

Team Member Handbook



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WELCOME TO ALLIANCE

Mission, Vision & Values

Our Mission – Who We Are

Our mission is to provide essential solutions and exceptional care through diagnostic imaging, radiation oncology, and interventional healthcare services, working in partnership with hospitals and physicians. We deliver best-in-class patient care with unparalleled passion and commitment to ensure the very best healthcare for those we serve. We offer operational excellence in radiology, oncology and interventional healthcare services, which enables our hospital and physician partners to excel in their markets.

Our Vision – Where We Are Going

Our vision: We are a driving force in transforming global healthcare. We provide extraordinary care for each patient, set industry standards in the way we deliver partnership value, and demonstrate exceptional performance and growth. Our Team Members create a workplace of pride that attracts and retains the best talent.

Our Values – What We Believe

We are committed to serving with compassion, staying focused on the customer, being an extraordinary teammate, taking personal ownership and delivering excellence. These are our core values at Alliance.

Alliance Team Member Handbook

Introduction

This Team Member Handbook (“Handbook”) is designed to inform you (“Team Member”) about important practices and procedures of Alliance Healthcare (“Alliance” or the “Company”). This Handbook also describes or refers to certain benefits available to Team Members, such as insurance benefits and leaves of absence. Separate materials, which are available from the Human Resources Department, describe those benefits in more detail and will govern to the extent that there may be inconsistencies between this Handbook and those materials.

It is impossible to address every issue that may come up. However, Team Members can find guidance in the Code of Conduct. Conduct that is not listed, but that is unprofessional, adversely affects or is otherwise detrimental to Alliance’s interests or the interests of its Team Members, patients, clients, or the public at large is also prohibited and may be subject to disciplinary action up to and including termination.

Other than the Dispute Resolution Policy (“DRP”) contained in this handbook (including the binding arbitration agreement contained therein) which is a binding agreement unless you timely and properly opt-out of being bound by its provisions, no provision or portion of this Handbook constitutes an implied or expressed contract, guarantee or assurance of employment or any right to an employment-related benefit or procedure. Further, no policy set forth in this Handbook (other than the DRP, which, as noted above, is a binding agreement), or otherwise established, in writing or not, is intended to create a contract of employment or otherwise alter Alliance’s employment-at-will policy. Alliance reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this Handbook at any time.

All policies contained in this Handbook can also be found on the Team Member Website. You should familiarize yourself with the policies and keep the Handbook available for reference when you have questions. Alliance’s policies are subject to change at Alliance’s sole discretion at any time, with or without advance notice, due to changing business needs and/or regulatory requirements. Updated policies will be posted on Alliance’s Team Member Website; please check the website for new policies, updates, and/or revisions. Any policy or procedure addressed in this Handbook supersedes any prior policies or guidelines on the same subject matter unless a region or department establishes additional policies, which are particular to the needs of that business. Team Members should contact their local Human Resources representative if they have any questions about the interpretation of the Handbook.

Employment-At-Will

We are very happy to have you as part of the Alliance Team. We hope that this is a long relationship, but just in case either one of us decides that this is not a great fit; both parties have the right to terminate the relationship at-will. Essentially, Alliance’s at-will Team Members have the absolute right to resign at any time with or without cause or notice, though two-week’s notice is appreciated. Similarly, Alliance may terminate the at-will employment relationship at any time, with or without cause or notice. Alliance reserves the right, at its sole discretion, to change the terms of or eliminate Team Member benefits and to alter the conditions of employment at any time, with or without notice. Nothing contained in the Team Member Handbook should be

interpreted as in any way limiting this at-will relationship, nor is the at-will relationship altered by Alliance's reservation of the right, at its sole discretion, to take progressive disciplinary action. Similarly, a favorable performance evaluation does not guarantee continued employment, nor does failure to conduct a formal performance review preclude termination. Certain obligations, such as the obligation of confidentiality of Company trade secrets and the DRP, continue after termination of employment. The at-will relationship may only be altered by a written agreement expressly stating that the Team Member's employment can be terminated only for cause. Such agreement must be signed by the Chief Executive Officer, or the Chief Operating Officer of the Company. No other managers or supervisors have the authority to alter the at-will relationship.

Equal Employment Opportunity & Prohibition against Discrimination

Alliance is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. It is the policy of the Company to provide equal employment opportunity to all Team Members and applicants for employment. No person shall be discriminated against because of race, color, creed, gender or gender identity, gender expression, pregnancy, childbirth (or related medical conditions), religion (including religious dress and grooming), marital status, age, national origin or ancestry, veteran status, physical or mental disability, medical condition, genetic information (see definition below), family care or medical leave status, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. 'Genetic information,' as defined by the Genetic Information Nondiscrimination Act (GINA), includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

This policy applies to all terms and conditions of employment with the Company, including recruitment, hiring, assignment, training, educational assistance, promotion, demotion, compensation, benefits, discipline, termination, layoff, recall, and/or retirement. Any Team Member who has reason to believe this policy may have been violated should report the matter immediately to his or her supervisor or the Human Resources Department directly without fear of retaliation.

The Company is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operation of the Company and prohibits unlawful discrimination of the Company, including supervisors, and co-workers.

Any applicant or Team Member who requires an accommodation in order to perform the essential functions of the job must contact their manager **and** the Benefits Department to request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or Team Member to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

It is our policy that we will neither condone nor tolerate harassment of any type. This includes harassment due to race, color, religion (including religious dress and grooming), national origin, citizenship, age, sex, gender, gender identity, gender expression, sexual orientation, veteran status, marital status, physical or mental disability, medical condition, genetic information or any other protected characteristic under state or federal law.

This applies to all Team Members (including managers and supervisors) and all non-Team Members, including customers/clients, visitors, suppliers, vendors, contractors, temporary workers, or other individuals with whom an Alliance Team Member comes into contact during the daily performance of his/her job.

Team Members are expected to conduct themselves professionally, in a manner befitting the work environment and with respect for co-workers at all times.

Immigration Law Compliance

This Company is committed to full compliance with federal immigration laws. Accordingly, every individual employed by the Company must provide satisfactory evidence of his or her identity and legal authority to work in the United States, no later than three business days after the date of hire.

Employment Categories

A **Regular Full-Time** Team Member is regularly scheduled to work Alliance's full-time schedule. He/she is eligible for benefits sponsored by Alliance, subject to the terms, conditions, and limitations of each benefit program.

A **Regular Part-Time 1 (P1)** Team Member is regularly scheduled to work less than the full-time work schedule, but at least thirty (30) hours per week. He/she is eligible for some benefits sponsored by Alliance, subject to the terms, conditions, and limitations of each benefit program.

A **Regular Part-Time 2 (P2)** Team Member is scheduled to work at least twenty (20) but fewer than thirty (30) hours per week. He/she is eligible for some benefits sponsored by Alliance, subject to the terms, conditions, and limitations of each benefit program.

A **Part-Time** Team Member is regularly scheduled to work fewer than twenty (20) hours per week. Team Members who work fewer than twenty (20) hours per week are ineligible for Alliance's benefit programs.

A **Fixed-Term** Team Member is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, typically fewer than six (6) months. If he/she is paid through Alliance's payroll system, the Team Member is eligible for legally required benefits and ineligible for Alliance's other benefit programs; if he/she is paid through a temporary staffing agency, the agency is responsible for all pay and benefits. Employment beyond any initially-stated period does not change the Team Member's employment status. A fixed-term Team Member retains this status unless and until notified in writing of a status change.

An **On Call or P.R.N.** individual has established an employment relationship with Alliance but is assigned to work on an intermittent and/or unpredictable basis, and is ineligible for Alliance's benefit programs. An **On Call or P.R.N.** individual will be terminated from eligible work status after six (6) consecutive months of inactivity (that is, six (6) consecutive months without hours worked for Alliance) but, if eligible and in good standing, may apply for rehire at a future date.

Non-Exempt employees are those Team Members covered by the overtime provisions of the Federal Fair Labor Standards Act and/or any applicable state laws. Employees in this category are entitled to overtime pay as provided for under applicable laws.

Exempt employees are those Team Members who are categorized by the Company as Exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Such employees include those employees who qualify as executive, administrative, professional and/or outside sales persons.

Work Week

Alliance's standard workweek begins at midnight 12:00 a.m. Monday and ends at 11:59pm the following Sunday. Work schedules are established within this framework and your supervisor will advise you regarding your specific working hours. We cannot guarantee any specific number of hours to be worked, and we may require you to work overtime from time to time depending on the needs of our customer and patients. You are acknowledging that you understand that when overtime work is assigned, failure to work assigned overtime may be considered a violation of the Company's policies, and can subject a Team Member to disciplinary action, up to and including termination of employment.

Overtime

Only Non-Exempt employees qualify for overtime pay. In accordance with State and Federal regulations, overtime is calculated based on hours worked in excess of forty (40) hours in a work week, or in excess of eight (8) hours in a day depending on the Team Member's applicable state law. Double time will be paid as required under applicable law.

The Company does not permit employees to take compensatory time off in lieu of overtime pay. The Company reserves the right to require overtime work by all employees at any time as required. Whenever possible, advance notice will be given, however, it is not required.

Internal Transfers and Promotions

Alliance welcomes and encourages current Team Members to apply for any open position within the Company, especially as it pertains to personal career development.

If you are interested in exploring an opportunity you see on the Team Member Website, you are encouraged to reach out to Recruiting to find out more information about the position. Transfers and promotions are usually possible only if a Team Member has worked in his/her present position for at least six months and is fully qualified for the new position. To be eligible for a promotion or transfer to a new position, you must be in good standing and must not have had a written warning, Performance Improvement Plan (PIP), or suspension within the six-month period preceding the transfer/promotion application.

We also recognize that Team Members may find that events in their personal lives require them to relocate. Alliance values each of our Team Members and, if you find yourself in this situation, we encourage you to visit the Team Member Website to search for open positions that may exist in your new location. Alliance provides support to customers all across the country. This means a wealth of internal transfer opportunities are available to you and, whenever possible, we will help you find a transfer opportunity that works for your situation.

HOW WE TREAT EACH OTHER

Open-Door Communication

If at any time you wish to discuss a policy, work practice/procedure, or any other issue that affects the work environment, you should feel free to speak to anyone on your management team, the Human Resources Department or the Chief Compliance Officer. Because of the relationship that exists between a supervisor and Team Member, often the best place to begin is with your immediate supervisor. However, if you are uncomfortable talking to your supervisor, you should speak to a more senior supervisor, a Human Resources partner or the Chief Compliance Officer.

Respect

Alliance expects respect in the workplace. We've all seen that when disagreements between coworkers or personality conflicts are not addressed and resolved, it makes for an uncomfortable work environment and makes it difficult to have a collaborative working relationship with one another. We don't believe that simply tolerating the other person is an acceptable resolution. We expect all Team Members to make every effort to constructively resolve conflicts. If you and a co-worker are unable to resolve a conflict, please reach out to your manager or your Human Resources partner for assistance.

Unlawful Harassment

The Company is committed to providing a work environment which is free from unlawful harassment and will make every effort to ensure that this is the case. In keeping with this commitment, the Company maintains a strict policy prohibiting unlawful harassment, including sexual harassment.

No Team Member shall threaten or imply, either explicitly or implicitly, that any other Team Member's refusal to submit to harassment will adversely affect the Team Member's employment, evaluation, wages, advancement, assignments, work hours, or any other condition of employment or career development.

Harassment Defined

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with a Team Member's work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with a Team Member's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, the following:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, comments about a Team Member's body or dress, or unwanted sexual advances, propositions, invitations or comments;
- Visual conduct such as leering, making sexual gestures, or displaying derogatory and/or sexually oriented posters, photography, cartoons, screensavers, notes, or drawings;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work;
- Any of the above verbal, visual or physical conduct based upon a Team Member's sex, race, color, national origin, religion, age, physical disability, mental disability, medical condition, genetic information, ancestry, marital status, sexual orientation, family care or medical leave status, veteran status, or on any other basis protected by federal or state laws;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances; and
- Retaliation for having reported or threatened to report harassment.

Sexually harassing conduct, in particular, includes all of these prohibited actions, as well as other unwelcome conduct, such as conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex.

Harassment may occur in a variety of ways and may, in some circumstances, be unintentional. Regardless of intent, such conduct is not acceptable.

Any Team Member who believes that he or she has been the subject of any type of unlawful harassment should report the alleged act immediately to the Human Resources Department or Compliance Department as soon as possible. The Company will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

Any Team Member who is found, after appropriate investigation, to have violated the Company's policies (including, without limitation, this policy against harassment) may be subject to disciplinary action, up to and including termination, in management's sole discretion. The Company encourages all Team Members to report any incident of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

No Team Member shall be retaliated against for reporting any incident of harassment in good faith.

Complaint Procedure for Reporting Harassment and Discrimination

The Company has adopted a firm policy against all types of harassment and discrimination in an effort to prevent this type of behavior from occurring. However, if you believe you have been harassed, we urge you to report the incident immediately and according to the following procedure, so that your complaint can be resolved quickly and fairly:

1. When possible, confront the individual who is responsible and ask him or her to stop the offensive behavior.
2. Make it clear to the harasser that his or her actions are not welcome, and they should stop. This may require identifying the offensive actions. Do not use threats, insults, or obscenities, but speak in clear terms.
3. Provide a written or oral complaint to your supervisor, the Human Resources Department, the Chief Compliance Officer or the Ethics Hotline (800) 799-4605 as soon as possible after the incident. Include or provide all details on the incident(s), name(s) of individual(s) involved, and the name(s) of witnesses.
4. All reports of harassment will be investigated by an impartial party, and appropriate corrective action will be taken if it is found that this policy has been violated. Complaints will be kept confidential to the extent possible.
5. If the Company determines that its policies have been violated, it will take appropriate disciplinary action against the offending party as warranted by the circumstances, up to and including termination.
6. The Company will not retaliate against you for filing a complaint or for cooperating in an investigation even if such complaint is determined to be “unfounded.” However, giving intentionally false information during an investigation and/or making knowingly false charges of discrimination or harassment is a serious offense and may subject the individual to disciplinary action, up to and including termination of employment.
7. All Team Members are required to cooperate in any Company investigation of harassment, discrimination or other possible policy violations, even if they prefer not to be involved. Team members who refuse to cooperate in a Company investigation may be subject to disciplinary action, up to and including termination of employment.

If you should have any questions about the Company’s policy for harassment or discrimination, or the procedure for filing complaints, contact the Human Resources Department

COMPLIANCE

Compliance with Laws and Regulations

Alliance is committed to the values of being a customer-focused organization, whose work environment is characterized by quality, integrity, ethics, respect, teamwork and accountability. Every individual in the Company and all of us together own our reputation. We treat our reputation as an asset. All of us here at Alliance are expected to maintain the highest standards of integrity.

In addition, as a health care provider, Alliance is subject to federal and state laws and regulations including, but not limited to, the Federal Anti-Kickback Law and similar state anti-kickback laws, the Federal False Claims Act and similar state false claims laws, and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and similar state laws addressing privacy

and security. Team Members shall comply with all applicable laws and regulations. Failure to do so may result in disciplinary action, up to and including immediate termination.

In addition, Alliance does not tolerate any form of intimidation, threat, coercion, discrimination or any form of retaliation against any individual who assists in the investigation of a reported violation. Any Team Member or contractor who witnesses retaliatory behavior shall report the behavior to the Chief Compliance Officer. Any individual who believes they are being retaliated against shall file a complaint with the Chief Compliance Officer or with a representative from the Alliance Human Resources Department.

All Team Members are required to read and be familiar with Alliance's Compliance policies located on the Team Member Website. For further information, consult the Compliance and Legal Policies on the Team Member Website or contact Alliance's Chief Compliance Officer.

HIPAA

HIPAA establishes uniform standards governing the conduct of certain electronic health care transactions and protecting the security and privacy of individually identifiable health information maintained or transmitted by health care providers (including Alliance), health plans and health care clearinghouses. Team Members must comply with HIPAA's Privacy Rule, which restricts the use and disclosure of certain individually identifiable health information, known as protected health information. The Alliance HIPAA Policies and Procedures are located on the Team Member Website for further information.

Exclusion from Federal Health Care Programs

Prior to hiring a Team Member and periodically thereafter, Alliance will conduct searches on governmental databases to determine if the Team Member is excluded from participation in Medicare, Medicaid, TRICARE, or any other federal health care programs. A Team Member's employment with Alliance shall be subject to termination upon determination by Alliance that the Team Member is excluded from participation in one or more federal health care programs.

A Team Member shall notify the Human Resources Department immediately in the event that the Team Member (i) becomes aware that he/she is subject to any governmental investigation, (ii) is convicted of a felony, or (iii) is excluded from participating in any federal health care program.

SAFETY & ON-THE-JOB INJURY

Workplace Violence

We are deeply committed to providing a workplace that is free from acts or threats of violence - either verbal or physical. Everyone at Alliance is responsible for keeping the workplace free from violence. As you would expect, Alliance has a strict policy that prohibits any Team Member from threatening or committing any act of violence in the workplace, while on duty and/or while on Alliance-related business, or while operating any vehicle or equipment owned or leased by Alliance. "Workplace" is defined as any building owned, leased or occupied by Alliance, customer and vendor premises and surrounding areas such as sidewalks, walkways, driveways and parking lots as well as Alliance sponsored events and activities. Furthermore, if you become aware of a potential threat or safety risk to yourself or other Team Members by a third-party (including,

without limitation, a customer, vendor, or family member of a Team Member), you should report such concerns to Alliance immediately.

Team members are prohibited from carrying weapons of any kind on Company property. "Weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm to person or property. A license to carry a weapon on Company property does not supersede this policy. All Team Members are subject to this provision, including contract and temporary employees, visitors and customers in the Workplace. If you work in a state which permits the carrying of handguns and firearms in the trunk of your vehicle while on Company property you will be permitted to carry that weapon in the trunk of your vehicle only if all the following conditions are met:

- You must notify Alliance in writing that you intend to have a weapon in your vehicle.
- You must provide proof to Alliance that you hold a valid permit to carry a concealed weapon; and
- You must park in a specific designated parking area of the premises (see your local site manager for further information).

Compliance with this policy and Alliance's commitment to a "zero tolerance" policy with respect to workplace violence is *every Team Member's responsibility*. A Team Member is required to report any incident involving a threat or act of violence immediately to his/her supervisor **and** to the Chief Compliance Officer as described in the Complaint Handling Procedure for Non-Accounting Complaints (located on the Team Member Website). Any supervisor who becomes aware of any incident involving a threat or act of violence must report the matter immediately to the Executive Vice President of Human Resources. The Chief Compliance Officer in consultation with the Executive Vice President of Human Resources will investigate the matter and take appropriate corrective action. If a Team Member becomes aware of any workplace security hazards or identifies methods of increasing security in the workplace, he/she should report that information to his/her supervisor and the Chief Compliance Officer, or, if the threat is imminent, to the appropriate emergency authorities. Sometimes, a Team Member may violate a policy and an investigation may need to be conducted to determine if any violations occurred and address any wrongdoing. As such, you may be called on to cooperate with such investigations. Where the circumstances allow confidentiality, we will do our best to keep your cooperation confidential. Cooperation may include providing interviews with an investigator, Human Resources Representative and/or Chief Compliance Officer, as well as providing a written statement.

As a Team Member, you spend a lot of hours at work each week, and you are entitled to a safe workplace. In order to ensure a safe work environment, we count on all Team Members to take responsibility for on- the-job safety. Alliance has established a workplace safety program, and its success depends on the alertness and personal commitment of you and your fellow Team Members. There are a number of workplace safety training and guidelines that you must become familiar with which are located on the Team Member Website.

We count on you to report any unsafe or hazardous conditions to management immediately so that every effort can be made to remedy potential problems as quickly as possible.

Timely Reporting of Injury and Workers' Compensation Program

If despite all best efforts you suffer an injury at work, our main concern is to get you the necessary treatment as quickly as possible. For this and other reasons, including insurance reporting, etc., in case of an accident involving personal injury, no matter how minor, you must notify your supervisor immediately.

If you are injured on the job, you may be entitled to benefits under your state's workers' compensation laws. You must complete an *Occupational Illness and Injury Report* form located on the Team Member Website, and submit it to Human Resources within twenty-four (24) hours of any work-related injury/illness. Any supervisor who witnesses a workplace injury and/or is told about a workplace injury must also complete and submit to the Benefits Department the *Supervisor Occupational Illness and Injury Form* within twenty-four (24) hours of any work-related injury/illness. As mentioned above, any delay may result in delay of or loss of worker's compensation benefits. A\ HR representative will reach out to you to help you with any benefits you may need, including time off from work if needed.

Smoke Free Workplace

Smoking is not allowed in any work areas of Alliance, including in or near Alliance offices, mobile units, and centers, except in designated areas or outside the building. Smoking is defined as carrying, holding or using a lighted cigarette, cigar or pipe of any kind or emitting or exhaling smoke of any kind including e-cigarettes (vaping). The use of chewing tobacco is also prohibited. This policy applies to all Team Members, clients, physicians, patients and visitors in all work areas of Alliance.

If you are a smoker who wishes to smoke during your working hours, you must limit your smoking to designated break and meal periods, and may smoke only in designated areas that are away from entry-ways into the office building or unit. If you have direct contact with patients, you must ensure that your hands and clothes are clean and free from the smell of tobacco at all times.

In all cases, the Company will abide by any local or state statutes, regulations or ordinances pertaining to smoking that are more restrictive than our policies.

Drug Free Workplace

In compliance with the Drug Free Workplace Act of 1988, we are committed to providing a drug-free, healthful, safe, and secure work environment for our Team Members and patients.

This may seem like common sense, but you can't drink alcohol or take drugs (including medical or recreational marijuana) while you are on the job, or during your breaks. And you also can't drink or take drugs just before you come to work or come to work under the influence of drugs and alcohol (including medical or recreational marijuana). Team Members who violate this policy will be subject to disciplinary action, up to and including immediate termination of employment.

“Under the influence” includes any doctor-prescribed drugs, including marijuana, that are known to cause impairment. If you are taking an over-the-counter or prescription drug, we expect you to speak to your physician about the drug's effects and whether it may interfere with the safe performance of your job. If the use of any over-the-counter or prescription drug could compromise

your safety, or that of a fellow Team Member, patient or the public, it is your responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, notify your manager, notify Human Resources) to avoid unsafe workplace practices.

Workplace Monitoring

Because we care about your safety and security, the Company sometimes has workplace monitoring by means of video recording in accordance with federal and state laws to ensure safety and security.

Security Inspections

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

Desks, lockers, and other storage devices may be provided for the convenience of Team Members, but remain the sole property of Alliance. Although unlikely they, as well as any articles found within them, can be inspected by any agent or representative of Alliance at any time, with or without prior notice.

Additionally Alliance may direct you to undergo a reasonable suspicion drug test (by urine or hair) if Alliance has reason to believe that a Team Member is using drugs/alcohol while working or is under the influence or impaired by drugs or alcohol while working or if the Team Member is involved in an on-the-job injury, or incident involving damages to Company or customer property. A Team Member's refusal to submit to any drug test required under this policy, or any confirmed positive test pursuant to this policy, is grounds for immediate disciplinary action, up to and including termination of employment.

Personal Property

Since you spend a lot of time here, we recognize that you may want to bring personal property to work, such as photographs, mementos, posters, or other decorations. Such decorations should be in good taste and in keeping with Alliance's policies, and Alliance assumes no liability for any losses or damage to personal items left in or on your desk or other areas of Alliance premises, or to your vehicle or the contents while parked at work.

Visitors in the Workplace

Only visitors authorized by management are allowed in the workplace. Resource Center and Regional Office visitors should enter at the reception area and sign in. Authorized visitors will receive directions or be escorted to their destinations. Team Members are responsible for the conduct and safety of their visitors. Former Team Members are considered visitors and are not allowed on Alliance premises without prior authorization from their former supervisor or department head.

Team Member Medical Examinations

To help ensure that a Team Member is able to perform his/her duties safely, medical examinations may be required and may be a condition of continued employment. Medical examinations within

reason or as required by law or federal or state guidelines, may be required by certain clients for a Team Member who has patient contact. After an offer has been made to an applicant entering a designated job category, a medical examination may be performed at Alliance's expense by a health care professional selected by Alliance. The offer of employment and assignment to duties may be contingent upon satisfactory completion of the exam.

A current Team Member may be required to undergo medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at Alliance's expense by a health care professional selected by Alliance. Information on a Team Member's medical condition or history resulting from such examinations will be used only for the purpose of assessing fitness for and/or assignment of duties and will otherwise be maintained confidentially. Your continued employment may be contingent upon continued determination of satisfactory medical fitness for duty.

Screenings Requested by Clients

Due to changing federal and state requirements, hospitals or other health care providers that are clients of Alliance may require that Alliance Team Members undergo employment screening before providing services to patients. This may include a client performing its own screening of the below information and/or requiring Alliance provide copies of one or more of the following:

- Job description with position qualifications
- Licensure and/or certification
- Personnel file, including but not limited to employment application, resume, and performance and competency evaluations
- A criminal and/or other background check
- A health screen for tuberculosis (TB) and/or other communicable diseases
- Evidence of immunizations such as measles, mumps and rubella (MMR), Hepatitis B, or others
- A drug screening test for the use of illegal substances
- Any other information about a Team Member that a client reasonably believes is required to comply with Joint Commission, credentialing and/or governmental guidelines and in keeping with Alliance's policies and procedures

Some customers and clients require documentation of a Team Member's social security number, date of birth and copies of professional licenses.

At any time during employment at Alliance, a Team Member may be assigned to a client that requires any or all of the above Screening information. By electronically signing the Acknowledgment Form to this Handbook, each Team Member consents to allow Alliance to request authorization to perform a Screening, to initiate or otherwise conduct a Screening, and to provide written confirmation to the client regarding whether or not the Team Member has met the conditions for employment by Alliance. Details of results of criminal, background, or drug Screenings will not be provided to clients. If the Team Member tests positive for the use of any illegal substance, fails a health screen, or the results of criminal or background checks on the Team Member do not meet the conditions for employment by Alliance, in its sole discretion, Alliance

may terminate the Team Member's employment in accordance with its policies and applicable law.

If a Team Member declines to authorize Alliance to conduct a Screening, and must consequently be removed from the client's site, Alliance will make a reasonable attempt to identify an alternate client assignment that does not require a Screening. If Alliance is unable to identify another client assignment, the Team Member's employment may be terminated.

Emergency Closings

At times, emergencies such as severe weather, fire, power failure, natural disaster, or earthquakes, can disrupt Alliance's operations. In extreme cases, these circumstances may require the unexpected closing of a work facility. If there are any questions regarding whether or not an emergency closing is authorized, a Team Member should contact his/her immediate supervisor or next level manager.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid unless otherwise required by applicable state law; however, with supervisory approval, Team Members may use available paid leave time, such as unused vacation benefits.

Office Closures

Alliance may from time to time, close the office for a holiday break, office repairs, due to inclement weather or for safety reasons due to a natural disaster. In the event of such closure, Alliance may require Team Members to use their accrued paid time off, such as vacation, during the closure. Notice of such closure will be provided as required by state law.

TEAM MEMBERS' CONDUCT & RESPONSIBILITIES

Standards of Conduct

It is the policy of the Company that a certain standard of conduct and behavior are necessary for the orderly and efficient operation of the business and for the protection of the rights and safety of all Team Members as well as of management.

All Team Members are expected to conduct themselves in a manner conducive to the efficient operation of the business. Such conduct includes, but is not limited to:

- Reporting to work punctually as scheduled and being ready for work at the assigned starting time.
- Take meal and rest breaks in accordance with Alliance policies.
- Directly notifying your supervisor when absent or unable to report on time.
- Complying with safety and health requirements of the Company.
- Working cooperatively with fellow Team Members and supervisors.
- Keeping work area clean and neat.
- Treating all co-workers, customers, and visitors pleasantly and courteously.

Misconduct

Appropriate conduct, whether Team Members are on duty or not, is expected at all times while on Company property or representing the Company in any event. Even though employment may be terminated at will by either the Team Member or the Company at any time, without following any formal system of discipline or warning, the Company may exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of such less severe forms of discipline include verbal warnings, written warnings and suspension.

Although one or more of these steps may be taken in connection with a particular Team Member, no formal order or system is necessary. The Company may terminate the Team Member without following these steps whenever it determines that such action is warranted.

Conduct that unreasonably interferes with operations, creates an unsafe workplace, or is unnecessarily offensive to coworkers or customers is not permitted, and may result in discipline including termination in the Company's sole discretion. Such conduct includes, but is not limited to:

- The use of alcoholic beverages on Company premises, on Company business, in a Company vehicle or in a personal vehicle on Company business or reporting for work while under the influence of alcoholic beverages. The determination of when a Team Member is "under the influence" is within management's sole discretion and is based upon a perception that a Team Member's ability to perform their job has been impaired.
- The possession, sale, use or presence in the system of a controlled or illegal substance (including medical marijuana and/or recreational marijuana) other than a drug specifically prescribed by a physician.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a Supervisor, member of Management; the use of abusive or threatening language toward a supervisor or member of management; or other disrespectful conduct toward supervisors, coworkers or customers.
- Fighting or assault, provoking a fight, threatening violence, and or other bullying or disruptive activity in workplace.
- Theft, attempting to steal or misuse of Company property or theft, attempted theft or misuse of another Team Member's property, including telephone and mail facilities.
- Excessive socializing, harmful gossip, personal use of phones, calling 976 or similar prefix phone numbers and any unauthorized or unapproved long distance phone calls.
- Removal of any Company property without authorization.
- Gambling on Company premises.
- Falsifying any Company record or document such as an application for employment, time card, or expense record.
- Using profane, abusive or threatening language toward fellow Team Members or supervisors.
- Intentionally destroying or damaging Company property or the property of other Team Members or removal of any safety equipment from machinery. Failure to report damage to Company property.

- Posting sexually suggestive picture or material anywhere in the Company.
- Committing of or involvement with any act of unlawful harassment of another individual.
- Threatening, intimidating, coercing, harassing or interfering with fellow Team Members or indulging in harmful gossip.
- Violation of any safety, health security or Company policy, rule or procedure, including failing to take meal and rest breaks.
- Failing to obtain permission to leave work for any reason during scheduled working hours.
- Not clocking out when leaving the premises (for Non-Exempt Team Members).
- Unsatisfactory attendance or tardiness, including taking excessively long breaks.
- Sleeping on the job.
- Committing a fraudulent act or breach of trust under any circumstances.

The above list is illustrative, and is not intended to be all-inclusive. In all cases, the determination of what is appropriate discipline and/or termination is within the sole discretion of management. Specific situations in connection with this policy should be directed to the Human Resources Department.

This statement of prohibited conduct does not alter the Company policy of at-will employment.

Attendance and Punctuality

Your attendance is importance to us, our patients and our customers, in order for us to provide quality service, and to maintain a safe and productive work environment, Alliance expects Team Members to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other Team Members, on Alliance, and on our clients and patients. In the rare instances when a Team Member cannot avoid being late to work or is unable to work as scheduled, he/she should notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence.

Job Abandonment

Each of the following constitutes job abandonment:

- When a Team Member has been absent for three or more days without notification, it will be assumed that the Team Member has abandoned his/her job.
- Leaving work without notifying a supervisor or manager.
- Failure to return from an approved leave of absence will be considered a resignation. In this case the date of expiration of the leave is the separation date.

Exchanging Shifts

We recognize that in a team environment there are times when a colleague will agree to exchange shifts with you when you have a personal need. In these cases, it is important that you talk with your manager about this change to ensure that he or she agrees with it and it does not increase overtime or other unnecessary costs.

The Value of Performance

Performance Evaluations are typically conducted by your supervisor on an annual basis. Performance Evaluations and Core Competency evaluations will be reviewed in a private meeting between you and your supervisor. The supervisor will share the evaluation(s) with the Team Member, request their signature, and provide them a copy. Evaluations are maintained in personnel files.

Although salary or wage rate reviews are done typically on an annual basis, compensation adjustments may occur at other times, at the discretion of Alliance. Compensation adjustments generally involve increases, but downward adjustments are possible. Any wage increase discussed with a supervisor is not guaranteed to be implemented unless and until you receive a copy of the final written approval signed by your supervisor, department head and executive management, if applicable.

Workplace Recordings

Team Members who regularly communicate with clients and/or customers may have their telephone conversations monitored or recorded for quality assurance. Telephone monitoring is used to identify and correct performance problems through feedback and targeted training. Consent to such telephone monitoring is a condition of employment and/or continued employment.

Rest and Meal Periods

Alliance complies with all state laws regarding meal and rest periods, and encourages and expects its employees to take meal and rest breaks in accordance with those laws. Additionally, Team Members must comply with all Alliance policies and procedures regarding meal and rest breaks. This includes, but is not limited to, procedures regarding accurate time keeping of meal periods, and procedures regarding reporting any meal and rest periods that were involuntarily missed, cut short or late due to business needs.

Required Training

Occasionally, Team Members are required to spend time at training programs both on and offsite. In such cases, where time is spent at a training required by Alliance, Team Members will be compensated for the cost of the program and reasonable time taking the training. To qualify for compensation, the training program must be directly related to the Team Member's job and must be required by Alliance as a condition of employment.

Programs required by a licensing agency or accrediting body for a license or certification held by the Team Member are not considered required training eligible for reimbursement under this policy (e.g. Alliance will not pay for courses required for a technologist's license such as AART). If you have questions concerning a training program and if it qualifies for reimbursement, please contact HR Express.

Personal Relationships and Perceptions of Favoritism

Alliance is committed to fostering a professional work environment in which Team Members are treated fairly and impartially by their supervisors and managers. Avoiding perceptions of favoritism, claims of lack of objectivity towards subordinate job performance and complaints of harassment, or even the appearance of impropriety is our goal. Accordingly, it is expected that supervisors and managers do not favor any Team Member, third party or independent contractor on the basis of any personal friendship or relationship or behave in a manner that creates the perception of favoritism toward a Team Member. If you believe there is favoritism by a manager or a supervisor, you should report this to a member of the Human Resources Department or the Compliance Department.

Some Team Members may be uncomfortable with working closely with a “couple”. Personal/consensual relationships of Team Members involved in a dating relationship may potentially create the perception of favoritism. Alliance does not prohibit consensual relationships or dating of co-workers. Either Team Member may inform the Human Resources Department of the relationship.

The exception to this relates to managers and supervisors or anyone in a position to influence the hiring, firing, promotion, demotion or salary of an individual. Anyone employed in a manager or supervisory role needs to heed the fact that personal relationships with Team Members may be perceived as favoritism, misuse of authority, or potentially, sexual harassment.

Additionally, for the same reasons and because of the loss of employer flexibility and Team Member options, Team Members are prohibited from becoming involved in a personal/consensual relationship or dating relationship with another Team Member with whom they are in a position to influence the other’s salary, title, responsibilities or employment regardless of whether they are a direct report.

Team Members, regardless of title who disregard this policy will receive disciplinary action up to and including termination of employment.

Personnel Files

Alliance Human Resources maintains personnel records for each Team Member. As a Team Member, it is important that you keep your personal information up to date. Personal information includes 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.

In addition, records relating to licensure, certification and/or special training are maintained for each Team Member. It is the Team Member's responsibility to provide updated information of any changes or renewals within thirty (30) days of any such change.

Personnel files are the property of Alliance and access to the information contained in the files is restricted in accordance with applicable laws and statutes.

Limited access may be provided to supervisors and managers who have a legitimate reason to review certain information. The Human Resources Department, Alliance attorneys, the Compliance Department and government officials investigating a complaint or compliance, government agencies gathering statistics may be provided unlimited access to personnel files. In addition, limited access may be given in connection with emergencies, and insurance carriers accessing health status in connection with a policy. Alliance complies with all validly issued court orders and subpoenas for personnel files.

A Team Member will be permitted to review his/her own personnel files and obtain copies of documents in accordance with applicable state law, upon written request to Alliance's Human Resource Department. Any representative requesting a Team Member's personnel file on his or her behalf must provide a signed consent from the Team Member to the release of such records.

Solicitation

It is the Company's policy to prohibit solicitations or distributions on Company premises by Team Members and non-employees at any time during working hours unless the Team Member has prior management approval.

Management reserves the right to collect on behalf of, or to sponsor activities for, charities or community organizations in its sole discretion.

Outside Employment

Having another job while working for Alliance is permitted provided as follows:

- The organization is not a competitor of Alliance (as determined by Alliance); and such job does not interfere with the time requirements of the Team Member's Alliance job; and
- The Team Member satisfactorily performs his or her job responsibilities with Alliance; and the Team member has notified Human Resources and his/her supervisor or manager prior to commencing the other employment. A Team Member who already has a position outside Alliance should advise his/her supervisor of the position and verify that the requirements do not conflict with his/her responsibilities to Alliance or Alliance's scheduling requirements.

All Team Members will be evaluated by the same performance standards and will be subject to Alliance's scheduling requirements, regardless of any outside work schedules.

If outside employment is initially approved but it is later determined that the outside position impairs, interferes, or conflicts, in any way, with the Team Member's ability to perform any or all of his or her duties for Alliance, or with the Team Member's ability to perform those duties in a safe, efficient, and productive manner, the Team Member may be required to discontinue the outside position as a condition of continued employment with Alliance. Outside employment that constitutes a conflict of interest is strictly prohibited. A Team Member may not receive any personal income or gain from other companies or individuals outside Alliance for materials produced or services rendered while performing his or her job at Alliance.

Professionalism

Each Team Member is expected to engage in professional conduct at all times, including at work-related events that may occur outside the normal work day or off-site.

Guidelines for Team Members While Driving during Work Hours:

Team Members are required to comply with all state and local laws including but not limited to laws regarding the use of wireless phones while driving. Team Members should not make or receive telephone calls while driving unless using a hands free device. Under no circumstances should Team Members use wireless phones during adverse weather or difficult traffic conditions.

Alliance’s Dress Code

Alliance trusts that you will not come to work with torn, wrinkled pants, a stained shirt, flip flops and/or unwashed hair. Our dress code allows you to use your best judgment and common sense when it comes to dressing for work. If a Team Member’s grooming or appearance poses a distraction to the professionalism of the workplace, as determined by Alliance, the Team Member will be asked to ensure their grooming and appearance adheres to the Alliance standards.

In order to make this a little easier, we have established a few guidelines to follow:

- A Company-issued name badge must be worn at all times
- Team Members who have contact with patients may be required to comply with a client’s dress code (scrubs, lab coat, etc.)
- Hair colors must be of natural tones.
- Footwear should be closed-toe, slip-resistant, supportive and clean.
- Managers and supervisors are responsible for enforcing dress and grooming standards. If you report to work in unprofessional attire you will be asked to return home and put on something that is work appropriate. Travel time and time away from work will not be compensated. Repeated offenses could result in disciplinary action up to and including termination.

Examples of Acceptable Attire:

Team Members in Office Settings and Sales Positions	Patient Facing Team Members
	

Alliance provides reasonable accommodation for religious dress and grooming practices of Team Members.

Falsification of Documents and/or Records

Alliance places a very high value on integrity. Any misrepresentation, falsification, or material omissions on or in any Company document including but not limited to, information or data inputted in a Company database, on a Company form, application or letterhead, may result in Alliance's exclusion of the individual from further consideration for employment or, if the person has been hired, may result in termination of employment.

This is also true for timekeeping records. Falsifying timekeeping records is prohibited, as is recording time on another Team Member's timekeeping record. Failure to submit accurate and complete timekeeping records on a timely basis may result in disciplinary action, up to and including termination of employment. Should the time log system malfunction, it must be immediately reported to your manager. Misrepresentation of your hours is a serious violation of Alliance's policy. By submitting your timekeeping records, you are certifying that you have correctly reported your work time, absences, and meal periods. In addition, inaccurate or late reporting may delay the processing of the Team Member's paycheck as permitted by applicable state law. If anyone asks you to misrepresent your working hours or to underreport your time worked, you must report this immediately to the Human Resources Department or the Chief Compliance Officer, who will investigate the matter.

If an applicant attempts to withhold information or falsify information pertaining to information gathered during the pre-employment screening process, the applicant will be disqualified from further employment consideration in any position. Intentionally or negligently withholding or falsifying any material information in connection with his/her employment application and/or pre-employment screening materials submitted to Alliance or to a third party designated by Alliance will not be tolerated. An offer of employment may be extended to an applicant prior to the completion of the pre-employment screening and may also be made contingent upon the successful completion of a background check. However, the applicant's first day of work in the position will not precede the satisfactory completion of the pre-employment screening.

Social Media Policy

Alliance recognizes the importance of the internet and social media sites in our business and our personal lives. If your activities on the blogosphere or on social media sites impact your work performance, the Company, or its employees, products, customers, patients, relationships or reputation, the Company has a legitimate business interest in monitoring and responding to those activities.

If you engage in online activity of which the Company becomes aware, that impacts your work performance or the interests of the Company, its employees, products, customers, patients, relationships or reputation, these Guidelines may apply, and discipline may result, even if the conduct occurred off duty on your personal computer. It is absolutely not the desire of the Company to infringe on your off-duty conduct, and you at all times have the right to discuss work-related issues with your fellow employees and others; however, the Company does want you to know that it reserves the right to take action for off-duty behavior if such behavior directly impacts

the workplace, or the legitimate interests of the Company. All Team Members shall comply with Alliance's Social Media Policy located on the Team Member Website.

General Rules for Interaction that Involves Alliance on the Internet

Unless it is part of your job description, you should not be using your work time or Company equipment (computer, smartphone, network, etc.) to access or post information on social media sites. As beneficial as these sites may be to your personal life, they can be a significant distraction in the workplace.

If you are accessing or posting to a blog, social media sites or the internet, off duty on your own computer, the general preference would be for you not to discuss anything work-related online, particularly if you are posting information on publicly-accessible sites.

If you are posting online and it is relevant to the discussion to mention the Company and/or its current and potential products, employees, partners, customers, and competitors, you should identify that you are an employee of the Company, and that the views expressed are yours alone and do not represent the views of the Company. This is important to comply with applicable federal law.

Unless given express permission by the Legal Department in advance, you are not authorized to speak on behalf of the Company, or to represent that you have that authority.

Confidential Information May Never Be Disclosed

You may never share information that is confidential and proprietary about the Company without the express consent of the Company in advance. Confidential and proprietary information includes information about Company employees (including their status and whereabouts) trademarks, product releases, sales, finances, Company strategy, and any other information that might be considered a trade secret or that has not been publicly released by the Company. You are also prohibited from sharing customer and patient information.

These are given as examples only and do not cover the range of what the Company considers confidential and proprietary. If you have any question about whether information can be released publicly, or you have doubts of any kind, speak with your manager or Human Resources before releasing information that could potentially harm the Company, or its current and potential products, employees, partners, and customers. This obligation is not simply based on these Guidelines. Disclosing confidential information may be a violation of state or federal law in addition to being the basis for termination of employment.

Under no circumstances may the Company's logo and trademarks be used without the express permission in writing, in advance, from the Legal Department.

Privacy Rights and Respectful Behavior

It is important for Team Members to speak respectfully about the Company and its products, employees, customers, partners, and competitors. Do not engage in name calling or behavior that will reflect negatively on your or the Company's reputation. Please note that the use of copyrighted materials, unfounded, derogatory or threatening statements, or misrepresentations are

inappropriate, and may lead to disciplinary action up to and including termination of employment.

The Company expects that any public statements you make that relate to the Company, or its products, employees, customers, partners or competitors will be well thought out, accurate and professional. Despite disclaimers, your posts and other web interaction can result in members of the public forming opinions about the Company and its employees, partners, and products. Negatively impacting the Company's reputation, regardless of intent, can lead to disciplinary action, up to and including termination of employment.

Respect the privacy rights of employees by seeking their permission before writing about or displaying internal Company happenings that might be considered to be a breach of the employees' privacy or confidentiality. Also, obtain permission from Human Resources before posting a recommendation regarding a current or former employee to sites such as LinkedIn, as your recommendation needs to be consistent with Company policies.

You May Incur Legal Liability as well as Loss of Employment

Please be advised that you are legally liable for anything you write or present online. Team Members can be disciplined by the Company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by Company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

Workplace Accommodations for Nursing Mothers

Alliance complies with all federal and state laws regarding workplace accommodations for nursing mothers. Team Members must comply with all Alliance policies and procedures regarding workplace accommodation for nursing mothers, which is detailed in the Lactation Policy located on the Team Member Website.

Telecommuting Policy

Telecommuting is defined as a Team Member who works at home, on the road or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some Team Members when it benefits organizational and departmental needs. Alliance considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. This is determined by Alliance at its sole discretion.

Telecommuting may not be viable in some job classifications due to business needs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with Alliance.

For more information regarding telecommuting eligibility requirements and approval process, please review the Telecommuting Policy located on the Team Member Website.

ALLIANCE ASSETS

Mail systems

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

Computers and Electronic Equipment Issued by the Company

Computers, computer files, the e-mail system, phones, iPads, software and other assets furnished to you are the property of Alliance and intended for business use. Team Members are required to use passwords on all Alliance property. In addition, Team Members are not permitted to access a file, or retrieve any stored communication without authorization. These assets cannot be used in a manner which is disruptive, offensive to others, or harmful to morale. Alliance employees should have no expectation of privacy in their Company-issued computers and electronic equipment, including with respect to internet and web-based e-mail applications.

PRIVATE INFORMATION

Team Member Information & Verifications

Alliance values and protects the privacy and confidentiality of Team Member personnel information and medical records and Personally Identifiable Information (PII), such as Social Security numbers and birthdates. Alliance will not share or discuss such records or information outside Alliance, except as authorized by the Team Member or as required by law, rule, regulation, subpoena, or order issued by a court of competent jurisdiction, or as requested by a judicial, administrative or legislative body.

Technology Use and Privacy

The Company provides various technology resources to all authorized Team Members to assist them in performing their job duties for the Company. Each Team Member has a responsibility to use these resources in a manner that increases productivity, enhances the Company's public image and is respectful of other Team Members. Failure to follow the Company's policies regarding technology resources may lead to disciplinary action measures, up to and including termination.

Technology Resources Definition: Technology resources include all electronic devices, software, and means of electronic communication including personal computers and workstations, lap-tops, printers, modems, fax machines, copiers, internet, e-mail, telephones, cellular phones, personal organizers, papers and voicemail systems (“Technology Resources”).

Authorization: Access to the Company’s Technology Resources is within the sole discretion of the Company. Generally, Team Members are given access based on job function.

Personal Use: The Company’s Technology Resources are to be used by Team Members only for the purpose of conducting Company business. Under no circumstances shall a Team Member’s personal use interfere with the Team Member’s duties. The Company strongly discourages Team Members from storing any personal data on any Technology Resources. The Company assumes no liability for loss, damage or destruction of personal data or communications transmitted over or stored on the Company’s Technology Resources.

Improper Use: Under no circumstances may Team Members use the Company's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way in violation of the Company's policy against harassment. Examples of such information include, but are not limited to, sexually explicit or racial messages, jokes, or cartoons. Team Members may not use the Company's Technology Resources for any illegal purpose or for personal or monetary gain. Team Members may not use the resources in violation of *any* Company policy, in a manner contrary to the best interests of the Company, or in any way that discloses confidential or proprietary information of the Company or its third parties.

This includes the transmission and/or posting of any such information both internally within the Company and externally (e.g. on websites or networks such as Facebook, LinkedIn, Twitter, or other social media networks). In addition to the foregoing, the following are examples of conduct that may result in revocation of access privileges to the Company's Technology Resources, or other disciplinary action including, without limitation, immediate discharge:

- Transmitting or posting any material in violation of any federal or state copyright law, including without limitation downloading music, video or other copyrighted materials distributed without the permission of the copyright owner;
- Transmitting or posting information that may cause the Company or its affiliates and their respective employees, clients, suppliers and agents financial harm or may otherwise adversely affect their reputation;
- Writing, sending, transmitting, or otherwise disclosing or disseminating any proprietary data, trade secrets, or other confidential information;
- Attempting to "hack" or break into any computer, database or network;
- Using the Internet, or its related services, for personal gain;
- Transmitting or posting any Company confidential information or the confidential information of any third party to any organization or individual not authorized to receive or possess such information;
- Representing yourself as being someone else (e.g. sending electronic mail so that it appears to have come from someone else).

No one may access or attempt to obtain access to another individual's electronic communications without appropriate authorization. Violators of this policy may be subject to discipline, up to and including termination.

Company Access to Technology Resources: All messages sent and received, including personal messages and all data and information stored on the Company's e-mail system, voicemail system, or computer system are property of the Company regardless of the content. The Company reserves the right to access its technology systems at any time.

Privacy: Although the Company does not wish to examine personal information of its Team Members, on occasion the Company may need to access Technology Resources for any reason. Team Members should understand therefore that they have no right of privacy with respect to any messages or information created or maintained on Company Technology Resources, including without limitation e-mail, voicemail, etc.

Passwords:

Certain Technology Resources can be accessed only by entering a password. Passwords do not confer any right of privacy upon a Team Member. Team Members are expected to maintain their passwords as confidential.

Confidential Information

Company Information

Because we are a competitive organization, it is necessary that certain information be classified as confidential. Any Team Member who improperly uses or divulges the following information will be considered in violation of Company confidentiality policies:

- names and/or addresses of customers/patients;
- personnel history or actions;
- operations, plans, or pricing structures;
- marketing methods, programs or related data;
- computer processes, programs and codes;
- any of the Company's financial, accounting and/or business procedures, including sales figures, projections, or estimates;
- compensation paid to other Team Members and independent contractors;
- tax records;
- work product;
- or any other Company strategy or information deemed internal in nature.

To the extent these confidentiality provisions deviate from applicable law, the Company will abide by applicable law.

Customer/Patient Information

It is also the Company's policy to preserve and protect confidential information about our customers/patients. Customer information (including customer name, address, phone number, medical conditions, diagnoses, and all information obtained during the course of the Company's dealings with customer/patient) may not be directly or indirectly used, disseminated, or disclosed to any person outside the Company at any time without specific authorization from management.

Please be cognizant at all times, especially when outside the office, of the importance of protecting the confidentiality of our customers'/patients' affairs and visits.

Removal of Company Property

No property of any kind belonging to the Company shall be removed, unless specifically approved by management.

In the event that you are no longer employed by the Company, (1) you must return any and all documents in your possession at the time of separation, and (2) you are obligated to continue to

treat as private and privileged any above referenced Company or client/patient sensitive information. You should not use, divulge, or communicate to any person or entity any such sensitive information without the express written approval of the Company. Such disclosures may violate state or federal law, and the Company will pursue legal remedies for unauthorized use or disclosures of sensitive, confidential information.

LEAVES OF ABSENCE AND TIME OFF

General Leave Guidelines

When possible, requests for leave should be submitted in writing to your manager and/or the Human Resources Department thirty (30) calendar days prior to commencement of the leave period, or as soon as is practicable.

A Team Member on leave may not accept employment with any other employer without Alliance's written permission. A Team Member who accepts such employment without Alliance's written permission will be deemed to have resigned from employment at Alliance.

A Team Member on a Leave of Absence is required to report any change in status or his/her intention to return to work to the Human Resources Department.

A Team Member who fails to report for work on the agreed return date will be deemed to have resigned.

A Team Member who needs to be off work longer than 5 days (other than for approved vacation) will be required to comply with the Leave of Absence process.

As a health care organization, Alliance wants to ensure that eligible Team Members maintain their health insurance while out on Personal, Family and Medical Leave, Pregnancy-Related Leave and/or Maternity Leave and absence for a Workers Compensation matter (Leave of Absence"). Group health insurance benefits will be continued while an employee is in a leave status for a maximum of six (6) months in a rolling twelve (12) month period, defined as the twelve (12) months immediately prior to the first day of the requested leave; thereafter, employees may be eligible to continue medical, dental and vision benefits through COBRA provisions.

However, if a Team Member's available paid time off is depleted, and the Team Member's paycheck is insufficient to cover the total benefit deduction amount, the employee is responsible for the payment of the remainder of the benefit deduction due. In circumstances where a Team Member fails to pay benefits premiums when due, Alliance will have the right to cancel health benefits in accordance with applicable laws and statutes.

Jury & Witness Leave

Alliance encourages each Team Member to fulfill his/her civic responsibilities by serving on jury duty when required. No Team Member will be disciplined for serving on jury duty.

Eligibility

Regular Full-Time, Regular Part-Time 1 and Regular Part-Time 2 Team Members are eligible for

paid jury duty leave:

A Team Member in an eligible classification is entitled to up to one (1) week (or forty (40) hours) of paid jury duty leave over a consecutive 12-month period (unless more paid jury duty leave is mandated by state or federal law).

Requesting Jury Duty Leave

A Team Member must show the jury duty summons to his/her supervisor as soon as possible so the supervisor may make arrangements to accommodate the absence. A Team Member is expected to report for work whenever the court schedule permits. All employee benefits will continue during the period of jury duty.

The Company will allow time off to appear as a witness pursuant to a legal subpoena in accordance with a legal obligation to do so. Alliance does not compensate Team Members who are required to appear as a witness unless required to do so by applicable state law.

Bereavement Leave

In the event of a death in the immediate family of a Team Member, a Team Member will be allowed up to three (3) working days off with pay to arrange and attend the funeral of the family member. Immediate family is defined as spouse, registered domestic partner, child, father, mother, brother, sister, grandparents, grandchildren, brother-in-law, sister-in-law, current father in-law, current mother in-law. If the Team Member requires additional time, the employee may first request to use earned personal time benefit and/or a personal leave of absence for additional unpaid time. The Company has the right to request proper documents.

Time Off to Vote

Alliance encourages each Team Member to fulfill his/her civic responsibilities by participating in elections. Generally, a Team Member is able to find time to vote either before or after his/her regular work schedules or by absentee ballot. If a Team Member is unable to vote in an election during his/her non-working hours, Alliance will grant up to two (2) hours of unpaid time off to vote, unless more time off and/or paid time off is mandated by state law. If paid time off is required by state law, the Team Member must submit a voter's receipt on the first working day following the election in order to qualify for paid time off. A Team Member must request time off to vote from his/her supervisor at least two (2) working days prior to the Election Day.

Personal Leave

An eligible Team Member may be granted a paid or unpaid leave of absence to attend to personal matters if Alliance determines that an extended period of time away from work is in the best interest of the Team Member and Alliance. Regular full-time Team Members, Regular Part Time 1 (P1) and Regular Part Time 2 (P2) Team Members are eligible to request Personal Leave if they have completed six (6) months of continuous service with Alliance or have completed two hundred forty (240) worked hours within the past six (6) months. If a Team Member has vacation pay and/or float pay available they must first use this for their Personal Leave.

Personal Leave is available for time away from work for personal reasons such as education, religious or charitable endeavors, political activity, court ordered participation in a legal matter by

subpoena, or to attend to emergency or necessary family matters. A Team Member who accepts employment while on Personal Leave without Alliance's written permission will be deemed to have resigned from employment at Alliance.

Whenever possible, requests for leave should be submitted in writing to the Benefits Department thirty (30) calendar days prior to commencement of the leave period, or as soon as is practicable. While we recognize that a Team Member may contact their Manager when requesting a Personal Leave, Team Members must directly obtain approval for leave by the Benefits Department. Personal Leave may only be approved by the Benefits Department.

A Team Member who fails to report for work after the expiration of a Personal Leave return date will be deemed to have resigned.

Military Leave

Applicable Federal Law governs employee rights relating to military service leave. Generally, leaves are without pay; however, personal time benefit may be used at the employee's option.

Family and Medical Leave

Alliance fully complies with the federal Family and Medical Leave Act ("FMLA") which requires Alliance to grant an eligible Team Member a leave of absence of up to twelve (12) weeks in a 12-month period for certain qualifying reasons. Alliance also complies with the requirements of applicable family and medical leave laws of other states which apply to a Team Member based on his/her work state.

A Team Member is eligible for FMLA if he/she has been employed by Alliance for at least twelve (12) months, he/she has worked at least 1,250 hours during the 12-month period immediately preceding commencement of the FMLA, and he/she is employed at a work site where Alliance employs at least fifty (50) Team Members within a seventy-five (75) mile radius. Certain Team Members who are Key Employees as defined under the FMLA may not be eligible for FMLA Leave. Contact your Human Resources Benefits Department for more information about this leave. A Team Member taking FMLA leave must use all accrued sick pay, float pay and vacation pay during such leave; in addition, you can use any available disability pay in conjunction with paid time. However, under no circumstances may the amount of disability insurance or Worker's Compensation benefits when coupled with the sick pay, float and/or vacation pay exceed the weekly earnings of a Team Member. FMLA leave will run concurrently with any state-provided medical leaves, as permitted by applicable law.

Pregnancy-Related Leave and/or Maternity Leave

Certain states (including California) require employers to provide leaves of absence for pregnancy disability, or other pregnancy-related conditions. Other states (for example, Massachusetts) mandate maternity leave for the purpose of giving birth or to adopt a child or to bond with a child and/or for paternity leave. Such leaves may be separate from and/or in addition to any FMLA for which the Team Member may be eligible, but generally run concurrently with FMLA. Team Members should contact their local Human Resources Representative or visit the Team Member Website for the details of FMLA and other applicable state leaves. Unless otherwise prohibited by law, a Team Member taking Pregnancy Related Leave and/or Maternity Leave because of his

or her own serious health condition must use all accrued sick pay, float pay and vacation pay during such leave; in addition, you can use any available disability pay in conjunction with paid time. However, under no circumstances may the amount of short term disability or Worker’s Compensation benefits when coupled with the sick pay, float and/or vacation pay exceed the weekly earnings of a Team Member.

VACATION

Vacation Accrual

Vacation is accrued monetary compensation for eligible Team Members. Each Team Member is encouraged to use available vacation time for rest, relaxation, and personal pursuits.

Once a Team Member enters an eligible employment classification, he/she begins to earn paid vacation time according to the accrual schedule. An eligible Team Member may begin using their accrued, earned vacation immediately once it has been accrued.

A regular full-time Team Member earns full vacation hours. A regular part-time 1 or a regular part-time 2 Team Member earns prorated vacation hours based on the number of hours he/she is regularly scheduled to work. The amount of paid vacation time a Team Member earns each year increases with the length of his/her employment as shown in the following schedule:

# of Years of Eligible Service	Regular Full-time Team Member	Regular Part-time 1 Team Member Or Regular Part-time 2 Team Member	Maximum Vacation Days (or Hours) Earned per Year
	<i>Hours Accrued per Bi-weekly Pay Period</i>	<i>Hour(s) Accrued for Each Hour Worked</i>	
Up to 5	3.0770	0.03846	Ten (10) days or eighty (80) hours
5 to 10	4.6154	0.05769	Fifteen (15) days or one hundred and twenty (120) hours
More than 10	6.1539	0.07692	Twenty (20) days or one hundred and sixty (160) hours

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the Team Member starts to earn vacation time. A Team Member’s benefit year may be extended for any significant leave of absence except military leave of absence.

Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

If the total amount of unused vacation time reaches a “cap” equal to six (6) weeks (or two hundred forty (240) hours), further vacation accrual will stop. When the Team Member uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. Additionally, for Team Members with ten (10) or more years of service, the “cap” for unused vacation is seven (7) weeks (or two hundred eighty (280) hours).

Requesting Vacation

To take vacation, a Team Member should request advance approval from his/her supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Request for time off should be submitted through Workday at least three (3) weeks in advance of the vacation.

All Team Members that are Exempt, or work in the Resource Center, should use the Online Vacation Request process through the Time and Attendance system when requesting time off.

Very rarely due to business needs approval for vacation time may be rescinded. This can only be done after consultation with the Vice President of the business unit and the Executive Vice President of the Human Resources Department.

Unless otherwise specified by state law, a Non-Exempt Team Member may use paid vacation time in a minimum increment of one (1) hour and an Exempt Team Member may use paid vacation time in a minimum increment of four (4) hours and four (4)-hour increments thereafter, except where it is used in conjunction with FMLA, pregnancy disability leave, and other statutory leaves of absence, in which cases it can be used in smaller increments as allowed by applicable law.

HOLIDAYS

Company Holidays

Alliance grants holiday time off with pay on the holidays listed below:

- New Year's Day (January 1 or date observed)
- Memorial Day (last Monday in May)
- Independence Day (July 4 or date observed)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25 or date observed)

Floating Holiday Pay

In addition to the recognized holidays listed, an eligible Team Member receives floating paid holiday hours to be used at the Team Member's choosing each calendar year. A regular Team Member who has completed ninety (90) calendar days of service is entitled to the maximum hours of floating holiday pay according to the schedule below:

Regular full-time Team Member: **thirty-two (32) hours**
Regular part-time 1 Team Member: **twenty-four (24) hours**
Regular part-time 2 Team Member: **sixteen (16) hours.**

Floating Holiday for new hires may be pro-rated depending on when they start during the calendar year. To utilize floating holiday hours, a Team Member should request advance approval from his/her supervisor. Unless otherwise required by state law, all floating holidays not utilized in the calendar year in which they are earned are forfeited at the end of that year and may not be carried over to a subsequent year. In states where such forfeiture is unlawful, the total amount of unused floating holiday pay reaches a "cap" of thirty-two (32) hours for those in a full time category. The "cap" for those in a part-time 1 (P1) category is twenty-four (24) hours and for those in a part-time 2 (P2) category the "cap" is sixteen (16) hours of floating holiday pay.

COMPANY BENEFITS

Team Member Benefits

Alliance takes great pride in offering our Team Members a total rewards package that promotes good health and financial security. Alliance pays the full cost of your basic life, AD&D, short-term disability, long-term disability, and employee assistance program. Eligible Team Members and Alliance share in the cost of the medical and dental coverage. Eligible Team Members may also participate in vision care coverage. Alliance reserves the right to modify or terminate any of these programs at any time and for any reason, with or without advance notice, and in its sole discretion.

Regular Full-Time and Regular Part-Time 1 Team Members are eligible to participate in:

- **Group Health and Wellness Insurance Plans**
- **Life Insurance (basic & supplemental)**
- **Accidental Death & Dismemberment Insurance (basic & supplemental)**
- **Short Term Disability**
- **Long Term Disability**
- **Health, Dental and Prescription Drug Insurance**
- **401 K**
- **Vision Plan**
- **Additional voluntary benefits, such as Pet Insurance and Auto Insurance are also available.**

Group Health Insurance

An eligible Team Member may participate in the health insurance plan subject to all terms and conditions of the plan, as set forth in the Summary Plan Description (SPD) and the agreement between Alliance and the insurance carrier. Details of the health insurance plan are described in the SPD. Contact the Benefits team of the Human Resources Department for a copy of the SPD.

Life Insurance

Alliance provides a basic life insurance plan for an eligible Team Member. This benefit is

provided by Alliance at no cost to the Team Member.

Accidental Death and Dismemberment (AD&D) Coverage is provided as part of the basic life insurance plan. An eligible Team Member may participate in the life and AD&D insurance plan subject to all terms and conditions of the plan, as set forth in the Summary Plan Description (SPD) and the agreement between Alliance and the insurance carrier. Details of the basic life insurance and AD&D plan including benefit amounts are described in the SPD. Contact the Benefits team of the Human Resources Department for a copy of the SPD.

Optional Life Insurance

Alliance offers an optional life insurance plan (also referred to as “supplemental insurance”) which may be purchased by an eligible Team Member for himself/herself and his/her eligible dependents. This optional life insurance includes additional life insurance coverage or additional Accidental Death and Dismemberment (AD&D) insurance coverage. Contact the Benefits team of the Human Resources Department for a copy of the SPD.

Short-term Disability

Alliance provides a short-term disability (STD) benefit plan to an eligible Team Member who is unable to work because of a qualifying disability. This benefit is provided by Alliance at no cost to the Team Member. Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the SPD. Contact the Benefits team of the Human Resources Department for a copy of the SPD.

Long-term Disability

Alliance provides a long-term disability (LTD) benefits plan to help an eligible Team Member cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuation of income for a Team Member who is disabled and unable to work. This benefit is provided by Alliance at no cost to the Team Member. Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the SPD. Contact the Benefits team of the Human Resources Department for a copy of the SPD.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives a Team Member and his/her qualified beneficiaries the opportunity to continue health insurance coverage under Alliance's group health insurance plan when a "qualifying event" would otherwise result in the loss of coverage.

Under COBRA, the Team Member or beneficiary pays the full cost of coverage at Alliance's group rates, plus an administration fee. Contact the Benefits team of the Human Resources Department for additional information.

Health, Dental, and Prescription Drug Insurance

Alliance's health insurance plan provides an eligible Team Member and his/her eligible dependents with access to medical, dental and prescription drug insurance benefits. Furthermore, Alliance makes contributions to the total cost of these insurance benefits to reduce the amount that an eligible Team Member pays.

401(k) Retirement Savings Plan

Regular Full-Time, Regular Part-Time 1 and Regular Part-Time 2 Team Members are eligible for retirement benefits through the Company's 401(k) Retirement Savings Plan:

Alliance provides a 401(k) retirement savings plan for eligible Team Members. The 401(k) savings plan allows a Team Member to tailor a retirement package to meet individual needs by electing to contribute a percentage or flat-dollar amount of his/her salary (subject to plan limitations and limitations of the Internal Revenue Service) and to direct the investment of his/her plan account. Requirements for eligibility are:

- Team Member is twenty-one (21) years of age or older
- Team Member has completed thirty (30) calendar days following the date of hire or rehire.

Eligible Team Members may participate in the 401(k) plan subject to all terms and conditions of the plan. Contact the Benefits team of the Human Resources Department for details about the 401(k) plan.

Sick Leave Benefits

Alliance provides time off with pay for periods of temporary absence due to illnesses or injuries as a benefit to you. Sick pay can be used for illness, injury, to attend doctor visits or care for a sick child, spouse, domestic partner or family member. Unused sick leave benefits will not be paid to a Team Member while he/she is employed or upon termination of employment.

Payment for Sick Leave

All Team Members are provided sick leave. Team Member will receive sick pay during the year providing the total sick pay does not exceed the total available amount. The sick time balance for a Team Member will not be allowed to go into a negative status. If a Team Member has exhausted their sick time balance they can use vacation time or float time.

Sick pay will be calculated based on the Team Member's straight time pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Sick pay may be used to supplement any payments that a Team Member is eligible to receive during a leave of absence from state disability insurance or Alliance-provided disability insurance programs. The combination of any such disability pay and sick pay cannot exceed the Team Member's normal weekly earnings.

Sick Leave Accrual

- Full-Time are provided with sick pay at the bi-weekly rate of 2.67 hours, or six (6) days (or forty eight (48) hours) per year.
- Regular part-time 1, a regular part-time 2, a regular part time, a PRN and Fixed-Term are provided with sick pay at the rate of 0.0333 hours for each hour worked, up to cap of 2.67 hours per pay period or six (6) days (or forty eight (48) hours) per year.
- Overall sick pay will be capped at three hundred twenty (320) hours.

Notification of Sick Leave

An eligible Team Member may use paid sick leave for absences due to his/her own illnesses or injuries, or the illnesses or injuries of an immediate family member, or his/her doctor's appointment or a doctor's appointment for an immediate family member. For purposes of this policy a "family member" is defined as the Team Member's parent, child/stepchild, and/or current spouse/registered domestic partner, or as otherwise defined by applicable law.

A Team Member who is unable to report to work due to illness or injury or doctor's appointment should notify his/her direct supervisor before the scheduled start of the workday, if possible. The direct supervisor must also be contacted on each additional day of absence. If a Team Member is absent due to illness or injury, a physician's statement verifying the illness or injury may be required; the statement should indicate the beginning of the illness or injury, and the expected ending date. Such verification may be required as a condition to receiving paid sick leave.

A Team Member absent due to the Team Member's own illness or injury, or the illness or injury of the Team Member's family member, for three (3) or more consecutive working days or on an intermittent or reduced schedule basis – whether or not the Team Member uses paid sick leave or is on an approved leave of absence – will be required to submit medical certification from the appropriate health care provider on a form supplied by Alliance and, unless otherwise required by state law, must have a certification from his or her health care provider to return to work.

Unless otherwise specified by state law, paid sick leave can be used by Non-Exempt Team Members in a minimum increment of two (2) hour increments and Exempt Team Members in eight (8) hour increments except where it is used in conjunction with FMLA, pregnancy disability leave, or other statutory leave of absence, in which cases it can be used in smaller increments as required by applicable law.

These are the general attendance policies but functional areas and departments may have specific rules regarding attendance in these areas. Team Members should consult their manager or local Human Resources representative for more specifics about these attendance policies as well as applicable state law attendance policies.

EMPLOYEE ASSISTANCE

Professional Development Educational Assistance/ Maintaining Your CEU Units, CME, and CLE units

Alliance recognizes that the skills and knowledge of its Team Members are critical to the success of Alliance. The educational assistance program encourages personal development through formal education so that a Team Member can maintain and improve job-related skills.

Alliance provides educational assistance to eligible Team Members who have completed six (6) months of continuous service in an eligible employment classification. Regular full-time and Part Time 1 employees are eligible for educational assistance.

To maintain eligibility, a Team Member must be in good standing (not on a Performance Improvement Plan (PIP) and/or a disciplinary warning) and actively employed at the completion

of the course. Eligibility for reimbursement ceases upon termination, regardless of the reason for termination.

Prior approval of the courses is required before the course begins. See Human Resources for more details.

Employee Assistance Program (EAP)

Personal issues, planning for life events or simply managing daily life can affect your work, health and family. Alliance has partnered with an EAP provider that can offer you support, resources and information for personal and work-life issues.

This service is completely confidential and available to you and your immediate family members 24 hours a day, 7 days week, 365 days a year.

Services focus on you and provide information and support for a variety of health and well-being related issues including, but not limited to:

- Family Problems
- Work Stress
- Financial/Legal Troubles
- Substance Abuse
- Crisis Intervention

Contact your HR Business Partner or visit the Team Member Website for information on how to access this program.

TERMINATION OF EMPLOYMENT

Resignation

Resignation is a voluntary act initiated by the Team Member to terminate employment with Alliance. Although advance notice is not legally required, Alliance would appreciate at least two (2) weeks written notice of resignation from Non-Exempt Team Members and four (4) weeks' notice from Exempt Team Members. For at least one year after separation, a former Team Member should keep the Human Resources Department informed of any address changes. This will ensure proper and timely handling of forms such as W-2s and 401(k) plan distributions.

When a Team Member resigns, an Exit Interview will be sent electronically to the Team Member.

Return of Property

A Team Member is responsible for all Alliance property (including computers, telephones, mobile phones, iPads, fax machines, etc.), materials, or written information issued to him/her or in his/her possession or control. A Team Member must return all Alliance property, materials, and written information in satisfactory condition immediately upon request or upon voluntary or involuntary termination of employment. Where permitted by applicable law, Alliance may withhold the cost of any items that are not returned when required from the Team Member's current check or final

paycheck unless prohibited by law. Alliance may also take all action deemed appropriate to recover or protect its property.

Final Payment of Wages

Alliance will pay separating team members all final wages as required by applicable law.

DISPUTE RESOLUTION POLICY

PLEASE READ THIS POLICY CAREFULLY. IT PROVIDES THAT, UNLESS YOU PROPERLY ELECT TO NOT BE BOUND BY THIS POLICY AND EXCEPT AS OTHERWISE SET FORTH BELOW, ANY COVERED DISPUTES CAN ONLY BE RESOLVED BY VOLUNTARY MEDIATION, MANDATORY FINAL AND BINDING INDIVIDUAL ARBITRATION, OR IN A SMALL CLAIMS COURT PROCEEDING, WHICH REPLACE THE RIGHT TO OTHERWISE GO TO COURT OR AN ADMINISTRATIVE AGENCY, INCLUDING THE RIGHT TO A JUDGE OR JURY TRIAL, TO AN ADMINISTRATIVE HEARING, AND TO BRING OR PARTICIPATE IN ANY OTHER TYPE OF REPRESENTATIVE ACTION OR PAGA ACTION (AS DEFINED BELOW).

PURPOSE & SCOPE OF POLICY: This Dispute Resolution Policy (“DRP”) is aimed at resolving covered employment-related disputes quickly and fairly, to the benefit of everyone involved. It is not meant to supplant the purpose, role and effect of managers, supervisors, leaders, administrators, and any otherwise applicable internal grievance, complaint, or dispute resolution procedures available for resolving workplace issues including, for example, complaints of unlawful harassment, discrimination, or retaliation. Resolution of employment-related disputes should continue to be sought through such internal channels to the extent they are applicable to the disputes. Otherwise, formal resolution of all employment-related disputes covered by this DRP must only be in accordance with its terms, below.

PARTIES COVERED BY POLICY: This DRP applies to Company and all Covered Individuals. As used in this DRP: (a) “Company” means and refers, individually and collectively, to Alliance Healthcare Services, Inc., and its parent, subsidiary, sibling and other affiliated operating divisions and entities,¹ and its or their respective agents, employees, officers, directors, and owners; and (b) “Covered Individual” and its plural form “Covered Individuals” means and refers to any individual who has applied for employment with Company, who is actually or allegedly employed by Company, or whose actual or alleged employment with Company terminates after becoming bound by this DRP, and who wishes to initiate or participate in formal dispute resolution proceedings to resolve any Covered Disputes (as defined below).

COVERED DISPUTES: This DRP applies only to “Covered Disputes,” which are defined to mean any and all employment-related claims, causes of action, or other disputes that have already accrued, now exist, or arise in the future between a Covered Individual and Company based on any legal, equitable, or other ground or theory (including whether any such ground or theory

¹ Such divisions and entities include without limitation the following: Alliance HealthCare Radiology; Alliance Oncology; Alliance Interventional; Alliance Specialty Surgical Center; The Pain Center; and PRC Associates.

constitutes an unwaivable statutory right) and would constitute cognizable claims or causes of action in a federal, state, or local court or agency under applicable federal, state, or local laws. Unless falling within the definition of Excluded Disputes, below, Covered Disputes include those arising out of or related to (i) a Covered Individual's actual or alleged employment with or work for Company, applying for or seeking or being denied such employment or work, the termination of such employment or work, and/or any of the terms, conditions, or benefits of such employment or work, (ii) issues of arbitrability (such as the formation, interpretation, applicability or enforceability of this DRP, except to the extent they are Excluded Disputes), (iii) the procedures to be followed in the arbitration proceedings other than any type of Representative Action or PAGA Action (both as defined below) procedures, (iv) allegations of delay and waiver, (v) whether prerequisites such as time limits, notice, laches, estoppel, and other conditions precedent to an obligation to arbitrate have been met, and (vi) any disputes over the payment and/or apportionment of the arbitration forum costs (including arbitrator fees), including as to whether the arbitration forum costs provisions of this DRP are unconscionable under applicable law, which must only be heard and decided by the appointed arbitrator. Subject to the Representative Action Waiver and PAGA Action Waiver provisions of this DRP (collectively referred to in this DRP as the "Waiver Provisions"), Covered Disputes also include those that (a) arose or accrued before the date of becoming bound by this DRP, including if the subject of or asserted in a previously-threatened or filed and/or currently-pending Representative Action or PAGA Action (both as defined below) in which no certification or permission of any type to proceed in that manner has been granted by the court as of the date of becoming bound by this DRP, (b) are asserted or threatened in any subsequently-filed Representative Action or PAGA Action in which a Covered Individual or Company is allegedly representing (or seeking to represent) or being represented as a member of a putative or certified class or collective, a group of aggrieved employees, or the general public, (c) arise or accrue before, upon, or after a Covered Individual's actual or alleged employment with or work for Company terminates or his/her application for such employment or work is denied, and/or (d) concern or relate to whether the Covered Individual has suffered and/or is suffering any violations of any legal obligations, including declaratory relief to resolve that issue.

EXCLUDED DISPUTES: This DRP does not apply to "Excluded Disputes," which are defined to mean: (1) claims for workers' compensation benefits under state law; (2) claims for unemployment or disability insurance or other health or welfare benefits under government-administered programs; (3) claims within the jurisdiction of the National Labor Relations Board; (4) claims arising or regulated under federal law for which there is an unwaivable specific statutory or regulatory enactment making such claims not arbitrable; (5) claims for temporary equitable relief in aid of arbitration under this DRP, as permitted under applicable law, which may be brought either before the appointed arbitrator or in a court of competent jurisdiction; (6) any disputes regarding the applicability, interpretation, enforceability, and/or severability of the Waiver Provisions of this DRP (as set forth below), including whether such provisions are governed by the Federal Arbitration Act, which must be decided by a court of competent jurisdiction; (7) any disputes as to whether Company and any Covered Individual agreed to allow any type of Representative Action or PAGA Action (both as defined below) to be arbitrated under this DRP, which must be decided by a court of competent jurisdiction; (8) claims or disputes required to be grieved and/or arbitrated under the terms of an applicable collective bargaining agreement; and (9)

any disputes as to whether a claim or dispute falls within this definition of Excluded Disputes, which must be decided by a court of competent jurisdiction.

VOLUNTARY MEDIATION: The Covered Individual and Company may, at any time, pursue an informal resolution of their Covered Disputes. Thus, either before commencing or during any final and binding arbitration or Small Claims Court proceedings under this DRP, they may agree to voluntarily mediate any of their Covered Disputes. A Covered Individual wishing to pursue voluntary mediation of Covered Disputes with Company must submit a written request for mediation to Company's General Counsel. If the Covered Individual and Company voluntarily and mutually agree to mediate their Covered Disputes with a mutually agreed upon mediator, Company will pay the mediator's fee for up to eight hours (if the mediator charges by the hour) or one day (if the mediator charges by the day) of mediation services. Nothing in this DRP obligates the Covered Individual or Company to agree to mediate any Covered Disputes or settle any Covered Disputes through mediation, which is strictly voluntary.

SMALL CLAIMS COURT ACTIONS: Any Covered Disputes that are within the jurisdiction of a Small Claims Court may, at the option of the party asserting such Covered Disputes, be resolved in a Small Claims Court proceeding instead of an individual arbitration proceeding pursuant to this DRP.

WAIVER OF RIGHT TO JUDGE OR JURY TRIAL & ADMINISTRATIVE HEARINGS: A Covered Individual and Company with any Covered Disputes, whether existing or accrued now or in the future, waive any and all rights to a judge or jury trial and/or administrative hearing of their Covered Disputes and agree to their resolution exclusively by final and binding individual arbitration in accordance with the terms of this DRP, whether initiated by a Covered Individual or by Company, or in a Small Claims Court action. Unless expressly permitted under the terms of this DRP, no formal dispute resolution proceedings concerning any Covered Disputes are permitted to take place in any local, state, or federal court or agency.

COMMENCEMENT OF ARBITRATION: A demand for arbitration of any Covered Disputes must be made in writing, comply with the requirements for pleadings under the Federal Rules of Civil Procedure ("FRCP"), and be served on the other party in the manner provided for service of a summons under the FRCP within the applicable statute of limitations periods (including on a proper registered agent for service of process), which will abate the further running of the limitations periods applicable to the Covered Disputes being asserted.

ARBITRATOR APPOINTMENT: Each Covered Individual and Company must mutually agree on the selection and appointment of a separate neutral arbitrator who is experienced in the laws at issue to resolve their respective individual Covered Disputes at issue. If no such agreement can be reached, each Covered Individual and Company must mutually agree on a dispute resolution services provider ("DRS Provider") to administer the arbitration, whose procedures for appointing an arbitrator will be followed. The appointed arbitrator must be located, and the Covered Disputes between the Covered Individual and Company must be heard and decided by the arbitrator, within the geographic district for the United States District Court in which the Covered Individual who is a party to the Covered Disputes being arbitrated most recently applied to work for Company, currently works for Company, or last worked for Company. The appointed arbitrator must

interpret, apply, and enforce this DRP only as written. If mutual agreement on the selection and appointment of an arbitrator or a DRS Provider as set forth herein is not reached, appointment of an arbitrator and/or DRS Provider meeting the terms and requirements of this DRP may be sought in a court of competent jurisdiction pursuant to applicable law. Any arbitrator who is appointed by a DRS Provider or by a court of competent jurisdiction must be a retired federal court judge meeting the qualifications set forth above, unless each Covered Individual and Company who are parties to the Covered Disputes mutually agree otherwise.

ARBITRATION PROCEDURES: Absent the agreement of each Covered Individual and Company after a demand for arbitration under this DRP is made, neither the American Arbitration Association (“AAA”) nor JAMS will be permitted to serve as a DRS Provider to administer any aspect of any arbitration under this DRP. The Federal Rules of Civil Procedure (the “FRCP”) and the Federal Rules of Evidence (which are accessible via links at <http://www.uscourts.gov/RulesAndPolicies/rules/current-rules.aspx>), are incorporated into this DRP and will apply to and must be followed and enforced by the appointed arbitrator in any arbitration proceedings held pursuant to this DRP. During any such arbitration proceedings, the parties will have the right to conduct normal civil discovery and to bring motions, as provided by the FRCP rules and procedures to the extent incorporated into this DRP. To the extent the rules or procedures of any DRS Provider administering an arbitration pursuant to this DRP are different than or inconsistent with those required to be applied or followed under this DRP, then the terms of this DRP will supersede them, control, and be followed as written.

REPRESENTATIVE ACTION WAIVER: Under this DRP, neither any Covered Individual nor Company can bring or participate in a “Representative Action,” which is defined to mean any action or proceeding brought or sought to be brought by any person or entity (whether or not bound by this DRP) in a representative capacity on behalf of or for the benefit of (in whole or in part) a Covered Individual, Company, and/or any governmental entity, other than as a PAGA Action (as defined below). Such a Representative Action includes any type of (a) class action or arbitration, (b) collective action or arbitration (including without limitation pursuant to the Fair Labor Standards Act [“FLSA”]), (c) private attorney general action or arbitration, (d) joined, consolidated, or coordinated actions or arbitrations, and/or (e) claims or disputes brought in a representative capacity on behalf of the general public, of any governmental entity, of other Covered Individuals or Company, or of other persons or entities alleged to be similarly situated. A Representative Action is not permitted under this DRP in connection with any Covered Disputes, and there is no agreement, right, or authority under this DRP for any Covered Disputes to be heard, arbitrated, or decided as any type of Representative Action. A Covered Individual and Company with any Covered Disputes, now existing or arising in the future, waive any and all rights to bring or participate in any type of Representative Action to resolve, decide, or adjudicate any Covered Disputes and are prohibited from doing so. The appointed arbitrator will have no power, authority, or jurisdiction to (a) hear or decide any Covered Disputes as any type of Representative Action; (b) award any type of remedy or relief for any Covered Disputes in connection with any type of Representative Action; (c) join or consolidate in the arbitration any Covered Disputes brought by or against any other Covered Individuals or Company; (d) award injunctive relief other than in favor of the Covered Individual or Company seeking such relief and only to the extent permitted by applicable law and necessary to provide relief warranted by that Covered Individual’s or

Company's Covered Disputes; or (e) interpret, apply, enforce, or modify this DRP in any manner that would empower or authorize the arbitrator to do any of the foregoing.

The foregoing provisions are not intended to be severable and shall not be severed if they are held or ruled to be unenforceable in any material respect. In the event a court of competent jurisdiction holds or decides that these Representative Action Waiver provisions are not enforceable, as applied to any Covered Disputes being asserted, then any Representative Action claims will only be resolved by court action and not by arbitration under this DRP, unless applicable law would require only individual arbitration of such Covered Disputes. Any Covered Individual who does not properly elect to not be bound by this DRP in the manner set forth below acknowledges, understands, and agrees that Covered Disputes under this DRP include any claims now being or hereafter brought putatively on the Covered Individual's behalf as a proposed Representative Action to the extent that certification or permission to proceed as a Representative Action has not been granted as of the time the Covered Individual becomes bound by the terms of this DRP, and that the Covered Individual may obtain information about any such actions now pending by requesting it in writing from Company's Human Resources Department.

PAGA ACTION WAIVER: As used in this DRP, "PAGA" means and refers to the California Labor Code Private Attorneys General Act of 2004, which is codified in California Labor Code Section 2698 et seq., and a "PAGA Action" is any action or proceeding brought or sought to be brought against Company on behalf of the State of California and/or aggrieved employees (as defined under PAGA) for alleged violations of the California Labor Code suffered by aggrieved employees *in addition to the Covered Individual bringing the action.*² Except as expressly set forth below, a Covered Individual is not permitted to bring a PAGA Action under this DRP in connection with any Covered Disputes, and there is no agreement, right, or authority under this DRP for any Covered Disputes to be heard, arbitrated, or decided as any type of PAGA Action. Accordingly, a Covered Individual with any Covered Disputes, either now existing or arising in the future, waives any and all rights to bring or participate in any type of PAGA Action to resolve, decide, or adjudicate any Covered Disputes and is prohibited from doing so. To that end, any Covered Individual who does not properly elect to not be bound by this DRP in the manner set forth below acknowledges, understands, and agrees that the Covered Individual and putative aggrieved employees have or may have claims that can or could be asserted now or in the future as a PAGA Action, that the Covered Individual has had a sufficient opportunity to learn and understand the nature and extent of any such PAGA Action claims, and that the Covered Individual is knowingly and voluntarily waiving any and all rights to bring or participate in any type of PAGA

² Under PAGA, aggrieved employees, acting as private attorneys general of the State of California, are allowed to recover civil penalties for violations of the California Labor Code suffered by aggrieved employees. Thus, under PAGA, an aggrieved employee may bring a civil action personally and on behalf of other current or former employees to recover civil penalties for violations of the California Labor Code. Of the civil penalties recovered, 75% goes to the California Labor and Workforce Development Agency (the "LWDA"), and the remaining 25% goes to the aggrieved employees. Prior to bringing a PAGA Action, an aggrieved employee must give notice to the LWDA and the employer that describes the facts and theories supporting the claimed violations. The aggrieved employee is permitted to commence a PAGA Action only after giving such notice and the LWDA either decides not to investigate or to issue a citation, or fails to give notice of its decision within specified periods. A PAGA Action functions as a substitute for an action brought by the State of California itself, and a judgment in such an action binds all those, including nonparty aggrieved employees, who would be bound by a judgment in an action brought by the State of California.

Action to resolve, decide, or adjudicate any such Covered Disputes, including but not limited to claimed violations of California laws related to the payment of compensation or wages of any type (including regular wages, overtime, bonuses, and commissions), accrual or use or payment of vacation or sick pay or other paid time off, providing or authorizing and permitting meal or rest periods, reimbursement of employment-related expenses, inaccurate wage statements, timely payment of wages during actual or alleged employment and/or at the termination thereof, classification as exempt from overtime compensation and/or as an independent contractor, and/or violation of California Wage Orders.

Any Covered Individual who does not properly elect to not be bound by this DRP in the manner set forth below also acknowledges, understands, and agrees that any claims now being or hereafter brought as a PAGA Action by any other putative aggrieved employee also are Covered Disputes under this DRP solely to the extent regarding putative violations of California laws allegedly suffered or experienced by the Covered Individual that may only be pursued by the Covered Individual through individual binding arbitration pursuant to the terms of this DRP, and that the Covered Individual may obtain information about any such actions now pending by requesting it from the Company's Human Resources Department. The appointed arbitrator will have no power, authority, or jurisdiction to (a) hear or decide any Covered Disputes as any type of PAGA Action; (b) award any type of remedy or relief for any Covered Disputes as any type of PAGA Action; (c) join or consolidate in the arbitration any Covered Disputes brought by or on behalf of any other Covered Individuals or the State of California pursuant to PAGA; or (d) interpret, apply, enforce, or modify this DRP in any manner that would empower or authorize the arbitrator to do any of the foregoing.

Notwithstanding and without limiting the applicability of the foregoing PAGA Action Waiver provisions in any way: (a) the Covered Individual retains the right to individually arbitrate a Covered Dispute under PAGA pursuant to this DRP, but only with respect to recovering penalties for any violations of the California Labor Code suffered solely by the Covered Individual personally and not by any other aggrieved employees; (b) the appointed arbitrator will have the power, authority, and jurisdiction to hear and decide whether the Covered Individual has suffered any alleged violations of the California Labor Code, either in an individual arbitration proceeding commenced by the Covered Individual or in an arbitration proceeding commenced by Company against the Covered Individual, including for declaratory relief as to such issues; and (c) should PAGA Action claims brought by the Covered Individual be held by a court of competent jurisdiction to not be subject to this PAGA Action Waiver (including due to being held not enforceable), then such PAGA Action claims will be stayed by the court, including without limitation pursuant to California Code of Civil Procedure Section 1281.4 and/or other applicable law. While the PAGA Action claims are stayed, the issue of whether the Covered Individual is an aggrieved employee under PAGA, along with the Covered Individual's individual and/or Representative Action claims held to be subject to the Representative Action Waiver provisions of this DRP, will be arbitrated solely on an individual basis, with the PAGA Action claims seeking to recover penalties for violations of the California Labor Code allegedly suffered by aggrieved employees thereafter litigated in court only if (i) the appointed arbitrator decides that the Covered Individual is an aggrieved employee with the required standing under PAGA and (ii) the requirements for certifying the PAGA Action claims as a class action pursuant to applicable law are held to be satisfied by the court.

ARBITRATOR’S AWARD: Within 30 days following the close of the arbitration merits hearing, the Covered Individual and Company will have the right to submit to the arbitrator, and must serve on each other, a post-hearing brief not to exceed 50 pages in length. The parties, with the arbitrator’s approval, may agree to extend this time deadline and increase this page limitation, and the arbitrator will have the authority to grant requests for such extensions and increases by either the Covered Individual or Company for good cause shown. Subject to and without waiver or limitation of the Waiver Provisions of this DRP, the arbitrator will be empowered to award the Covered Individual or Company any individual remedy at law or in equity that the party otherwise would have been entitled to had the matter been individually litigated in a court or before a governmental agency with jurisdiction over the Covered Disputes being arbitrated. The authority to award any remedy, however, is subject to whatever limitations on such remedies exist under applicable law. The appointed arbitrator will have no authority or jurisdiction to issue any award that is contrary to or inconsistent with the terms and provisions of this DRP and the applicable laws at issue. Within 30 days after a dispositive motion is fully-briefed and heard, and within 30 days after a merits hearing is closed and all post-hearing briefing has been submitted, the arbitrator must issue an award in writing on the dispositive motion and/or on the merits which must be accompanied by or include a written, reasoned statement of decision with findings of fact and conclusions of law supporting the award. A judgment of any court having jurisdiction may be entered on the arbitrator’s award upon it being confirmed by such court. However, the arbitrator will not have any power or authority to commit errors of law or legal reasoning and, to the extent permitted under applicable law, any award by the arbitrator shall be vacated or corrected for any such error on petition or appeal to a court of competent jurisdiction.

CONFIDENTIALITY: Unless otherwise not permitted under applicable law, the parties to the Covered Disputes being arbitrated and the arbitrator shall maintain the existence, content, and outcome of any arbitration proceedings held pursuant to this DRP in the strictest confidence and shall not disclose the same without the prior written consent of all the parties.

ARBITRATION FORUM COSTS: The Covered Individual and Company will each pay the costs and fees for their respective attorneys’ prosecution or defense of the Covered Disputes being arbitrated, subject to any remedies to which the Covered Individual and Company may later be entitled under applicable law. To the extent required by binding United States Supreme Court precedent, Company will pay up to all of the arbitration forum costs (including arbitrator fees), as apportioned by the arbitrator in accordance with such legal authority. Unless binding United States Supreme Court precedent requires one party or the other to bear all or a greater share of the arbitration forum costs (including arbitrator fees), such costs shall be apportioned equally between the Covered Individual and Company. Any other apportionment by the appointed arbitrator must be based on admissible, competent evidence of the party’s inability to pay the equal apportionment of costs, including the resources and/or obligation of the party’s counsel to advance and pay such costs on behalf of the party.

SOLE & EXCLUSIVE REMEDIES: Voluntary mediation, mandatory final and binding individual arbitration, or a Small Claims Court action in accordance with the terms of this DRP are the sole and exclusive remedies for the formal resolution of all Covered Disputes, except as otherwise expressly provided in this DRP.

EXHAUSTION OF OTHER REMEDIES: This DRP does not prevent or excuse the Covered Individual or Company from satisfying any applicable statutory and/or regulatory conditions precedent or jurisdictional prerequisites to pursuing any Covered Disputes by, for example, giving proper notices to, filing administrative charges with, or obtaining right to sue notices or letters from federal, state or local governmental agencies. After complying with and exhausting all such remedies, conditions, or prerequisites, final and binding individual arbitration in accordance with this DRP is the sole and exclusive remedy or formal method of resolving the Covered Disputes.

GOVERNMENT AGENCIES, OFFICIALS & PROCEEDINGS: All Covered Individuals retain the right under the National Labor Relations Act (“NLRA”) to file unfair labor practice charges with the National Labor Relations Board (“NLRB”), and to file charges or complaints with the United States Equal Employment Opportunity Commission (“EEOC”), the United States Department of Labor, and other federal, State, and local government agencies and officials for investigation under applicable laws within their jurisdiction, including but not limited to alleged criminal conduct or unlawful employment practices. Further, all Covered Individuals retain the right to (1) report any good faith allegation of unlawful employment practices to any appropriate federal, State, or local government agency enforcing discrimination laws; (2) report any good faith allegation of criminal conduct to any appropriate federal, State, or local government official; (3) participate in a proceeding with any appropriate federal, State, or local government agency enforcing discrimination laws; (4) make truthful statements or disclosures required by law, regulation, or legal process; and (5) request or receive confidential legal advice. In addition, all Covered Individuals retain the right to testify in an administrative, legislative, or judicial proceeding concerning alleged criminal conduct or alleged unlawful employment practices on the part of Company, or on the part of Company’s agents or employees, when the Covered Individual has been required or requested to attend the proceeding pursuant to a court order, subpoena, or written request from an administrative agency or legislative body. However, all of the foregoing are only to the extent they are requirements of laws or regulations that are not otherwise preempted by applicable federal law, and nothing in this DRP is intended or should be construed as any type of express or implied waiver or limitation of Company’s right to enforce the provisions of this DRP to the maximum extent permitted by controlling law.

GOVERNING LAW: This DRP, any arbitration proceedings held pursuant to this DRP, and any court or other proceedings concerning arbitration under this DRP are expressly subject to and governed by the Federal Arbitration Act, 9 U.S.C. section 1 et seq. (the “FAA”), including the Convention on the Recognition and Enforcement of Foreign Arbitral Awards, 9 U.S.C. section 201 et seq. (the “Convention”), if the Convention is applicable, and Covered Individuals and Company waive the application or enforcement of any provision of the FAA and/or any state law that would otherwise exclude this DRP from being governed by the FAA and/or from being applicable to any Covered Disputes. To the extent that state law is applicable under the FAA and/or the Convention, and/or in the event a court of competent jurisdiction holds or decides that this DRP and/or its Waiver Provisions are not subject to and governed by the FAA, then the laws of the State of Delaware, where Alliance Healthcare Services, Inc. is incorporated, will be the applicable state law, as applicable and without regard to or application of any conflict of laws principles (the “Chosen State Law”). To that end, should a court of competent jurisdiction hold or decide that the FAA does not govern this DRP and/or its Waiver Provisions, then in that event

the Delaware Uniform Arbitration Act, Del. Code tit. 10, § 5701 et seq. (the “Delaware UAA”) will govern instead, and by becoming bound by this DRP, the Company and each Covered Individual desire to have the Delaware UAA apply to this DRP.

ELECTION TO NOT BE BOUND BY DRP OR CHOSEN STATE LAW: Not later than the 30th calendar day after the date the Covered Individual has received notice or a copy of this DRP (the “Election Deadline”), the Covered Individual can elect to not be bound by this DRP or its Chosen State Law provision by giving Company written notice of such election (an “Election Notice”). Company has no preference as to whether the Covered Individual makes either of such elections, and a Covered Individual should feel free to do so without fear of retaliation or reprisal by Company, which is strictly prohibited. The Covered Individual’s Election Notice to Company must be in writing and:

(a) state the Covered Individual’s name, mailing address, phone number, e-mail address (if any) and Covered Individual number or other unique identifier used by Company (if any);

(b) state that the Covered Individual is electing to not be bound by either this DRP or its Chosen State Law provision;

(c) be signed and dated by the Covered Individual; and

(d) be sent or delivered by the Covered Individual to Company on or by the Election Deadline to Alliance HealthCare Services, Inc., Attn: Legal Department 18201 Von Karman Ave., Suite 600 Irvine, CA 92612 Fax: (602) 773-3572, E-mail: legaldept@alliancehealthcareservices-us.com, via either (i) hand delivery, with the Covered Individual being given an Acknowledgment of Receipt of the Election Notice; (ii) fax transmission which generates an accurate written confirmation of the fax transmission; (iii) e-mail with the word “ELECTION NOTICE” in the subject line of the e-mail message; or (iv) the United States Postal Service (USPS) or private courier (such as FedEx, UPS, or DHL) using delivery services that produce a written record establishing the dates the notice was sent to and received by Company (a “Mail Record”).

Before deciding whether to give Company an Election Notice, the Covered Individual is being provided with an opportunity to consult with an attorney and/or other advisors of the Covered Individual’s choosing. If a Covered Individual gives an Election Notice, he or she must maintain a copy of the Election Notice sent to Company and, as may be applicable, a copy of (i) the Acknowledgment of Receipt received from Company, (ii) the fax transmission confirmation; (iii) the Covered Individual’s e-mail message, and any attachment(s) thereto, or (iv) the Mail Record (collectively, “Election Records”). In the event of any dispute as to whether a Covered Individual gave Company an Election Notice, the Covered Individual will have the burden of proving he or she did so by producing a copy of the Election Notice and one of the Election Records, as applicable. If a Covered Individual fails to comply with these requirements for giving Company an Election Notice and proving such an election was made, the Covered Individual will be deemed to have irrevocably agreed to be bound by all of this DRP’s provisions.

PROHIBITION AGAINST RETALIATION: Company does not tolerate, and strictly prohibits, any form of retaliation against a Covered Individual for filing administrative charges

and complaints, pursuing or opposing resolution of any Covered Disputes under this DRP, or giving Company an Election Notice.

PRIOR ARBITRATION AGREEMENTS: Except with respect to any Covered Disputes currently being arbitrated on an individual basis under or pursuant to an earlier version of this DRP in effect before a Covered Individual becomes bound by the terms of this version of the DRP, this DRP supersedes and replaces all prior policies or agreements providing for arbitration of any Covered Disputes between any Covered Individual and Company (a “Prior Arbitration Agreement”). However, if a Covered Individual properly elects to not be bound by this DRP as set forth above, or this DRP is otherwise not binding on a Covered Individual in whole or in part, then the Prior Arbitration Agreement will not be superseded and replaced to that extent, and will remain in force and effect to that extent as between the Covered Individual and Company.

AT-WILL EMPLOYMENT, NEGOTIATION & CONSIDERATION: Nothing in this DRP guarantees employment to or changes the at-will employment status of any Covered Individual, which can only be changed by a written agreement expressly stating it changes that status and is signed by both the Covered Individual and Company’s CEO. The terms of this DRP will survive the termination of a Covered Individual’s application for employment and, if hired, the termination of the Covered Individual’s employment relationship with Company, and remain binding and in effect. Further, this DRP is not a non-negotiable material term that a Covered Individual is required to accept in order to obtain or retain employment with Company. Rather, it is the result of a good faith negotiation between the Covered Individual and Company, to the extent that the Covered Individual desires to negotiate any of the terms of this DRP, and is supported by good and valuable consideration the receipt and adequacy of which is acknowledge by the Covered Individual and Company (including without limitation mutuality of obligation to arbitrate on the part of Company and the Covered Individual and/or obtaining or continued employment with Company and the mutual benefits of such employment). Any Covered Individual who wishes to negotiate the terms of this DRP can contact Company’s Chief Compliance Officer to do so, who can be contacted at either (949) 242-5590 or legaldept@alliancehealthcareservices-us.com.

INTEGRATION & MODIFICATION: This DRP is the full and complete policy and agreement between the Covered Individual and Company relating to the formal resolution of Covered Disputes. It may not be modified or terminated except in writing, or as otherwise expressly permitted or required by this DRP or controlling law, including by Company after 30 days’ advance written or electronic notice to Covered Individuals. Any modification or termination of this DRP will be prospective only and will not apply to the individual arbitration of any accrued or pending Covered Disputes that have been initiated pursuant to an earlier version of this DRP prior to the expiration of the 30-day period.

SEVERABILITY: If any provision of this DRP, other than the Waiver Provisions, is deemed invalid or unenforceable, it will be severed and the remainder of this DRP will not be affected. Absent Company’s express written consent given while enforcing this DRP, the Waiver Provisions are not severable.

WAIVER: The failure of Company at any time to require any Covered Individual’s performance of any provision of this DRP shall not affect its right thereafter to enforce the same; nor shall the

waiver by Company of any breach of any provision of this DRP be construed to be a waiver of any succeeding breach of any such provision, or as a waiver of the provision itself, or as the waiver of the breach of any other provision of this DRP.

NO SIGNATURE REQUIRED FOR ACCEPTANCE: Unless the Covered Employee elects to not be bound by this DRP as set forth herein, the application for or continuation of employment with Company by the Covered Individual following actual or constructive notice or knowledge of this DRP is deemed the Covered Individual's acceptance of and agreement to be bound by all of its terms and provisions, other than the Chosen State Law provision if the Covered Individual elects to not be bound thereby as set forth in this DRP. The issuance of this DRP is deemed Company's acceptance of and agreement to be bound by all of its terms. No signature by the Covered Individual or Company is required for this DRP to apply to Covered Disputes, except to the extent required for its enforcement under the Chosen State Law.

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ALLIANCE HEALTHCARE SERVICES, INC.

ACKNOWLEDGEMENT OF RECEIPT, AGREEMENT, UNDERSTANDING AND WILLINGNESS TO COMPLY

I hereby acknowledge that I have received and reviewed a copy of the version of the Alliance HealthCare Services, Inc. (“Alliance”) Team Member Handbook located on the Alliance Team Member Website as of the date of this Acknowledgement (the “Handbook”). In addition, I acknowledge, understand, promise, and agree that:

1. I have received and reviewed the following Alliance policies, which are located on the Alliance Team Member Website:

- Policy against Workplace Discrimination, Harassment & Retaliation
- Policy E-Mails and Computer Usage
- Social Media Policy

2. Alliance is built on strong corporate values and business practices. We are fully committed to serving our customers and patients through innovation, expertise and respect.

3. I am expected to be familiar with the contents of the Handbook, including without limitation the Dispute Resolution Policy (“DRP”) contained therein. I am expected to adhere to the content of the Handbook and all other policies and procedures of the organization. If at any time I am unable to access the Alliance Team Member Website, I am required to inform my manager immediately.

4. If I serve or am employed in the role of supervisor, manager or officer and I direct, approve or condone violations of any of the guidelines and principles of the Handbook, or I have knowledge of such violations and fail to act promptly to report and correct them in accordance with the policies of the organization, I may be subject to disciplinary action, which may include termination.

5. I have an obligation to remain familiar with the contents of the Handbook, as it contains important information regarding Alliance practices in fostering a corporate culture characterized by strong core values and business practices. Alliance may modify, supplement, terminate, or revise any of the provisions of the Handbook, except those providing that my employment relationship with any Alliance entity is at-will, at any time.

6. If I have any employment-related questions or concerns I can address or report them to Alliance’s Human Resource Department, and I can also report any concerns anonymously at (800) 799-4605 or by sending an e-mail at: <https://alliancehealthcareservices.silentwhistle.com>.

7. If any employment-related disputes exist or arise between me and any Alliance operating entities and/or their employees, any such Alliance operating entities and I are and will be bound by the provisions, terms, and conditions of the DRP, including its final and binding arbitration and class, representative, and PAGA action waivers. Pursuant to the DRP, both **the Alliance operating entities and I each waive our rights to have any “Covered Disputes” (as described therein) heard or decided through any type of judge or jury trials, class actions, class arbitrations, collective actions, collective arbitrations, “Representative Action” or “PAGA Action” (as described therein), or coordinated or consolidated arbitrations, actions, or proceedings, all of which are prohibited under the DRP,** and we agree that any Covered Disputes can only be resolved through mediation, an individual final and binding arbitration proceeding, or a Small Claims Court action, except as otherwise expressly set forth in the DRP. The DRP may not be modified except in writing, or as otherwise permitted or required by the DRP or controlling law.

8 No signature by me or any representative of any Alliance operating entity is required for the DRP to be binding on us. I can elect to not be bound by the DRP or its Chosen State Law (as defined therein) provisions by following the procedures set forth in its “Employee Election To Not Be Bound By DRP Or Chosen State Law” section of the DRP for giving the Alliance operating entities written notice of my election within 30 days of my receipt or notice of availability of the Handbook (whichever occurs first). If I do not follow those procedures, the Alliance operating entities and I will be required to arbitrate any Covered Disputes in accordance with the DRP. The Alliance operating entities do not have a preference as to whether I elect to not be bound by the DRP or its Chosen State Law provisions, I am not in fear of retaliation or reprisals (which is strictly prohibited by the Alliance operating entities), I can consult with independent legal counsel (at my own expense) about whether I should make such an election, no representations about the DRP have been made to me by the Alliance operating entities other than as set forth herein and in the DRP, and I will not rely on any representations about the DRP by the Alliance operating entities other than as set forth herein and in the DRP. If I primarily reside and work for any Alliance operating entity in California, then I have in fact been individually represented by legal counsel in negotiating the Chosen State Law provisions of the DRP, if I desired to engage in such negotiating, and if no such negotiating occurred, it was because I did not desire to negotiate the Chosen State Law provision of the DRP.

9. If I work or have worked in California for any Alliance operating entities, and if I have or may have claims that can or could be asserted now or in the future under the California Labor Code Private Attorney General Act of 2005 (“PAGA”), I have had a sufficient opportunity to learn and understand the nature and extent of any such PAGA claims, and I knowingly and voluntarily waive any and all rights to bring or participate in any type of PAGA Action (as defined and specified in the DRP) to resolve, decide or adjudicate any such Covered Disputes, including but not limited to claimed violations of California laws related to the payment or non-payment of and/or deductions from compensation or wages of any type (including bonuses and commissions),

accrual or use or payment of vacation or sick pay or other paid time off, providing or authorizing and permitting meal or rest periods, reimbursement of employment-related expenses, inaccurate wage statements and timely payment of wages.

10. Covered Disputes under the DRP include any claims now being or hereafter brought putatively on my behalf as a proposed Representative Action and/or PAGA Action (as defined and specified in the DRP) to the extent that certification or permission to proceed as a Representative Action or PAGA Action has not been granted as of the time I am making these Acknowledgements. I may obtain information about any such actions now pending by requesting it from Alliance’s Human Resource department.

11. My employment with the Alliance operating entity that employs me is and continues to be at-will and nothing in this form or in the Handbook changes the at-will status of my employment. No one in the Alliance operating entity that employs me, other than its President, has the authority or legal ability to modify the at-will nature of my employment, which can be modified only if it is expressly stated in a written agreement signed by both that President and me. This constitutes an integrated agreement with respect to the at-will nature of my employment relationship. Further, other than the DRP contained in the Handbook (including the binding arbitration agreement contained therein), which is a binding agreement between me and the Alliance operating entities unless I timely and properly opt-out of being bound by its provisions by following the procedures set forth in the “Employee Election To Not Be Bound By DRP Or Chosen State Law” section of the DRP, no provision or portion of the Handbook constitutes an implied or expressed contract, guarantee or assurance of employment or any right to an employment-related benefit or procedure.

12. Nothing in the Handbook is intended to prohibit me or other employees of the Alliance operating entities from speaking with others about my or our terms and conditions of employment.

Signature

Printed Name

Employee Identification Number

Date