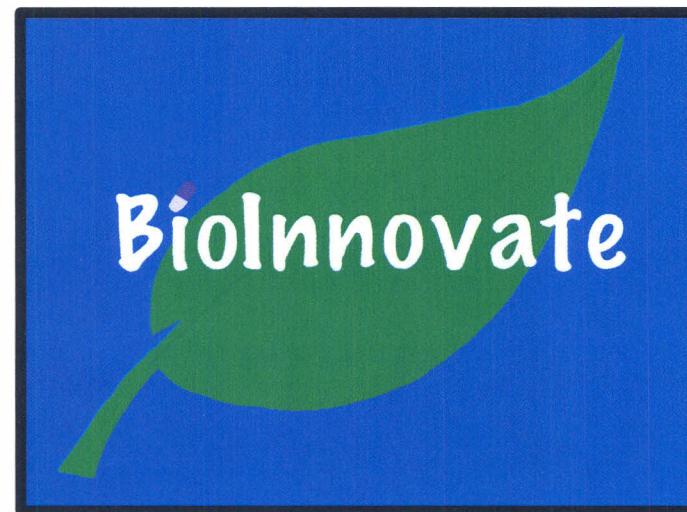


Employee Handbook



Biolnnovate, Inc.

February, 2015

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Introduction to Our Values

As a small company, we focus on building and maintaining the strongest team we can by offering competitive salaries and fostering our company's values to the betterment of mankind. We are a growing company that has already developed been recognized as contender in the market, largely due to the innovative KT2 treatment that our scientists developed. This drug is currently being used in clinical trials at the Mayo Clinic. We are continually making progress towards our mission statement.

Mission Statement: BioInnovate's mission is to develop and commercialize innovative drugs to treat cancer and protect healthy tissues from radiation, chemotherapy or ischemic conditions, using revolutionary scientific concepts developed at BioInnovate.

The talented team that we have assembled at our company is a close-knit group that shares the following company values.

We believe in the following core values:

- **Continuous Improvement** – Both for our own professional development and for the technologies we are developing, becoming an ever-better version of ourselves is important to the very core of BioInnovate. As a team member, we expect you to be willing to learn, improve and innovate constantly.
- **Rolling Up our Sleeves** – No matter your level in the organization, you need to be willing to dive in head first to get work done and support the team. No one is above lending a hand and ensuring what needs to get done to achieve success is done.
- **Creativity** – We rely on our ability to be creative, to think “outside of the box”, and to deliver innovative solutions. As a member of the BioInnovate Team, you should strive to provide creative ideas and solutions and help our business grow.
- **Excellence** - Our work is our art and you will demonstrate attention to detail, pride, and the highest quality behind every product and project you work on.
- **Experiences** – Learning by experience is the way we grow. We shouldn't be afraid of failure if we're trying, learning, and moving forward. As a BioInnovate Team member, you will push yourself to try new things both personally and professionally, and the share lessons learned with your peers.

As a growing company, BioInnovate recognizes that policies may change at any time. All employees are expected to comply with the most current versions. To the extent this BioInnovate Employee Handbook conflicts with any applicable company policies, the policies will govern. If you have questions concerning this handbook or a specific policy, please consult your supervisor for clarification.

Meet the BioInnovate Team!

Board of Directors

The BioInnovate Board of Directors is responsible for advancing the long-range vision for BioInnovate. They are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure that BioInnovate has adequate resources to advance its mission. Through a clearly defined vision, the board of directors, along with top professionals, work together to develop a viable, coherent and shared understanding of the goals, objectives and policies of the organization.

Hannah M. Addink

Chief Executive Officer, President and Chairman of the Board

Hannah Addink has served as our Chairman of the Board and as our Chief Executive Officer and President since our inception. Prior to founding BioInnovate, Ms. Addink served as Founder, Chief Executive Officer, President and a Member of the Board of Directors of Nayah Biotechnology, Inc., from the company's inception in 2004 until its acquisition by Johnson & Johnson in July 2011.

From July 2011 until January 2012, Ms. Addink served as Co-Chairman of the Integration Steering Committee at Nayah (as part of Johnson & Johnson) that provided leadership and oversight for the development and global commercialization of Nayah's lead product candidate, BN8. BN8 was approved for the treatment of metastatic prostate cancer in the U.S. in April 2013 and in the European Union in September 2013.

Prior to founding BioInnovate, from June 1998 to April 2003 Ms. Addink was Vice President, Senior Research Analyst at Wells Fargo Securities, where she was responsible for research coverage of small- and middle- capitalization biotechnology companies, with a focus on companies in the field of oncology. She had primary responsibility for technical, scientific and clinical due diligence, as well as selection of biotechnology companies followed by the company. During 2002, Ms. Addink ranked second in the NASDAQ/Starmine survey of analyst performance for stock picking in biotechnology. From August 1997 to May 1998, Ms. Addink was a Vice President and Research Analyst at the Kremler Companies, Inc., where she was responsible for research coverage of small-capitalization biotechnology companies. Prior to her work as a biotechnology analyst, Ms. Addink worked for Diagnostic Systems Corporation, where she designed and implemented clinical trials in the field of oncology.

Ms. Addink received a B.S. in Biomedical Engineering from Boston University and an M.S. in Biomedical Engineering from the University of Southern California.

Bob Thorthumb

Director

Mr. Thorthumb has served on our Board since April 2012. Since May 2006, he has been a member of the board of directors and chairman of the audit committee of Continuous Therapeutics, Inc., a publicly held stem cell therapeutics company. He has also been a member of the board of directors and chairman of the audit committee for Technocardia, Inc., a privately held cardiovascular regenerative medicine company, and Integrated Diatechnics, Inc., a privately held molecular diagnostics company, since 2011.

From May 2008 through July 2009, Mr. Thorthumb served as the Chief Financial Officer of BDx, Inc., a privately held molecular diagnostics company. Prior to that, he served as the Chief Financial Officer of Massive Genetics, Inc., a publicly held healthcare diagnostics company, from June 1996 until his retirement in November 2007, and as its Vice President of Finance from July 1993 until July 2005. From 1991 to 1993, Mr. Thorthumb served as Vice President of Finance and Chief Financial Officer of Penmark, Inc., a privately held genetics company. He held various positions with the accounting firm of KPMG LLP from 1979 through 1991, most recently as a Senior Manager. He also served as a member of the Board of Trustees of the Florida Life Science Association from 1999 through 2006.

Mr. Thorthumb holds an MBA from the University of Florida, a B.A. in economics from Weber State University, and is formerly a Certified Public Accountant. He was selected as a director because of his extensive background in finance and accounting in the life sciences industry.

David T. Song, M.D.

Director

Dr. Song was appointed as a director of BioInnovate on February 1, 2015. Dr. Song serves as Senior Vice President and Chief Medical Officer at Constellation Pharmaceuticals, a clinical-stage biopharmaceutical company focusing on the development of novel tumor-targeted and immuno-oncology therapies.

Prior to joining Constellation in July 2007, Dr. Song served as Senior Vice President and Chief Medical Officer at RiversEdge Pharma, Inc., a public clinical-stage company

developing nano-particle conjugates, from September 2005 to June 2007. Prior to joining Riversedge, Dr. Song served as Chief Medical Officer and Senior Vice President, Clinical Development and Regulatory Affairs from August 2004 to February 2005, and Clinical and Regulatory Strategy Officer from February 2014 to April 2014 of Fyxes, Inc., a public precision oncology biotechnology company.

Previously, Dr. Song was Vice President, Global Regulatory Oncology at Saninca, a position he held from September 2013 to August 2014. Prior to Saninca he was Chief Medical Officer and Vice President, Medical Development at Tosari Pharmaceuticals, Inc. from August 2012 to March 2013. From August 2008 to March 2012, he held positions of increasing responsibility, including Senior Medical Director, Oncology Clinical Development, at Astaneca. Before his tenure at Astaneca, Dr. Song spent almost four years in a variety of leadership positions at the U.S. Food and Drug Administration Division of Oncology Drug Products in the Center for Drug Evaluation and Research. Prior to his work with the FDA, he held a variety of clinical and research positions, including Coordinator of the Prostate Cancer Drug Development Clinic and Investigator and Chief, Molecular Therapeutics Unit, with the National Cancer Institute/National Institutes of Health.

Dr. Song holds both an M.D. and an Instructor of Pharmacology degree from the School of Medicine at the Universidad de Buenos Aires in Argentina. Dr. Song was selected as a director because of his extensive clinical and regulatory background and his significant experience in the life sciences industry.

**Troy E. Walbol, Ph.D., J.D.
Director**

Dr. Walbol was appointed as a director and as a member of the Audit Committee of BioInnovate on October 18, 2013. Dr. Walbol has been the President and Chief Executive Officer and a member of the board of directors of Cura Oncology, Inc., a public reporting clinical-stage biopharmaceutical company discovering and developing personalized therapeutics for the treatment of solid tumors and blood cancers, since August 2014. He has also been the President and Chief Executive Officer and a member of the board of managers of Clees NanoMedicines LLC, a private biopharmaceutical company, since November 2012 and the President and Chief Executive Officer and a member of the board of managers of Springwell Biosciences LLC, a private biopharmaceutical company, since July 2012 and May 2012, respectively.

Dr. Walbol served as the President and Chief Executive Officer and a member of the

board of directors of Biodine, a private biopharmaceutical company, from April 2007 to January 2012 and from August 2007 to January 2012, respectively. He has also been a member of the board of managers of Lokio Pharma LLC, a private biopharmaceutical company, since May 2012.

Dr. Walbol holds a J.D. from Penn State University and graduated with a Ph.D. in bioorganic chemistry and a B.A. in biophysics from the University of California, Berkeley. Dr. Walbol was selected as a director because of his background in finance and accounting and his experience in the life sciences industry.

Francis E. Lee
Director

Ms. Lee was appointed as a director of BioInnovate on September 8, 2014. Ms. Lee served as a Partner at Adoxi Capital Management, L.P. from 2002 to 2011, specializing in biotechnology investments.

Prior to joining Adoxi Capital, Ms. Lee was a Portfolio Manager from 1999 to 2002 at Arthur Biomed, a healthcare investment group. From 1998 to 1999, he was an analyst at Templer Investments Inc., focusing on biotechnology investments.

Ms. Lee received a B.S. in Biochemistry from the University of California, Berkeley and an M.B.A. from the Tuck School of Business at Dartmouth College. Ms. Lee was selected as a director because of his significant experience and background in the biotechnology investments field.

Management Team

The BioInnovate Management Team executes on the vision of the Board of Directors. They are responsible for shaping the implementation process for policies and goals formulated for corporate development at upper levels of the hierarchy. This is the team that draws guidance from the vision statement of the organization and define critical long-term objectives for the employees of the organization.

Hannah M. Addink

Chief Executive Officer, President and Chairman of the Board

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Prior to founding BioInnovate, from June 1998 to April 2003 Ms. Addink was Vice President, Senior Research Analyst at Wells Fargo Securities, where she was responsible for research coverage of small- and middle- capitalization biotechnology companies, with a focus on companies in the field of oncology. She had primary responsibility for technical, scientific and clinical due diligence, as well as selection of biotechnology companies followed by the company. During 2002, Ms. Addink ranked second in the NASDAQ/Starmine survey of analyst performance for stock picking in biotechnology. From August 1997 to May 1998, Ms. Addink was a Vice President and Research Analyst at the Kremler Companies, Inc., where she was responsible for research coverage of small-capitalization biotechnology companies. Prior to her work as a biotechnology analyst, Ms. Addink worked for Diagnostic Systems Corporation, where she designed and implemented clinical trials in the field of oncology.

Ms. Addink received a B.S. in Biomedical Engineering from Boston University and an M.S. in Biomedical Engineering from the University of Southern California.

John Q. Chimenti, MBChB, MRCGP, MFPM
Vice President, Research & Development

Dr. Chimenti joined BioInnovate as Senior Vice President, Clinical R&D in June 2012. From 2008 to 2012, he was employed at Oryx Pharmaceuticals where, as clinical lead, he oversaw the sorafera Phase II breast and colorectal cancer programs and the carfilzomib Phase III multiple myeloma program. Previous appointments include International Medical Leader at Roche for Xeloda® in breast cancer, and senior positions at ICON Clinical Research, ILEX and Scotia Pharmaceuticals, where he was the lead clinician on successful registration studies for Campath® in CLL and multiple sclerosis, and Foscan®-PDT for squamous cell head and neck cancer.

Dr. Chimenti received his BSc (Medical Sciences) and MBChB degrees from the University of Edinburgh, Scotland, in 1978 and 1981. Postgraduate board certifications include those from the Royal College of General Practitioners of the UK and Royal College of Physicians (Faculty of Pharmaceutical Medicine).

Dr. Chimenti is a member of the American Society of Clinical Oncology, American Society of Hematology and the European Society of Medical Oncology.

Ashanti Sellers
Vice President, Finance & Administration

Ms. Sellers has served as our Senior Vice President, Finance and Administration and Treasurer since September 2011. Prior to joining BioInnovate, Ms. Sellers served as Vice President of Finance at Nayah Biotechnology, Inc. from August 2004 until July 2009 when Nayah was acquired by Johnson & Johnson. She also served as the Treasurer of Nayah from April 2006 to July 2009. From July 2009 until March 2010, Mr. Fernandez served on the Nayah Integration Committee and oversaw the integration of Nayah's finance and IT functions with those of Johnson & Johnson.

Prior to joining Nayah, Ms. Selleres served as Chief Financial Officer and Chief Operating Officer of Hayden Medical Inc. from March 1999 to January 2004.

Ms. Sellers received his B.S. from Drexel University and his M.B.A. from Saint Francis College.

Rodrigo Fernandez
Vice President of Operations

Mr. Fernandez joined BioInnovate as its Chief Commercial Officer in September 2014. As Chief Commercial Officer, Mr. Fernandez is responsible for leading the Company's commercial operations. Prior to joining the Company, she held a number of positions at Cracept Therapeutics Incorporated from September 2010 to September 2014, including Senior Vice President, Oncology and Senior Vice President & Chief Commercial Officer.

Prior to Cracept, Mr. Fernandez was with Gentech, Inc. from December 1997 to September 2010. At Gentech, Mr. Fernandez held a number of positions, including Senior Director, Oncology Marketing, where she prepared and led the first U.S. launch of Perceptin® in adjuvant HER2 positive breast cancer and also worked with Gentech's then ex-U.S. marketing partner, Roche, to develop the global adjuvant launch strategy for Herceptin® in adjuvant HER2 positive breast cancer.

Mr. Fernandez received a B.S. in Microbiology from UCLA and a Master of Health Administration from the University of Southern California.

Divisions

Bioinnovate operates with three small divisions. Each division has to diagnose the policies, objectives and goals and translate them into specific measurable outcomes with clearly stated timeframes. The major task of middle-level managers is to recognize the development objectives pertaining to their department & area of specialization, and work in the right direction to achieve them. You should receive an additional handbook(s) based on the division in which you work.

Bio Lab

Scientific Director: Dr. Elena Wang

Employees in the Bio Lab are responsible for reading the following documents:

- Employee Handbook (this document)
- Lab Safety Procedures
- IT Usage Policies

IT Resources

Chief Security Officer: Georgia McGrath

Employees in IT Resources are responsible for reading the following documents:

- Employee Handbook (this document)
- System Administrator Handbook

Security Handbook

Facility Manager

Director: Mathew Joyce

Employees in System Support are responsible for reading the following documents:

Employee Handbook (this document)

Vender Interaction Handbook

External Support Services

We use the following external organizations to provide the following support services. Constance Davis maintains the contact information for our external support services.

Legal: Barr, Constanto, and Simms

Payroll: Wells Fargo Bank

Janitorial: Sternal Janitorial Services

Security: Green Badge Security

Non-Disclosure Agreement (NDA)

Employees must not misuse confidential information, including internal and client information, BioInnovate intellectual property and communications. It is a condition of employment that the employee signs the BioInnovate Confidentiality and Intellectual Property Assignment Agreement, which will be provided in your hiring packet.

Confidential information generally consists of non-public information about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, or damage the person or entity's financial standing, employability, privacy or reputation. BioInnovate is bound by law or contract to protect some types of confidential information, and in other instances the Company requires protection of confidential information beyond legal or contractual requirements as an additional safeguard. Confidential information includes but is not limited to:

- Payroll records, salary, and non-public benefits information
- Social Security numbers, driver's license numbers, state identification card numbers
- Credit and debit card information, and financial account information
- Personnel records, including but not limited to information regarding an employee's work history, credentials, salary and salary grade, benefits, length of service, performance, and discipline
- Individual conflict of interest information
- Computer system passwords and security codes
- Information regarding client accounts including client information
- [Company Name]'s internal business plans, tools, products, and strategy methods

Conflict of Interest Statement (COI)

BioInnovate understands that its employees may have or be involved in outside financial, business, professional, academic, public service, or other activities. However, outside activities or commitments, familial or other relationships, private financial or other interests, and benefits or gifts received from third parties may create an actual or perceived conflict of interest between the staff employee and BioInnovate. A conflict of interest is a situation, arrangement, or circumstance where the staff employee's outside or private interests or relationships interfere or appear to interfere with those of BioInnovate or cast doubt on the fairness or integrity of our business dealings. Every employee is responsible for disclosing to his or her supervisor, any financial or personal interests, activities, or personal or familial relationships that create an actual or perceived conflict of interest.

The purpose of this policy is to establish guidelines for conflicts of interest or commitment that might arise in the course of an employees' duties and external activities. This policy does not seek to unreasonably limit external activities but emphasizes the need to disclose conflicts and potential conflicts of interest and commitment, to manage such conflicts and to ensure that the BioInnovate's interests are not compromised.

As a basic condition of employment, all staff members have a duty to act in BioInnovate's best interest in connection with matters arising from or related to their employment and our other activities. In essence, this duty means that employees must not engage in external activities that interfere with their obligations to BioInnovate. They may not damage our reputation, compete with our interests, or compromise the independence of our research and business activities, or be seen as doing so. Employees likewise must not profit or otherwise gain advantage from any external activity at our expense or engage in external activities under circumstances that appear to be at the BioInnovate's expense.

Employees must disclose and avoid actual and perceived conflicts of interest or commitment between their work responsibilities for BioInnovate and their external activities. Depending on the circumstances, employee participation in activities in which a conflict or perceived conflict of interest exists may be prohibited or may be permitted but affirmatively managed.

Employee Non-Compete Agreement (NCA)

A signature page with the following content should be signed as part of your hiring packet.

For good consideration and as an inducement for Bioinnovate (Company) to employ _____ (Employee), the undersigned Employee hereby agrees not to directly or indirectly compete with the business of the Company and its successors and assigns during the period of employment and for a period of 1 year following termination of employment and notwithstanding the cause or reason for termination.

The term "not compete" as used herein shall mean that the Employee shall not own, manage, operate, consult or be employed in a business substantially similar to, or competitive with, the present business of the Company or such other business activity in which the Company may substantially engage during the term of employment.

The Employee acknowledges that the Company shall or may in reliance of this agreement provide Employee access to trade secrets, customers and other confidential data and good will. Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party.

This non-compete agreement shall be in full force and effect for 1 year, commencing with the date of employment termination.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.

Signed this _____ day of _____ 20____.

Company

Employee

Anti-Discrimination Policy

BioInnovate provides equal employment opportunities to all employees, applicants, and job seekers, and is committed to making decisions using reasonable standards based on each individual's qualifications as they relate to a particular employment action (e.g., hiring, training, promotions).

No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a physical or mental disability unrelated to ability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, source of income, credit history, housing status, order of protection status, actual or perceived association with such a person or other classes protected by law. This policy includes the commitment to maintaining a work environment based on inclusion and free from unlawful harassment.

Under this policy, no employee or applicant shall be subject to retaliation (including harassment, intimidation, threats, coercion or discrimination) because he/she has engaged, in good faith, in the following activities:

- (i) filing a complaint under this policy with the Company, or with federal, state or local equal employment opportunity agencies;
- (ii) assisting or participating in an investigation or other activity related to the administration of any federal, state or local equal employment opportunity or affirmative action law;
- (iii) opposing any act or practice prohibited by this policy or federal, state or local equal employment opportunity or affirmative action law;
- (iv) exercising any other right protected by federal, state or local equal employment opportunity or affirmative action law.

Staff employees and applicants for employment should immediately bring any complaint or retaliation under this Policy to the business owner.

Our company complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance including the Americans with Disabilities Act (ADA). Employees with any questions or

requests related to the these laws and guidelines, including the ADA, should contact the Company's ownership.

Employment at Will

BioInnovate abides by the at will employment doctrine, which means in essence that employees have the right to terminate employment without notice and without cause, for any reason. They are employed at will. As an employer at will, BioInnovate also has the right to terminate any employee for any reason, and also without advanced notice, except where federal or state law prohibit such actions.

Compensation

The amount of compensation you will receive is provided in your offer letter. In addition, BioInnovate is required to deduct specific amounts from your paycheck. These deductions may be taken pre-tax or post-tax depending on IRS tax rules.

General Employment Information

Probationary periods

The probationary period is a time for you to learn about your job and become familiar with BioInnovate. During this time, your supervisor will explain our policies and procedure, your job duties, and your performance expectations. Your performance will be closely evaluated by your supervisor to ensure that you understand and are able to meet the performance expectations. The probationary period is considered to by the employee's first [90] days. Probationary periods may be extended or reenacted on a case by case basis.

Resignation procedures

If you decide to terminate your employment, we ask that you give at least a two-week notice to your supervisor in order to maintain a mutually respectful relationship. All resignations must be submitted in writing or email to your supervisor.

Computers and Technology

BioInnovate's information technology systems and the information served by those systems are valuable and vital assets to the company. This includes all computer systems (hardware and software), communication systems (networks, telecommunications, video, and audio broadcast systems), laboratory resources (equipment), and information (processes, documents, data, text images, etc.) in any form on any media.

Our information technology systems and all data that reside on them are the property of BioInnovate and may only be used in compliance with applicable law and BioInnovate policies. As a user of information resources, you are responsible for knowing about appropriate and ethical use of information in all environments you access, protecting the information you are using from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following applicable guidelines concerning the use and nondisclosure of passwords and other means of access control.

BioInnovate has the right to monitor all of its information technology system and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed or transmitted via those systems. Staff employees should have no expectation of privacy in any communications and/or data created, stored, received, or transmitted on, to, or from our information technology systems.

A signature page with acceptable use policy should be signed as part of your hiring packet.

Leave Policies

BioInnovate provides the following kinds of leave after the employee has completed their 90 day probationary period. Any leave prior to 90 days will be up to the discretion of management to approve on a case-by-case basis. All leave is on a use-it-or-lose it basis that resets on January 1st of each year.

Vacation Leave

BioInnovate defines “vacation leave” as leave needed for personal trips such as vacation, birthdays, weddings, etc. We provide the following amount of vacation time for employees unless otherwise specified in their employment agreement:

0-3 years tenure = 10 days or 80 hours
4-5 years tenure = 15 days or 120 hours
6+ years tenure = 20 days or 160 hours

Vacation leave should be requested in advance through our payroll system under your employee account.

Sick Leave

BioInnovate complies with local, state and federal laws for sick leave. In accordance, we offer 5 days of paid sick leave annually to all employees. Sick leave can be used for personal illness or for caring for an ill family member. After 2 consecutive days of sick leave, we reserve the right to request proof of illness with a signed doctor’s note. Sick leave should be requested by 8 am on the day in question via email or phone call to your supervisor (please note: text messages do not suffice).

Medical and Family Leave

As a company with fewer than 50 employees, please note that we are not required to comply with the federal Family Medical Leave Act (FMLA). However, should a situation come up where leave might be required for a personal or family medical issue, we will review providing unpaid leave or flexible working arrangements on a case-by-case basis for employees in good standing who have worked full time at the company for at least one year.

Bereavement Leave

We offer up to 3 days or 72 hours for bereavement leave for employees with an additional day for funerals that require travel of over 100 miles. We reserve the right to require proof of need for bereavement leave.

Holidays

BioInnovate provides the following paid holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the Friday after Thanksgiving
- Christmas Day

If a holiday falls on a weekend, the Friday before or Monday after will be provided as the day off instead.

Progressive Disciplinary Policy

Corrective action is a process designed to identify and correct problems that affect an employee's work performance and/or the overall performance of the department. The progressive corrective action process should be handled consistently within each unit and for each problem. However, progressive discipline is not guaranteed, as BioInnovate is an at will employer, and may choose to terminate an employee at any time with or without cause.

The Progressive Corrective Action Process refers to the following actions:

- Counseling or verbal warning;
- Written reprimand and warning;
- Suspension;
- Suspension pending investigation and final determination;
- Specific warning of discharge; and
- Discharge.

Depending on the situation, any step may be repeated, omitted, or taken out of sequence; however, the Company reserves the right to effect immediate termination consistent with our rights as an at will employer. Each case is considered on an individual basis.

Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her position on the matter. If necessary, the corrective action documentation would then be put together which would summarize the issue, taking into account any additional information the employee may have provided during the preliminary meeting.

When issuing corrective action, there should be clear and direct communication between the employee and his/her immediate supervisor. This communication should include a meeting between the employee and the supervisor.

However, in cases of serious workplace misconduct an employee is likely to be discharged immediately. Serious workplace misconduct includes, but is not limited to:

- Theft;
- Fighting;
- Behavior/language of a threatening, abusive or inappropriate nature;
- Misuse, damage to or loss of Company property;
- Falsification, alteration or improper handling of Company-related records;
- Unsatisfactory customer service;
- Disclosure or misuse of confidential information;
- Unauthorized possession or concealment of weapons;
- Insubordination (e.g., refusal to carry out a direct assignment);
- Misuse of the Company's electronic information systems;

- Possession, use, sale, manufacture, purchase or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants;
- Any action that violates federal, state or local law.

Employee Handbook Acknowledgement

A signature page with the following content should be signed as part of your hiring packet.

The BioInnovate Employee Handbook contains important information about BioInnovate, and I understand that I should consult my supervisor, regarding any questions not answered in the handbook. I have entered into my employment relationship with the BioInnovate voluntarily and understand that there is no specified length of employment. Accordingly, either BioInnovate or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the CEO has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding employment agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I further agree that if I remain with the BioInnovate following any modifications to the handbook, I hereby accept and agree to such changes.

I have received a copy of the Company's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. As part of my hiring packet, I will sign this Acknowledgment of Receipt. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Printed Name of Employee

Directory

TITLE	FIRST NAME	LAST NAME	PHONE NUMBER
BOARD			
Chairman of the Board, CEO, President	Hannah M.	Addink	4516
Director	Robert	Thorthumb	
Director	David T.	Song	
Director	Troy E.	Walbol	
Director	Frank E.	Lee	
SUPPORT SERVICES AND OPERATIONS			
Administrative Assistant	Robert	Marsh	3745
VP of Operations	Rodrigo	Fernandez	3227
Director of Product/Process Development	Pamela	Bradford	3534
Process Development Associate	Jim	Potts	4312
Materials Handler	Clara	Holeman	4954
Purchasing Agent/Buyer	Christopher	Barnes	3432
Facilities Manager	Matthew	Joyce	4008
Environmental Engineer	Tom	Jordan	4696
Director of Quality	James	Vallery	4646
Director of Human Resources	Paul	Carter	4379
VP of Finance & Adminitration	Ashanti	Sellers	4503
Director of Business Development	Henry	Stevenson	3340
Director of Marketing	Etta	Johnson	3855
Project Manager	Regina	Acosta	4623
IT RESOURCES			
Chief Security Officer	Georgia	McGrath	3947
Director of Technology	Johnnie	Hernandez	3877
IT Specialist	Elizabeth	Martin	4778
IT Specialist	Eric	Rice	3539
IT Department Administrator	Nancy	Bunn	4937
IT Department Administrator	Emma	Murphy	3426
IT Support Technician	Stephen	Kindred	3681
IT Support Technician	Ilene	Larose	3095
BIOLAB			
VP of Research and Development	John	Chimenti	4942
Scientific Director	Elena	Wang	3151
Associate Scientific Director	Joseph	Bowers	4556

Principal Scientist	Frances	Yuen	4692
Senior Scientist	Arthur	Criss	4159
Scientist II	Bobby	Bradley	3183
Scientist I	Lilla	East	3310
Principal Research Associate	Maria	Rogers	3145
Senior Research Associate	Jimmy	Bissette	3637
Research Associate	Dorothy	Irving	4702
Research Assistant	David	Bryan	3785
Research Assistant	Kenneth	Spink	4781
Bioinformatics Analyst/Programmer	Odessa	Hayward	3121
Bioinformatics Scientist/Engineer	Jacob	King	3106
Bioinformatics Analyst/Programmer	Gregory	Johnson	4234
Molecular Modeler	Bradley	Amon	3764
Facility Manager (Animal Sciences)	Ramona	Vu	3872
Veterinarian	Yolanda	Mundo	3355
Lab Assistant	Jose	Young	4130
Glasswasher	Grace	Roberts	4212
Animal Wrangler	James	Lindsay	4000
Veterinarian	Donna	Phillips	3026