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1. PURPOSE

The purpose of this policy is to clearly define the expectations for leadership accountability within our organization, ensuring that our leaders exemplify the values and principles of transparency and responsibility.

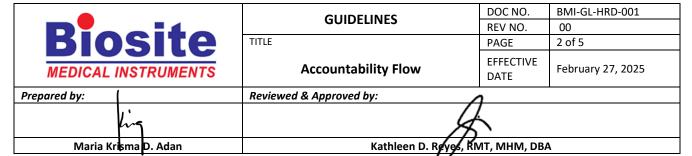
2. **SCOPE**

All leadership roles of Biosite Medical Instruments, Inc.

3. **GUIDELINES**

3.1. Leadership Reporting Line indicates the direct and indirect reporting lines of all leadership roles.

NO	POSITION	DIRECT SUBORDINATES	INDIRECT SUBORDINATES	
1	Chief Operating Officer	Operations Director Finance & Accounting Director Technical Service Director Marketing Director National Sales Director HR Director Information Security Associate Executive Assistant Regulatory Administrative Staff	All positions down the line	
2	Operations Director	Supply Chain Supervisor Procurement Team Leader	All positions down the line	
3	Technical Service Director	Product Application Manager Service Engineer Supervisor Service Coordinator Business Unit Manager Medical Equipment Team Leader Medical Equipment Sales Representative Respiratory Therapist Administrative Staff	All positions down the line	
4	Finance & Accounting Director	Accounting Manager Credit & Collection Team Leader	All positions down the line	



		ν	
		IT Associate	
		Executive Assistant	
			All positions down the
5	Marketing Director	Product Manager	line
		Customer Engagement Assoc	
			All positions down the
6	National Sales Director	Regional Sales Manager	line
		Bidding Team Leader	
		Quotation Team Leader	
		Key Accounts Specialist	
7	HR Director	HR Officer	none
		HR Specialists	
			All positions down the
8	Regional Sales Manager	District Sales Manager	line
9	District Sales Manager	Medical Sales Representative	none
			All positions down the
10	Product Application Manager	Product Application Team Leader	line
11	Product Application Team Leader	Product Application Specialist	none
			All positions down the
12	Service Engineer Supervisor	Service Engineer Team Leader	line
13	Service Engineer Team Leader	Service Engineer	none
14	Supply Chain Supervisor	Order Fulfillment Associate	none
		Warehouse in Charge	none
		Inventory Analyst	none
		Inventory Encoder	none
		Dispatcher	none
		Order Picker	none
		Receiving Clerk	none
		Shipment Coordinator	none
		Logistics Staff	none
		Drivers/Riders	none
15	Procurement Team Leader	Procurement Assistant	none
		Purcharsing Staff	none
16	Business Unit Manager	Medical Sales Representative	none
17	Medical Equipment Team Leader	Medical Equipment PAS	none
		Medical Equipment Service Engineer	
18	Accounting Manager	Accounts Payable	none
		Bookkeeper	
		Cash Disbursement	
		Cash Receipt Associate	
		Compliance Liaison	
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19	Credit & Collection Team Leader	Credit & Collection Assoc	none
20	Product Manager	Product Assistant	none
21	Bidding Team Leader	Bidding Associate	none
22	Quotation Team Leader	Quotation Associate	none

3.2 **Approvals** define the necessary approvals towards its direct and indirect subordinates.

NO	POSITION	Employee Leaves	Work Instructions	Financial
1	Chief Operating Officer	Х	х	Х
2	Operations Director	Х	х	Х
3	Technical Service Director	Х	Х	Х
4	Finance & Accounting Director	Х	х	Х
5	Marketing Director	Х	х	Х
6	National Sales Director	Х	х	Х
7	HR Director	Х	Х	Х
8	Regional Sales Manager	Х	х	Х
9	District Sales Manager	Х	х	Х
10	Product Application Manager	Х	х	Х
11	Product Application Team Leader		Х	
12	Service Engineer Supervisor	Х	х	
13	Service Engineer Team Leader		х	
14	Supply Chain Supervisor	Х	х	
15	Procurement Team Leader		Х	
16	Business Unit Manager	Х	х	Х
17	Medical Equipment Team Leader		х	
18	Accounting Manager	Х	Х	Х
19	Credit & Collection Team Leader		Х	
20	Product Manager	Х	Х	Х
21	Bidding Team Leader		Х	
22	Quotation Team Leader		Х	

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${\bf 3.3.}\ \textbf{Leadership Responsibilities}\ defines\ the\ general\ tasks\ towards\ its\ subordinates.$

NO	POSITION	Knowledge Acquisition	Skill Development	Provision of Work Instructions	Policy Development	Resolution of Company Wide Concerns	Resolution of Department Concerns	Resolution of position specific Task Concerns	Compliance to Company Policies
1	Chief Operating Officer	х	Х	х	х	х			Х
2	Operations Director	х	Х	х	Х		х		х
	Technical Service								
3	Director	Х	Х	х	Х		х		Х
4	Finance & Accounting Director	х	Х	х	х		х		х
5	Marketing Director	х	Х	х	х		х		х
6	National Sales Director	х	Х	х	Х		х		Х
7	HR Director	х	Х	х	Х		х		х
8	Regional Sales Manager	х	Х	х	Х			х	х
9	District Sales Manager	х	Х	х				х	Х
	Product Application								
10	Manager	Х	Х	х	Х			Х	Х
11	Product Application Team Leader	x	Х	x				x	х
	Service Engineer	, , , , , , , , , , , , , , , , , , ,	^	^				Α	Α
12	Supervisor	Х	х	x				х	х
	Service Engineer Team								
13	Leader	Х	Х	Х				Х	Х
14	Supply Chain Supervisor	x	Х	x				x	х
14	Procurement Team	^	^	^				Α	^
15	Leader	Х	х	x				х	х
16	Business Unit Manager	х	Х	х	Х			х	х
	Medical Equipment								
17	Team Leader								
18	Accounting Manager	Х	Х	Х	Х			х	Х
10	Credit & Collection								
19	Team Leader	Х	Х	Х				Х	Х
20	Product Manager	Х	Х	Х	Х			Х	Х
21	Bidding Team Leader	х	Х	х				х	Х
22	Quotation Team Leader	Х	х	Х				Х	х

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3.4. **Assumption of Roles** defines the succession of leadership roles in the absence of other roles.

NO	POSITION	In the absence of the Executive	In the absence of the Department Director	In the absence of the Manager	In the absence of the Supervisor
1	Chief Operating Officer	Х			
2	Operations Director	Х			
3	Technical Service Director				
4	Finance & Accounting Director	Х			
5	Marketing Director				
6	National Sales Director	Х			
7	HR Director				
8	Regional Sales Manager		Х		
9	District Sales Manager			Х	
10	Product Application Manager		Х		
11	Product Application Team Leader				Х
12	Service Engineer Supervisor			Х	
13	Service Engineer Team Leader				Х
14	Supply Chain Supervisor			Х	
15	Procurement Team Leader				
16	Business Unit Manager		Х		
17	Medical Equipment Team Leader				
18	Accounting Manager		х		
19	Credit & Collection Team Leader				
20	Product Manager		Х		
21	Bidding Team Leader				
22	Quotation Team Leader				