



# EMPLOYEE MANUAL

## **INTRODUCTION**

This Manual is designed to acquaint you with Trinity Medical Management L.L.C. ("Trinity") and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees unless otherwise specified. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

## **COMPANY BACKGROUND AND PHILOSOPHY**

Trinity was formed in 2003. We provide paramedic support and medical management in the industrial setting. Currently, we provide these services for drilling contractors both off shore and in land-based settings. The headquarters is located in Baton Rouge, LA. We have over 50 employees who work throughout the world.

Trinity's philosophy recognizes that our employees are our most valuable asset. We strive to make Trinity an outstanding company for which to work. We expect employees to always maintain the highest standards of professionalism. We expect employees to go "above and beyond" to meet the needs of Trinity's customers.

## **CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, because our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null. If you are uncertain about any policy or procedure, speak with your supervisor.

## **EMPLOYMENT RELATIONSHIP**

We recognize your right to resign at any time for any reason; similarly we may terminate your employment at any time, with or without cause.

## **DEFINITIONS OF EMPLOYEE STATUS**

### **EMPLOYEE DEFINED**

An employee of Trinity Medical Management L.L.C. is a person who regularly works for Trinity on a wage or salary basis. Employees include exempt, non-exempt, regular full-time, regular part-time, and PRN as well as others employed with the Company who are subject to the control and direction of Trinity Medical Management, L.L.C. in the performance of their duties.

### **EXEMPT**

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

### **NON-EXEMPT**

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

### **REGULAR FULL-TIME**

Employees who are regularly scheduled to work 35 or more hours per week are "regular full-time employees." Generally, they are eligible for the Company's benefit package, subject to the terms, conditions, and limitations of each benefit program.

### **REGULAR PART-TIME**

Employees who are regularly scheduled to work less than 35 hours per week are "regular part-time employees."

### **ACTIVE PRN**

Employees who are scheduled to work intermittently, as available or as needed are PRN "employees." PRN employees are not entitled to company benefits.

## **INACTIVE PRN**

PRN employees, who because of their availability and/ or the availability of an appropriate work assignment who have not worked within 90 days from their last Trinity assignment, will be classified as inactive. If a PRN employee is restored to active status because of accepting an assigned shift prior to 12 months from his/her last Trinity assignment without working an assigned shift, the PRN employee will not be required to undergo additional drug and criminal background screenings, unless required by the customer contract. Training and certifications, if current, will not have to be repeated, provided both are up-to-date. PRN employees who fail to work at least one shift within 12 months of their last Trinity assignment will be considered to have voluntarily resigned and thus terminated from employment. If re-hired, the PRN employee will be treated as a new hire and must repeat all new hire screening procedures, i.e.; criminal background, drug screen, physical etc.

## **PAY PERIODS/TIMESHEETS**

Employees are paid every 2 weeks. In order to be paid properly, employees must submit timesheets to the Trinity office on or before the Friday immediately preceding the pay day. Failure to timely submit the timesheet may result in inaccurate paychecks.

## **ATTENDANCE POLICY**

Trinity's ability to conduct business and to meet our clients' needs depends upon employees being at work during their scheduled work hours. An employee who is going to be absent or tardy is responsible for reporting the absence or tardiness to his/her supervisor as soon as possible. We expect punctual and consistent attendance.



## **EMPLOYEE CONDUCT**

Trinity wants to ensure the rights and safety of all its employees and co-workers. Our work requires cooperation and reliance on each other. We must meet certain requirements that benefit the group as a whole. The following section outlines some of these requirements that all employees are expected to meet. Failure to abide by these and /or other company requirements or standards may result in disciplinary action, up to and including discharge.

Trinity requires total honesty. We will not accept

- Any acts of dishonesty, including but not limited to, falsification of any company records, documents or information provided which concerns you or other employees;
- Stealing or having in your possession the property of Trinity, its employees or your co-workers without prior permission;
- Gambling on the premises or on any worksite.

Trinity requires a non-abusive work environment. We will not accept

- Fighting, horseplay or any other acts of physical abuse or intimidation towards anyone on a worksite or other premises;
- Misusing, defacing, damaging or destroying the property of Trinity or any of its customers or property belonging to another person;
- Racial, sexual or any other verbal harassment including obscene or abusive language, threats, intimidation or coercion;
- Possession of a weapon while on Trinity's property or on the property of its customers at any time;
- Possession, consumption, distribution, or being under the influence of alcohol or controlled substances while on Trinity property or the property of its customers at any time.

Trinity requires a safe environment. We will not accept

- Failure to follow Trinity's established standard operating policies and procedures;
- Failure to maintain proper personal hygiene and/or failure to follow required sanitary practices;
- Failure to wear proper uniforms (when required) and clothing;
- Failure to cooperate with management in the investigation of accidents, efficiencies, quality or quantity standards, or any other matter dealing with improving the means and methods of production and/or improving the quality of our service and the work environment.
- Failure to promptly report or failure to follow proper procedures regarding a work-related injury;
- Smoking in restricted areas;
- Any other unsafe conduct.

Trinity requires a team effort. We will not accept:

- Insubordination- refusal to obey a reasonable, direct order from your supervisor or any member of management;
- Malingering- pretending to be sick to avoid work, loitering, sleeping during work time or interfering with another employee in the performance of his/her job.
- Unauthorized absence from scheduled work or excessive tardiness.

## **POLICY ON PROHIBITED ITEMS AND SUBSTANCES**

Trinity is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. Alcohol abuse and/or illegal drug use pose serious threats to these goals. Trinity management takes an active role in monitoring its commitment to provide a safe and healthy work environment. Illegal and unauthorized drugs, narcotics, look-alike and designer drugs, controlled substances and contraband items, including but not limited to drug related items, alcohol are not permitted on any of Trinity's premises, worksites, facilities or installations whether such property or premises is leased, owned or used by Trinity and whether onshore or offshore, including points of embarkation and debarkation, aircraft, barges and other vessels and personal vehicles located on Trinity's premises, property facilities or installations.

Any possession, use or distribution of a prohibited item or substance by any person on Trinity's premises or worksites, installations property or facilities poses a serious threat to the safety and well-being of personnel and property and to the efficiency and integrity of operations and is strictly prohibited and may result in discharge. Employees are also prohibited from the unlawful manufacture, distribution, cultivation, possession, sale, offer, to sell, purchase, offer to purchase and/or unlawful use of controlled substances or alcohol on Trinity premises or its offsite locations or as any part of Trinity's activities.

Employees are prohibited from working or reporting to work under the influence of or having present in his or her body any prescribed drug or alcohol or other substances or medication that may adversely affect his/her ability to work in a safe, productive or efficient manner. Individuals are required to remain free from the influence of controlled substances, alcohol or any other substance that may impair his/her ability to perform his/her job duties safely or productively, or that may otherwise impair his/her senses, coordination or judgment while on duty.

In order to ensure compliance with this policy, Trinity employees who are in safety-sensitive jobs, such as paramedics, are tested for drugs and alcohol. Drug testing may be random, for reasonable suspicion or post accident.

Any employee who tests positive for alcohol will be discharged. Any employee who tests positive for illegal drugs will be discharged. Any employee who tests positive for any controlled substance that may impair his/her judgment and or ability to perform his/her duties in a safe manner will be discharged. If it is determined that an employee provided a specimen that was adulterated, diluted, or substituted, the individual may be subject to immediate termination. An employee's refusal to submit to testing may result in termination. Failure to provide a urine specimen within the prescribed timeframe may be considered a refusal to be tested.

## **Responsibilities**

It is every employee's responsibility to report actual or suspected violations of this policy. As a condition of employment, Trinity employees are required to read, understand, and comply with this policy. All employees are responsible for contacting management when an individual is reasonably suspected of using alcohol and/or unauthorized drugs in violation of this policy.

To maintain a safe work environment, all Trinity employees in safety-sensitive positions, such as paramedics, are required to do the following:

1. Report for duty in a physical and emotional condition that maximizes their ability to perform assigned tasks in a competent and safe manner;
2. Submit to the drug/alcohol tests and screens described in this policy, when required by Trinity or its customers;
3. Notify Trinity Medical Control in writing when they take prescription medication that might interfere with the safe and effective performance of job duties;
4. Refrain from taking prescription or over-the counter drugs/medication prior to reporting for duty and while on duty that he/she believes, or has been advised by a physician or pharmacist, that such drugs/medication may impair the employee's ability to perform usual job duties;
5. Maintain prescription drugs in prescribed quantity and be able to produce original prescription containers, when required;
6. Notify supervisor at the beginning of the next scheduled work day of any arrest or conviction, including a plea of no contest, for a criminal, drug or drug-related offense, which occurs on or off duty, including DWI arrests.

## **Definitions**

**Drugs** -These include illegal drugs and/or controlled substances, prescription drugs, alcohol, and/or other mind-altering substances.

**Unauthorized Drugs** -These include illegal drugs and/or controlled substances, and the improper and/or illegal use of prescription drugs, i.e. prescription drugs that have not been authorized for the individual or are not used in accordance with the instructions of a

physician. Illegal drugs/controlled substances include, but are not limited to, amphetamines, cocaine, marijuana, opiates, phencyclidine (PCP) and their derivatives.

**Impairment** -An individual is impaired when any of his/her mental or physical abilities are affected by his/her ingestion of drugs (over- the -counter, prescribed and or illegal), alcohol or other mind-altering substances.

**Worksite** -Any Trinity facility, premises or any place Trinity business is conducted including facilities, premises and places of Trinity's customers, such as on-site or off-site training classes or other job related events.

## **POLICY ON PHYSICAL CONDITION OF SAFETY- SENSITIVE PERSONNEL**

Because of the physically demanding and dangerous nature of Trinity's work, together with the reality that most of our worksites are remote, it is essential that safety-sensitive personnel maintain excellent health. Therefore, personnel in safety-sensitive positions, such as paramedics, must notify Trinity Medical Control of any and all medical conditions, diagnosed or not, that could affect an employee's ability to function as a Trinity paramedic in a remote environment. Furthermore, safety-sensitive personnel must report to Trinity Medical Control any and all prescription medications being taken for any physical or mental condition. A form for submitting this information is located at the end of this manual. It is the employee's responsibility to keep this information up-to-date. All medical information provided to Trinity will remain confidential.

## **SEARCHES AND INSPECTIONS**

Trinity reserves the right, at all times, to conduct searches or inspections without prior announcements of the personal effects, lockers, baggage, vehicles and quarters of any person subject to this policy, for the purpose of determining if such person is in possession of prohibited item or substance. Trinity reserves the right to require employees to submit to urine drug screens, saliva, breath, blood or plasma testing, or any legally recognized method of testing for the presence of drugs and/or alcohol in the system. These searches may include the taking of blood or urine samples for testing to determine the presence of unauthorized substances. Any employee who, as a result of a search, is found to have identifiable traces of a narcotic or other prohibited drug or substance in his or her system, regardless of when or where the drug or substance entered the employee's system, will be considered in violation of this policy and will be subject to disciplinary action, up to and including immediate discharge.

Trinity further reserves the right, at all times, to conduct urinalysis and/or blood tests on any employee or employees involved, whether directly or indirectly, in an on-the-job injury, accident or incident.

Any Trinity employee who refuses to submit to a search, as described above, or is found in possession of any prohibited item, without an explanation satisfactory to Trinity, will be subject to disciplinary action, up to and including immediate discharge.

Any employee of a contractor having business with Trinity or any other person subject to this policy, as described above, who refuses to submit to a search or who is found in possession of, or using, any prohibited item, without an explanation satisfactory to Trinity, may be removed from and not be allowed to return to any of Trinity's properties, facilities, or installations, at Trinity's option.

Items discovered through these searches shall be taken into custody by Trinity and turned over to law enforcement authorities. Any violation of this policy will result in disciplinary action, up to and including immediate discharge.

## COMPUTER USE POLICY

The purpose of this policy is to ensure the security of Trinity's computers and the data they contain. It is essential that patient information remain confidential. Therefore, computer security must be ensured at all times. Furthermore, because Trinity's customers provide internet access at the work sites, Trinity personnel are subject to user agreements with Microsoft Corporation and other software vendors that allow computer audits to determine whether there is unauthorized use of software.

This policy applies to all computer equipment, computer networks, voice mail, e-mail, internet, intranet access system and any other electronic data and/or computer systems and files furnished at the worksite. Trinity supplies computers to facilitate the timely relay of patient reports and related paperwork. Trinity computers are for Trinity personnel only. All files and messages are the property of Trinity. Employees should not expect their communications or use of Trinity computer information systems to be confidential or private.

Trinity reserves the right to access, search and monitor voice mail, e-mail or company files of any employee that are created, stored or deleted from company computer systems.

Limited personal use is permitted. However, personal use which interferes with employee's work or that of others is prohibited. **Inappropriate use including transmitting or downloading material that is discriminatory, defamatory, harassing, insulting, offensive, pornographic or obscene is strictly prohibited.** Trinity, at its sole discretion will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited. Files and/or programs are not to be downloaded and/ or installed without the prior authorization of management. Any files authorized for download from the Internet must be scanned with virus detection software before being opened.

Copying and sending any confidential or proprietary information, or software that is protected by copyright and other laws protecting intellectual property using Trinity computer systems is strictly prohibited. Unauthorized access by employees of other employees' electronic communications is prohibited.

Any misuse of Trinity computer systems will be subject to discipline, up to and including termination.



## **EQUAL OPPORTUNITY POLICY**

Trinity is committed to the principle of equal employment opportunity. It has been and will continue to be the policy of Trinity to administer all personnel actions and benefits on the basis of merit and free of discrimination based on race, religion, color, gender, sexual preference, national origin, age, disability, marital status, veteran status or any other legally-protected characteristic.

## **POLICY AGAINST UNLAWFUL HARRASSMENT, INCLUDING SEXUAL HARRASSMENT**

Trinity is committed to maintaining a work environment that is free of harassment. In keeping with this commitment, harassment of employees by anyone, including any manager, co-worker, customer, supplier, vendor, independent contractor, or visitor will not be tolerated. Similarly, any employee's harassment of persons seeking employment with Trinity or harassment by our customers, suppliers, vendors, visitors, independent contractors or anyone else who conducts, attempts to conduct business or is solicited for business with Trinity will not be tolerated.

Trinity is committed to providing a workplace that is free from sexual harassment, as well as unlawful harassment based on ancestry, race, age, color, marital status, medical condition, mental disability, physical disability, pregnancy, childbirth or related medical conditions, national origin, religious creed, gender, sexual preference, gender identity, or any other basis protected by federal, state or local law, ordinance or regulation. Unlawful harassment includes harassment based on the perception or belief that anyone has any of the above-mentioned characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such harassment is unlawful.

Sexual harassment is one specifically prohibited type of harassment. Unwelcome or unwanted sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex, constitute sexual harassment. Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: email messages, epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, drawings or symbols.

It is harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to, or the rejection of, the conduct is used as the basis for an employment decision;

- The conduct had the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of different types or unlawful harassment include the following:

- Verbal conduct such as epithets, derogatory comments, slurs, comments about an individual's body or dress, dirty jokes, persistent requests for dates or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory cartoons, pictures, photographs, drawings or gestures
- Physical conduct such as assault, blocking normal movement or interference with work directed at an individual because of his or her gender or other protected status
- Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors
- Retaliation for having reported harassment

Trinity's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline ranging from a warning to termination.

## **Reporting Procedure**

If an employee feels that he or she has been the recipient of sexually harassing behavior, the employee should report it immediately to his or her supervisor. If the employee's supervisor is the source of the harassing conduct, the conduct should be reported to that person's supervisor. **There will be no retaliation against an employee for making a complaint.**

It is Trinity's policy to investigate all reports or complaints of harassment thoroughly, promptly and discreetly. To the extent possible, the confidentiality of an employee or any other person who has reported a problem and that of any witness and the alleged harasser will be protected against unnecessary disclosure. The outcome of the

investigation and a timely resolution of each complaint will be reached and communicated to the employee and other parties involved. If an investigation has concluded that harassment did occur, Trinity will take appropriate remedial, corrective action, up to and including discharge.

## **CERTIFICATION DOCUMENTATION**

Paramedics must provide complete (front and back) copies of all applicable, valid certifications.

Paramedics must provide recertification documentation or a plan for recertification no later than sixty days prior to expiration or any applicable certification.

Trinity will not schedule a paramedic for work and will replace the employee if, within twenty one days of expiration, any necessary, valid certification is not provided to Trinity management.

National Registry certification is required for employment as a Trinity paramedic.

## **NON-DISCLOSURE CONFIDENTIALITY**

The protection of confidential information business information and trade secrets is vital to the interests and success of Trinity. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Personnel/payroll records and
- Conversations between any persons associated with Trinity

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## **BENEFITS**

### **Insurance/ 401 K**

Trinity provides health, vision, dental and life insurance to its employees. Trinity also provides an optional 401 K pension plan with an employer matching component. For more information regarding these benefits contact the Trinity office at 225 769-4983.

**TRINITY MEDICAL MANAGEMENT MEDICATION APPROVAL FORM**  
(For safety-sensitive personnel)

**Employee Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Current Assignment** \_\_\_\_\_

**Medications I am Currently Taking**

<b>Name of Drug</b>	<b>Date Prescribed</b>	<b>Prescribing Physician</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**This information is true and correct to the best of my knowledge. I understand and will comply with the prescribed use of these medications and their restrictions while working.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Reviewed by:**

\_\_\_\_\_  
**Trinity Medical Control Physician**

**Date** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

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