

This MolecularMatch Employee Handbook (this “Handbook”) is current as of November 20th, 2014. All employees will be informed of updates to this Handbook going forward. Access to this Handbook is provided to all employees at all times. If there are any questions or concerns about this Handbook, or any reports of violations, employees should contact [Kevin Coker](#).

Introduction

Welcome! We’re excited to have you on our team. We’re on a mission to solve many of the challenges facing healthcare. Ask any patient or physician, and they’ll tell you the problems we are solving are very real, tangible, and immediately in need of better solutions.

We're focused on building web applications and knowledge management to improve access to clinical trials and pharmaceuticals, specifically cloud-based software infrastructure, that makes it simpler for developers, vendors, and enterprises to build the tools necessary to fix healthcare. Healthcare is in need of a renaissance, and we want to help innovators bring about that paradigm shift. We're noting (yes, the name was intentional) the disruption of healthcare with innovative technology and tech-enabled services built using the Company's products. Our vision is to be *the* backbone, or plumbing, for healthcare technology, assuring the availability, privacy, security, and integrity of data.

As a company:

- we like to have fun;
- we work very hard;
- we learn constantly;
- we ask questions;
- we get better every day;
- we fight to win;
- we help each other;
- we love our customers;
- we are accountable;
- we accept failure but don't like it.

Organization

What is the organizational structure?

Who sits on the board?

Talk about financing? Who lead your series A? Provide some background/transparency?

Who is on the leadership team?

~~We're governed by a Board of Directors, with Mohan and Travis sitting on the Board from the company leadership. We raised a Series A funding round in November 2013. Our major funders are Arthur Ventures, Chicago Ventures, and Baird Ventures. WHO is CEO and Chief Privacy Officer. WHO is President and Chief Product Officer. WHO is CTO and Chief Security Officer.~~

We're a distributed team with a primary office in Houston, TX. We also have a small office in Los Angeles, CA. Being distributed means we work hard to assure all communication is equally accessible, whether communicating with the person sitting next to you or a person across the country. Below is our current organizational chart, showing where everybody sits and how we all work together. We're very flat, so all people on the org are always accessible via email or, preferably, chat.

((What is your communication protocol? Email? GDocs? Chat Client?))

Onboarding

As part of the onboarding process, you should have received and co-signed an offer letter and an at-will employment agreement. The at-will employment addresses areas related to intellectual property (IP), while the offer letter really just lays out the high level terms of employment. If you have not received these, please email [Kevin Coker](#).

One specific area to highlight and explain is option grants. Options give you the right, or option, to buy shares of the Company at a certain price. The terms for all option grants, other than the price of the options, are standardized for all employees; these terms mirror the terms of founders grants. Specifically, options are vested over 4 years with a 1 year cliff. What this means is that your options, if you choose to use them and buy shares, are not owned by you until they are vested. You would vest $\frac{1}{4}$ of your total shares after 12 months, and then $\frac{1}{36}$ of the remaining shares on each month for the next 3 years. If you leave the Company before 12 months, you do not vest, or own any shares. If you leave between 12 months and 4 years, you would own or have vested a percentage of your shares. If you have any questions about options or terms, please email [Kevin Coker](#).

You should have received onboarding information from our HR and benefits companies. Currently we're using **((Who Health Insurance?))** for insurance and we're using **((Who for HR/Payroll))** for HR/Payroll. We direct deposit salary two times per month. We also offer full medical coverage through **((Any other coverage??))**. If you have not received information from these companies, and completed the paperwork for each, please email [Kevin Coker](#). If you have questions about payroll or direct deposit, please email **((Who email??))**.

You should be setup with accounts for the services we use. Those services include:

- Google apps - calendar, email, Google + (for Hangouts)
- Github - code and policy version control and code repositories

((What other tools??))

If you do not have credentials for or you have questions about any of the services listed above please complete the **System Access Form**. If you want to change credentials, use the same **System Access Form**. These forms and all other policies can be found in the policies repository on GitHub.

((What will the final workplace and workstation policies be??))

~~You each should have been issued a Mac Book Pro for use at the Company.~~

This is for work use and, because of the nature of compliance, it is imperative that our workstation policies (firewall, encryption, passwords) are enforced. Specific policies for workstation uses can be found in the workstation section of the **Employees Policy** on GitHub. Please email if you have questions about any of these. ~~The machine belongs to the Company Inc. and must be returned if you leave the company.~~

HIPAA

Compliance Policies

As an organization, compliance and security are at the core of what we do and how we operate. ~~We publically post our policies and procedures, and can be referenced whenever you have a question related to our policies.~~ You can browse our policies on our GitHub repository. If you have questions about policies or requests for corrections to policies, please submit the **Policy Change Review Form**.

We are audited on an annual basis, and sometimes more frequently. In the case of an audit, we will inform all members of the company.

Training

All employees are required to complete HIPAA training upon joining the Company. Introductory training is located in the HIPAA Training section of the HIPAA Repository on GitHub. Once training has been completed, you must complete the **HIPAA Training Form**. If you ever have questions about HIPAA, please email [Kevin Coker](#).

Physical Security of Computer and Phones

You are asked to take reasonable steps to ensure the protection of your computer and phone including damage from improper use, food and drink spillage, and good housekeeping procedures.

Logical Security of Workstations

All employees are to follow the workstation security policies outlined in the **Employee and Workstation Use Policies**. Specifically, all systems are required to have the following settings:

- Filevault or Bitlocker encryption turned on;
- Firewall turned on;
- Password rules for workstations:
 - At least 8 characters long;
 - Must contain at least one letter, one number, and one special character;
 - Must be changed every 90 days;

- Passwords can't be reused for 1 year;
- The following message should be added to the lock screen: *This computer is owned by ((Who owns the computer??)). By logging in, unlocking, and/or using this computer you acknowledge you have seen, and follow, all states policies in our GitHub Repository and have completed this training. Please contact us if you have problems with this - [Kevin Coker, CEO](#)*

Additionally, only approved software required for business is allowed on workstations. Logs should be reviewed on a monthly basis for suspicious activity. For questions on log review, please contact [Nick Tackes](#).

Policies

Professionalism

At all times, and in all circumstances where employee is acting on behalf of the Company or is seen to be associated with the Company, the employee is to act in a professional manner. This includes statements about, pertaining to, or somehow relating to the Company, its employees, its partners, its customers, or its competitors.

Accountability

Every employee, from founder to janitor, is accountable for their work. We will recognize and celebrate your successes, and we will will also explore when mistakes are made, or things do not go as planned. Our objective as a company is to constantly learn and improve, and we want each and every one of us to constantly learn and improve because, well, we are the company. We will give you enough rope to hang yourself, or to lasso the biggest bull you can find. The choice is yours. In a sense our ideal team is made up of startups of one - each of you own your work and take initiative to succeed. You also explore and test constantly, documenting what you learned in some way that we all benefit.

Additionally, system access and usage are monitored and logged. This ties partially to the nature of our business being compliance as well as having a strong information security program in place.

Working

We expect all employees to be available during business hours unless other arrangements have been made. There is flexibility in hours, and work location, but you should generally be available via chat every day. We don't count hours but plan for all work to be completed as if you are working full time. Full time doesn't mean 40 hours, but it means getting your work done and delivered by deadlines, or letting us know why certain deadlines are not realistic. If you are a remote worker, this does place an additional burden on you to provide transparency and visibility into your work and availability. Internet Use. We expect Internet use while on the

company network, or anytime with the company's computer, to be professional in nature. Do not frequent sites with questionable content at any time. If you need additional clarification on this, please email [Kevin Coker](#).

Communication

- *Task Management Software and Slack*. The objective of internal communication is to make all, or as much as possible, contextual, fast, and easy to manage. As such, the majority of communication should take place via HipChat, iDoneThis, and Jira/Confluence. For any of these, if you want a response from a specific person or a group of people, be sure that you @mention them. Regarding HipChat, if you want to share a link or something else of interest with the whole company, please post that to the main room. If you want to create a HipChat room, please do so but make sure you post an announcement of the room to the entire group with @all.
- *Email*. Email is rarely the best choice, but is still the preferred method of communication when a formal response is required within 24 hours. In this case, it is expected that a response will be given within 24 hours, even if that response is only to state that a full response should be expected in a certain amount of time. This policy applies to both internal and external email.
- *Google Hangouts*. It is expected that when you are working you will be available for Hangouts on demand. Being a geographically dispersed teams requires that we stay available, and that sometimes requires more than HipChat/IM.
- *Phone*. Phone, meaning voice or text (SMS/iMessage) is not the preferred method for internal communication. It should be used sparingly as it is a distraction and a drain on productivity.

Meetings

- *Daily Meetings*. **((How do you do your daily standups?? Who runs them? Who comes? Protocol if going to miss?))**
- *Retrospectives*. At the conclusion of each sprint we hold retrospectives, which run for about an hour. During this time we celebrate our success over the sprint, and try to learn and improve by recognizing and acknowledging mistakes and areas of improvement.
- *1 on 1 Meetings*. At least every 2 weeks you should sit down, or the very least have a call, with ****((Who does the 1on1 meetings?))** to discuss how things are going - what is working, what is not working, what can we do to make things better.

Benefits

Your salary or wage will be reviewed every 12 months and adjusted in line with your performance and commiserate, to an extent, with the stage of the company. The review process will be largely informal, transparent, and participatory for you. The salary review process will

take into account your performance in your role, market rates for your role and the Company's ability to pay. Reviews will not necessarily lead to an increase.

Expense reimbursement

Where expenses have been incurred in the performance of your duties and provided that you have obtained your manager's approval to incur the expense, the Company will reimburse you for all reasonable travel and other expenses incurred as part of undertaking your role. You should submit all receipts for any expense over \$25. **((How are expenses documented and submitted??))**

Performance Development

The aim of our performance appraisal process is to provide you with guidance, to help you to achieve your job and career goals, to recognise your achievements. You will have the opportunity to participate in planning your work and setting your goals in conjunction with on an ongoing basis and during your annual appraisal meeting. You will provide you with regular coaching and feedback. The performance appraisal process is an opportunity for two way communication and honest feedback about your work and your future career.

The Company sees the training and development of its employees as essential to achieving its goals. You are invited to discuss your training needs during your formal performance appraisal meeting or with your immediate manager at any time. This might include formal classes, certificates, online training, and/or conferences. Founders are responsible for approving all training or courses of study.

Conflict of Interest

During your employment, you must not undertake any activity or have any interest (e.g. memberships, directorships, shares, or contract) with any person or in any organisation which may constitute a conflict of interest with the Company. You must notify [Kevin Coker](#) immediately upon becoming aware of any potential or actual conflict of interest involving them during your employment. Any work undertaken with other organisations must have the approval of the CEO to ensure it does not interfere or create a conflict with your main employment with the Company. If you're not sure whether there is a conflict or not, please email us at [Kevin Coker](#).

Confidentiality

Confidentiality is covered in our at-will employment agreements that all employees are required to sign.

Dealing with media/giving interviews

The approval of the CEO must be obtained before any written material is submitted to the media or any interview given. Please contact [Kevin Coker](#) with any questions.

Disciplinary Procedures

The Company may invoke these procedures in a situation where there is, for example, inadequate performance, misconduct, a breach of the employment agreement and/or employee handbook, fraud, a violation of our security and privacy policies, or known unauthorized conduct related to customer data, code, or systems. The organisation will:

1. **Step 1:** Give a formal warning verbally face-to-face or written via email.
2. **Step 2:** Give a final warning if the formal written or verbal warning is not heeded or there is further misconduct or poor performance.
3. **Step 3:** Terminate you, either summarily or on notice, if there is further poor performance or misconduct.

Where serious misconduct is deemed to have occurred, you may be dismissed without notice and without payment in lieu of notice. Examples of serious misconduct may include, but are not limited to:

- Any material breach of the terms of the employment agreement or employee handbook;
- Any dishonesty or theft;
- Any situation where you behave in a manner likely to bring you, or the Company, into disrepute;
- Any situation where you take unauthorized or extended absence from work;
- Any acts of violence, threatened violence or harassment against another person whilst in the course of duties for the Company;
- Falsification of the Company's records;
- Wilful damage of the Company's property;
- Being drunk or using illegal substances or drugs whilst on the Company's business;
- Wrongfully disclosing the Company's information, confidential or otherwise;
- The inappropriate use of electronic media, including PCs and the internet;
- Knowingly act in violation of HIPAA Security or Privacy Rules.

Employment Related Policies

The Company aims to be an equal opportunity employer and is committed to promoting equal opportunities regardless of religious belief, age, colour, race, creed, marital status, gender, sexual orientation, political affiliation, ethnic origin, family status or any disability you may have (subject to the exceptions contained in the Human rights Act 1993). This commitment applies to all areas of the work environment, all employment activities, resource allocation and all employment terms and conditions. Selection criteria and procedures aim to ensure that employees are selected, promoted, and treated on the basis of their relevant merits and abilities.

Discrimination and harassment policy

Employees need not tolerate harassment in the workplace. If any staff member feels they have been subjected to any form of harassment (sexual, racial, political, social, or religious) it may be discussed (confidentially) with the Chief Executive or your Manager. Harassment is not condoned or tolerated in any way and may lead to dismissal or to other appropriate action being taken in respect of the person conducting such behaviour.

What is discrimination?

Under the Human Rights Act it is illegal to discriminate on the basis of age, sex, sexual orientation, race, disability, family, marital or employment status, political opinion, religion, and ethnic origin.

What is harassment?

Inappropriate behaviour that makes a person feel offended, humiliated or intimidated at work and leaves them feeling their work performance and morale has been negatively affected. Harassment may include bullying, intimidation, insults, malicious gossip, insults and/or victimisation.

What is sexual harassment?

Sexual harassment is behaviour of a sexual nature (including the use of words, actions or visual material) that is unwanted by the receiver and has a detrimental effect on their work, performance or job satisfaction. Examples include:

- sexual assault;
- uninvited touching;
- smutty jokes or comments;
- making promises or threats in return for sexual favours;
- obscene or pornographic email messages, images, items;
- inappropriate or excessive comments on clothing or physical characteristics; and
- unwelcome social attention or telephone calls at home or work.

How to deal with discrimination or harassment

Any person who is being discriminated against or harassed has the right to complain and take action to stop this behaviour. If you experience harassment or discrimination you should:

- Tell the person(s) discriminating against you or harassing you that the situation is unacceptable; and/or
- Report the matter to [Kevin Coker](#) or to any other member of management, if you feel that you are unable to speak to the person yourself. Your complaint will be attended to in a completely confidential manner.

Health and safety

The Company will take all steps necessary to ensure that your health and safety is protected at all times.

As your employer, it is our responsibility to:

- identify, manage and control hazards to establish safe work practices;
- provide information to foster awareness of health and safety;
- provide protective clothing and equipment as required;
- make adequate preparations for emergencies;
- record all accidents and “near misses” and investigate where necessary to ensure future accidents are avoided;
- ensure you are properly trained and supervised to do your work in a healthy and safe manner; and
- provide reasonable opportunities for you to be involved in health and safety.

As an employee, it is your responsibility to:

- contribute to the process of hazard identification, analysis and control;
- ensure all work accidents and illnesses are reported and recorded;
- use any protective clothing and equipment provided;
- not undertake any work which is unsafe;
- look out for the safety of fellow employees; and
- observe all workplace safety rules and hazard controls.

Any accident or injury at work should be brought to the attention of [Kevin Coker](#) or your manager.

Parental leave

Parental leave is the right to take time off to look after, or make arrangements for, a child's welfare at the time of birth or adoption of a child. Under the Parental Leave Act 2002 any woman or partner of a pregnant woman, who assumes or intends to assume care of the newborn child who, at the expected date of birth of the child, meets the eligibility criteria is entitled to parental leave.

Special leave: if you are pregnant you are entitled to up to 10 days unpaid special leave during pregnancy. This is for pregnancy-related reasons, such as ante-natal classes or appointments with your doctor or midwife.

Maternity leave is available as follows:

- maternity leave of up to 8 weeks is available;

Paternity leave is available as follows:

- up to 2 weeks paid leave for the mother's partner on the birth or adoption of a child.

Jury service

As soon as you are advised that you are required for jury service you should contact your [Kevin Coker](#). The Company will continue to pay your salary for the time you are on jury service. The money you receive from the Department of Courts (excluding travel allowance) is to be paid to the Company.

Returning to work

You are required to give 3 weeks notice of your intention to either return or not return to work.

Smoking in the workplace

We operate in a non-smoking workplace. Smoking and other intoxicants are not allowed in the office.

Abandonment of employment

If you are absent from the office and/or cannot be reached for 2 or more working days without notifying the Company, you are deemed to have abandoned your employment and salary will immediately cease to be paid.

Alcohol and Drugs Policy

Employees under the influence of drugs and alcohol can cause injury to themselves and others. The Company has a responsibility to ensure the health, safety and welfare at work of their employees and visitors. An employee whilst at work is prohibited from:

- possessing or using illegal drugs at the workplace; and
- being under the influence of illegal drugs.

There is a range of medication which can affect performance, including pain relievers, sleeping pills, tranquilizers etc. An employee who is using legally prescribed medication that may impair performance is required to advise [Kevin Coker](#) of this.

It is every employee's responsibility to take reasonable care of the health and safety of others in the workplace and ensure that their performance and actions are not impeded by the use of drugs (either legal or illegal) or alcohol. If you suspect that any employee is under the influence of drugs or alcohol, it is your responsibility to communicate this to [Kevin Coker](#).

Leaving Procedures

When you leave us, we ask that you:

- return all company property including mobile phones, computers, access cards and keys, company records, paperwork and documents, identification cards and any other relevant property;
- hand over all current work to the appropriate people/person in order to ensure continuity of business/service;
- hand over to someone duly authorised to receive them all notes of confidential information which you may have acquired during your employment; and
- push current code to Github.

Exit Interviews

When you leave us, you will be invited to attend an exit interview. The interview will be scheduled in your last week with us; in the case of a termination, your exit interview will coincide with your notice of termination meeting. This is a confidential interview aimed at helping us to understand how we can improve our organisational performance. It focuses on aspects of our employment relationship with you including remuneration, training, working conditions, benefits, management practises etc. We aim to learn from your comments and use these to make improvements where appropriate.

Employee references

Generally we are happy to provide a reference for work performed. If, upon or post exit from the company, you need a reference, please email [Kevin Coker](#).

Once you've had a chance to review this Handbook, please indicate acceptance by signing below.

Employee Name: _____

I have received and read a copy of the Employee Handbook which I understand forms part of the Terms and Conditions of my employment.

Signed: _____

Dated: _____