPS determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee’s performance, the probationary period may be extended for a specified period.

In cases of promotions or transfers within PPS, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and PPS's needs.

Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification.

Employment status is not changed during the secondary probationary period that results from a promotion or transfer within PPS.

208 Employment Applications
PPS relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluations
Effective Date: 12/15/2000
Revision Date:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's probation period in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire.

Merit-based pay adjustments are awarded by PPS in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

210 Job Descriptions
Effective Date: 12/15/2000
Revision Date:

PPS makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

PPS maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee
performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Director and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Director if you have any questions or concerns about your job description.

212 Salary Administration
Effective Date: 12/15/2000
Revision Date:

The salary administration program at PPS was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, PPS is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Director is also available to answer specific questions about the salary administration program.
301 Employee Benefits
Effective Date: 12/15/2000
Revision Date:

Eligible employees at PPS are provided a wide range of benefits and are subject to change with notice from PPS. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short Term and Long-Term Disability
- 401k Savings Plan
- Paid Time Off (PTO)
- Family Leave
- Jury Duty Leave
- Bereavement Leave

Some benefit programs require contributions from the employee. Please see the specific program benefits and requirements. This policy is not designed to fully explain all benefits provided to employees.

310 Relocation Benefits
Effective Date: 12/15/2000
Revision Date:

When PPS asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible transferred or newly hired employee who must relocate in order to reside within 100 miles of the new place of work. Those employees eligible for relocation benefits are:

- Full-time salaried executive employees

For specific information regarding the terms and extent of relocation benefits, please contact the President.
Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. PPS will reimburse expenses only if the employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

PPS extends these relocation benefits in an effort to contribute to the success of every employee relocation. However, if an employee separates from PPS's service within one year of the relocation, the amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee will be asked to reimburse up to 75 percent of the original relocation expense.

313 Benefits Continuation (COBRA)
Effective Date: 12/15/2000
Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PPS's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at PPS's group rates plus an administration fee. PPS provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under PPS's health insurance plan. The notice contains important information about the employee's rights and obligations.

320 401(k) Savings Plan
Effective Date: 12/15/2000
Revision Date:

PPS has established a 401(k) savings plan to provide all employees the potential for future financial security for retirement.

The 401(k) savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. PPS also contributes an additional matching amount to eligible employee's 401(k) contribution (check with Human Resources to see if you are eligible for matching).

Because your contribution to a 401(k) plan is automatically deducted from your pay before
federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about the 401(k) plan.
405 Employment Termination
Effective Date: 12/15/2000
Revision Date:

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

* Resignation - voluntary employment termination initiated by an employee.
* Discharge - involuntary employment termination initiated by the organization.
* Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with PPS is based on mutual consent, both the employee and PPS have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

408 Pay Advances
Effective Date: 12/15/2000
Revision Date:

PPS does not provide pay advances on unearned wages to employees.

409 Administrative Pay Corrections
Effective Date: 12/15/2000
Revision Date:

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

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Office so that corrections can be made as quickly as possible.
410 Pay Deductions
Effective Date: 12/15/2000
Revision Date:

The law requires that PPS make certain deductions from every employee’s compensation. Among these are applicable federal, state, and local income taxes. PPS also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." PPS matches the amount of Social Security taxes paid by each employee.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.
501 Safety
Effective Date: 12/15/2000
Revision Date:

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.

502 Work Schedules
Effective Date: 12/15/2000
Revision Date:

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

504 Use of Phone and Mail Systems
Effective Date: 12/15/2000
Revision Date:

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse PPS for any charges resulting from their personal use of the telephone.

The use of PPS-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner.
505 Smoking  
Effective Date: 12/15/2000  
Revision Date:  
In keeping with PPS's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This includes any company owned vehicles.  
This policy applies equally to all employees, customers, and visitors.  

508 Use of Equipment  
Effective Date: 12/15/2000  
Revision Date:  
Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.  
Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.  
The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.  

510 Emergency Closings  
Effective Date: 12/15/2000  
Revision Date:  
At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.  
When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.
514 Visitors in the Workplace
Effective Date: 12/15/2000
Revision Date:

To provide for the safety and security of employees and the facilities at PPS, visitors are not allowed in the workplace. Restricting visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

If an unauthorized individual is observed on PPS's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

516 Computers and E-mail Usage
Effective Date: 12/15/2000
Revision Date:

Computers, computer files, the e-mail system, and software furnished to employees are PPS property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

PPS strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, PPS prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

PPS purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, PPS does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. PPS prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Human Resources Director or any member of management upon learning of violations of this policy. Employees who violate this
policy will be subject to disciplinary action, up to and including termination of employment.

517 Internet Usage
Effective Date: 12/15/2000
Revision Date:

Internet access to global electronic information resources on the World Wide Web is provided by PPS to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet usage is limited to job-related activities. Personal use of the Internet is not permitted.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of PPS and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of PPS. As such, PPS reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization from the employee’s immediate supervisor.

Abuse of the Internet access provided by PPS in violation of law or PPS policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in
disciplinary action:

* Sending or posting discriminatory, harassing, or threatening messages or images
* Using the organization's time and resources for personal gain
* Stealing, using, or disclosing someone else's code or password without authorization
* Copying, pirating, or downloading software and electronic files without permission
* Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
* Violating copyright law
* Failing to observe licensing agreements
* Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
* Sending or posting messages or material that could damage the organization's image or reputation
* Participating in the viewing or exchange of pornography or obscene materials
* Sending or posting messages that defame or slander other individuals
* Attempting to break into the computer system of another organization or person
* Refusing to cooperate with a security investigation
* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
* Using the Internet for political causes or activities, religious activities, or any sort of gambling
* Jeopardizing the security of the organization's electronic communications systems
* Sending or posting messages that disparage another organization's products or services
* Passing off personal views as representing those of the organization
* Sending anonymous e-mail messages
* Engaging in any other illegal activities

518 Workplace Monitoring
Effective Date: 12/15/2000
Revision Date:

Workplace monitoring may be conducted by PPS to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of PPS. As such, computer usage and files may be monitored or accessed.

Because PPS is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.
PPS is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, PPS has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of PPS without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, will be taken seriously and should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. These threats will be reported to the local authority (police or Sheriff department).

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

PPS will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, PPS may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

PPS encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Director before the situation escalates into potential violence. PPS is eager to assist in the resolution of employee disputes, and will not
discipline employees for raising such concerns.

524 Ergonomics
Effective Date: 12/15/2000
Revision Date:

PPS is working to develop an ergonomics program to minimize repetitive motion injuries (RMIs) in the workplace. The primary elements of the ergonomics program include: (1) worksite evaluations, (2) control of exposures that may have caused RMIs, and (3) ergonomics training of employees. The ergonomics program also focuses on educating employees on their personal responsibility to ensure good work habits (such as posture and body mechanics) and adequate fitness for work.

RMIs are musculoskeletal injuries, identified and diagnosed by a licensed physician that can result from a job, process, or operation where employees perform the same repetitive motion tasks. Examples of repetitive motion tasks include, but are not limited to, sustained computer keyboard and mouse usage; assembling materials and products; or lifting, carrying, and loading objects.

PPS is working toward providing employees with training that includes an explanation of the ergonomics program, exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and the methods used to minimize RMIs.

All employees are encouraged to immediately report to the Human Resources Director all suspected RMIs, RMI symptoms, or other ergonomic concerns. All employees are required to report to the Human Resources Director all workplace RMIs as soon as possible after they have been identified and diagnosed by a licensed physician.

701 Employee Conduct and Work Rules
Effective Date: 12/15/2000
Revision Date:

To ensure orderly operations and provide the best possible work environment, PPS expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

* Theft or inappropriate removal or possession of property
* Falsification of timekeeping records
* Working under the influence of alcohol or illegal drugs
* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
* Fighting or threatening violence in the workplace
* Boisterous or disruptive activity in the workplace
* Negligence or improper conduct leading to damage of employer-owned or customer-owned property
* Insubordination or other disrespectful conduct
* Violation of safety or health rules
* Smoking in prohibited areas
* Sexual or other unlawful or unwelcome harassment
* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
* Excessive absenteeism or any absence without notice
* Unauthorized absence from work station during the workday
* Unauthorized use of telephones, mail system, or other employer-owned equipment
* Unauthorized disclosure of business "secrets" or confidential information
* Violation of personnel policies
* Unsatisfactory performance or conduct

Employment with PPS is at the mutual consent of PPS and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

---

702 ALCOHOL AND DRUG ABUSE POLICY

POLICY

CPS is committed to delivering quality health care services in a safe and productive workplace. Employees are CPS’s most valuable resource and their health and safety are a serious concern. CPS cannot tolerate any alcohol or drug use which threatens the health and well-being of its employees or patients, the delivery of quality health care services, or public confidence in CPS. To meet this goal, CPS’s employees may be held to a higher standard of conduct than employees in other industries. Accordingly, CPS has adopted this policy as part of its positive and active stand to eliminate alcohol and drug abuse among its employees.

SCOPE
All CPS employees and all applicants for employment. This policy includes illegal drugs, drug paraphernalia, inhalants, controlled substances and alcohol.

**PROCEDURE**

1. CPS recognizes that substance abuse is a medical problem that can be successfully treated. Almost all substance abusers deny that they have a problem and, ordinarily, do not seek treatment voluntarily. For the employees' benefit, attached to this policy is information about the physical and psychological effects of certain commonly abused drugs.

2. CPS encourages voluntary alcohol and drug abuse treatment. CPS will take strong action against employees who do not seek such voluntary treatment prior to the detection of their drug or alcohol abuse problem. This strong action is designed to break the denial barrier and convince the substance abusing employee of the need for treatment.

3. Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation. While CPS will, as feasible, assist employees in overcoming alcohol or drug abuse, the decision to voluntarily seek diagnosis and treatment is the responsibility of the individual employee.

Employees with alcohol or drug abuse problems are free to seek assistance from their personal physician or other treatment sources without the approval or even the knowledge of CPS. Request for treatments and leaves of absence should be made to the Human Resources Department.

Employees taking such leaves are subject to the restrictions and conditions set forth in CPS's Leave of Absence Policy.

Employees entering a rehabilitation program are responsible for all program expenses except those covered by insurance.

Employees wishing to return to work after treatment will be evaluated on a case-by-case basis. CPS reserves the right not to allow the employee to return to the workplace where CPS is not satisfied that alcohol or drug abuse has not been overcome. An employee who fails to complete a voluntary treatment program or who does not respond to the program (including follow up treatment) will be discharged.

Employees voluntarily seeking treatment and wishing to return to work after treatment must sign a Conditional Reinstatement Agreement (See the attached Appendix B). If the Conditional Reinstatement Agreement is breached by the employee in any way, he/she is subject to discharge.
Employees choosing this course of self-identified voluntary treatment will be given the opportunity to correct their drug or alcohol abuse program once during their employment with CPS.

4. Employees are allowed to use prescription drugs (as prescribed) during work time provided they are (1) prescribed for the person in possession of them and contained in their original container, and (2) the medication is not one that alters the employee’s ability to reason or perform his/her job functions in an acceptable manner. The use of any medication that may alter the employee’s behavior, physical or mental ability, or may impair the employee in the performance of his/her job, should be reported on a confidential basis to his/her supervisor so that a determination can be made as to whether job duties should be altered or suspended.

Any prescription drugs intended for the use or treatment of our patients may be handled or administered only in the authorized course of an employee’s work duties.

5. Employees must notify their immediate supervisor immediately after any arrest or conviction for violation of any criminal drug statute.

6. CPS prohibits:

A. Use, storage, possession, manufacture, distribution, dispensation, or sale of illegal drugs or drug paraphernalia on company premises, in company supplied vehicles, or during working hours.

B. Unauthorized use, possession, manufacture, distribution, dispensation or sale of a controlled substance on company premises, in company supplied vehicles, or during working hours.

C. Unauthorized use, possession, manufacture, distribution dispensation or sale of alcohol on company premises, in company supplied vehicles, or during working hours.

D. Storing in a locker, desk, automobile or other place on company premises any illegal drug, drug paraphernalia, unauthorized controlled substance or unauthorized alcohol.

E. Being under the influence of an illegal drug, inhalant, unauthorized controlled substance or alcohol on company premises, in company supplied vehicles, or during working hours.

F. Use, possession, manufacture, distribution, dispensation or sale of any illegal drug, drug paraphernalia, or unauthorized controlled substance off company premises and/or outside working hours that adversely affects the employee’s work performance, his/her own safety or the safety of others at work, or the company’s regard or reputation.
G. Excessive use of alcohol off company premises and/or outside working hours that adversely affects the employee's work performance, his/her safety or the safety of others at work, or the company’s regard or reputation in the community.

H. Refusing to submit to drug and alcohol testing when requested by management or refusing to cooperate fully in all testing procedures, including the completion of all required forms.

I. Switching or adulterating any type of sample submitted for drug and alcohol testing.

J. Refusing to submit to a search or inspection pursuant to this policy when requested by management.

K. Failure to notify the company of any arrest or conviction under any criminal drug statute immediately of the arrest or conviction.

L. Conviction under any criminal drug statute.

M. Arrest for violation of any criminal drug statute which adversely affects the company’s regard or reputation in the community.

7. In those cases where a manager determines that an employee’s behavior provides reasonable cause to suspect that the employee is under the influence of drugs and/or alcohol or otherwise impaired in their ability to perform the practice of pharmacy in a safe and effective manner, the employee must undergo a urine drug and/or breath alcohol testing. In addition, if through investigation of theft or diversion or during a post-accident or safety violation, a manager or supervisor determines there is reasonable suspicion of diversion, theft or other misappropriate handling of controlled substances or legend drugs, the employee is subject to immediate (or as soon as feasible) blood, urine or breath alcohol testing to determine possible impairment.

A. Should a licensed employee be determined to be working impaired and/or guilty of diversion, theft or mishandling of controlled substances or legend items, that employee will be reported to the California State Board of Pharmacy as follows:
   i. This report will include the details of the impairment and/or diversion, theft or mishandling of controlled substance or legend items including the physical impairment which will include, if applicable:
      any personal admission of said impairment or theft
   ii. any video or documentary evidence of said impairment or theft
   iii. notification of termination from employment due to said impairment or theft
B. Anyone participating in good faith in the making of a report of another employee as required by this policy will be free from any liability, civil or criminal, that might otherwise arise from the making of this report. The same immunity will apply with respect to the participation in any administrative or judicial proceeding resulting from this report.

C. Failure to report timely to the employee's supervisor or other authorized personnel the use of a prescribed drug that may alter the employee's behavior, or physical or mental ability, or may impair the employee in the performance of his/her job.

8. CPS reserves the right to request that employees submit to alcohol and drug tests under the following circumstances:

A. Where an employee's behavior, job performance, conduct, unsafe work practices, or other information gives rise to a suspicion that the employee is currently under the influence of or affected by illegal drugs, inhalants, unauthorized controlled substances or alcohol.

B. Where an employee's behavior, job performance, conduct, unsafe work practices, or other information gives rise to a suspicion that the employee is currently using illegal drugs or unauthorized controlled substances.

C. Where an employee has been involved in a serious work related accident or incident of a suspicious nature or has been found to have contributed to an accident or other incident involving actual or potential serious injury or damage to property.

D. Where the employee is employed in, has access to, or is believed to have had access to an area or department where a drug diversion or theft has occurred.

E. Where random or periodic drug or alcohol testing is required by law or a regulatory body governing CPS or its employees.

F. Where an employee is subject to a Conditional Reinstatement Agreement upon return to work after drug rehabilitation.

G. Where there are other circumstances indicating that alcohol or drug abuse by employees may jeopardize patient, employee, or public safety or impair employee performance.

9. To minimize alcohol and drug abuse problems from the outset, alcohol and drug tests will be given to all persons to whom a position is to be offered. All applicants will be told in advance of this pre-employment drug testing.
If a drug test indicates unlawful drugs or unauthorized drugs in the applicant's system, the applicant will not be employed by CPS. As with all decisions to employ or not to employ particular applicants, the applicant will only be told that he/she was not selected. No further information will be provided.

10. Current employees who were not subject to pre-employment testing and are considered for a promotion to Director or Vice President Positions will be given an alcohol and drug test prior to the promotion. This will ensure that CPS is managed by individuals committed to our drug free environment.

11. All alcohol and drug tests will be conducted by NIDA approved labs. All specimens will be collected under NIDA approved conditions.

Urine tests will be generally used, but blood and breath tests will be performed in appropriate circumstances.

Prior to testing, all applicants and employees must sign a voluntary submission form consenting to testing and releasing the test results to CPS management.

Prior to testing, all applicants and employees will be given the opportunity to list all prescription and non-prescriptions drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs.

Prior to taking action regarding a current employee who tests positive, CPS will give the employee the opportunity to explain the results.

12. Whenever circumstances indicate that an employee’s work performance or on the job behavior may have been affected in any way by alcohol or drugs, the company may search the employee the employee’s locker, desk, purse or other company property under the control of the employee, as well as the employee’s personal effects or automobile on company property.

Whenever circumstances indicate that an employee has sold, purchased, used or possessed alcohol, drugs, or drug paraphernalia on company premises, the company may inspect the employee, the employee’s locker, desk or other company property under the control of the employee, as well as the employee’s personal effects or automobile on company property.

13. Violation of any portion of CPS’s drug and alcohol policy may result in severe disciplinary action, including discharge for a first offense, at CPS’s sole discretion.

14. Compliance with CPS’s alcohol and drug abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any
inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

704 Attendance and Punctuality
Effective Date: 12/15/2000
Revision Date: 4/01/2007

The Company places a high value on attendance. We expect and need employees to be at work on time on their scheduled workdays. The Company considers regular and predictable attendance by every employee to be an essential job function of every position. Excessive occurrences of absence, tardiness, and leaving work early are not tolerated. Regular attendance and predictability are important because they affect an employee’s productivity and ability to meet goals, standards, and deadlines. Absent employees adversely affect Company morale since co-workers must absorb the absent employee’s workload in addition to their own. Consequently, the level of service we provide to our customers is diminished. Each and every employee, therefore, is responsible for being present and punctual every day.

Our policy is to address and correct attendance patterns that are especially counterproductive and disruptive, while tolerating normal patterns of absences caused by occasional illness, emergencies, etc. A poor attendance record can hinder an employee’s rate of advancement and/or result in disciplinary action, up to and including termination of employment. Chronic absenteeism or tardiness, including obvious “patterns” of absences, will be grounds for corrective action, up to and including termination, regardless of whether or not an employee has accrued leave to “cover” the absences.

The Company will not penalize employees for occurrences of absence, tardiness, and leaving work early when those occurrences are for reasons covered by the Family and Medical Leave Act of 1993 (“FMLA”), the California Family Rights Act of 1993 (“CFRA”) or for any other applicable local, state or federal law. Please see your Human Resources representative for additional information regarding FMLA and CFRA leave.

Absence Notification Policy

Failure to provide timely notification of an absence or tardiness is unprofessional and can impose a burden on your co-workers and the people we serve. Therefore, failure to comply with the following notification requirements may result in disciplinary action, up to and including termination of employment.

1) If it becomes necessary for an employee to be absent or tardy from work due to an illness or other emergency, he/she is required to notify his/her immediate supervisor at least two (2) hours prior to his/her scheduled starting time or as soon as practicable.
2) If an employee misses work for a reason covered by the FMLA/CFRA where the need for the leave is not foreseeable and it is not possible to call in two (2) hours prior to his/her scheduled starting time, he/she may be covered by the FMLA/CFRA so long as he/she notifies the Company as soon as practicable under the circumstances. In such unforeseeable cases employees should notify the Company within two (2) business days of when the employee learns of the need for leave.

3) When calling in, the employee must state the reason for being absent and the probable duration of the absence, with excuses subject to verification. The employee must also provide a phone number where he/she can be reached for questions.

4) In instances where a voice mail message has been left for the employee’s immediate supervisor, the employee must also attempt to speak with the next management level that is available and leave a voice mail message if unsuccessful.

5) It is preferable that the employee give as much advance notice of an absence or tardiness as possible so that coverage can be arranged. In all instances where absence or tardiness is foreseeable, advance written notice must be given to the employee’s immediate supervisor at least thirty (30) days in advance or as soon as the employee knows that he or she will miss work, and written approval must be obtained for inclusion in the employee’s personnel or medical file—management is reminded that any medical information must be included in a separate and secured employee file and cannot be maintained in the employee’s personnel file.

6) The employee should notify CPS’s Human Resources representative of the need for FMLA/CFRA leave as soon as possible, and in the case of leave for the birth or placement of a child or planned medical treatment for a serious health condition for the employee or a family member where the need for leave is foreseeable, the employee must request FMLA/CFRA leave from the employee’s Human Resources representative at least thirty (30) days in advance.

7) The employee must also report his/her status each day he/she is out or as appropriate when absent for an extended leave.

8) Employees who fail to report for work for two (2) or more scheduled shifts in a row and do not speak with their immediate supervisor or next management level (except for approved leave, including FMLA/CFRA leave, or vacation) and obtain permission for the absence will be deemed to have voluntarily quit and their employment will be terminated without further notice.

9) If an employee must leave work because of an emergency, sudden illness, etc., the employee must first speak with his/her immediate supervisor, or if that is not possible, the next management level, before he/she leaves the premises.
Attendance Standards Policy

1) Attendance standards apply to unscheduled absences of one or more consecutive work days (“occurrence”), and to late arrivals and leaving early. In addition, patterns of absenteeism involving weekends or holidays, absences coinciding with scheduled time off, and failure to follow call-off procedures are also part of this standard.

2) Except in cases of approved leave, FMLA/CFRA leave or vacation. Excessive tardiness is defined as arriving late (in excess of fifteen minutes) or leaving early five or more times in a “rolling” three month period or ten times in a “rolling” twelve month period.

3) Except in cases of approved leave, FMLA/CFRA leave or vacation. Excessive absenteeism is defined as three or more “occurrences” of unscheduled absence in a “rolling” three month period or six occurrences in a “rolling” twelve month period.

4) Failure to abide by this policy may result in disciplinary action up to and including termination.
706 Return of Property
Effective Date: 12/15/2000
Revision Date:

Employees are responsible for all PPS property, materials, or written information issued to them or in their possession or control. Employees must return all PPS property immediately upon request or upon termination of employment. Where permitted by applicable laws, PPS may withhold from the employee’s check or final paycheck the cost of any items that are not returned when required. PPS may also take all action deemed appropriate to recover or protect its property.

708 Resignations
Effective Date: 12/15/2000
Revision Date:

Resignation is a voluntary act initiated by the employee to terminate employment with PPS. Although advance notice is not required, PPS requests at least 2 weeks’ written notice of resignation from nonexempt employees and 4 weeks’ notice from exempt employees.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

710 Security Inspections
Effective Date: 12/15/2000
Revision Date:

PPS wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, PPS prohibits the possession, transfer, sale, or use of such materials on its premises. PPS requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of PPS. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of PPS at any time, either with or without prior notice.

PPS likewise wishes to discourage theft or unauthorized possession of the property of employees, PPS, visitors, and customers. To facilitate enforcement of this policy, PPS or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto PPS’s premises.
714 Drug Testing
Effective Date: 12/15/2000
Revision Date:

PPS is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to the Human Resources Director.

722 Workplace Etiquette
Effective Date: 12/15/2000
Revision Date:

PPS strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. PPS encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Human Resources Director if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

* Keep work area orderly and picked up.
* Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
* Try to minimize unscheduled interruptions of other employees while they are working.
* Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
* Keep socializing to a minimum, and try to conduct conversations in areas where the noise...
will not be distracting to others.
* Refrain from using inappropriate language (swearing).
* Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
800 Life-Threatening Illnesses in the Workplace
Effective Date: 12/15/2000
Revision Date:

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. PPS supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, PPS will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Director for information and referral to appropriate services and resources.