

9240 Centreville Road Easton, Maryland 21601 www.healthintegrity.org

4/15/2014

Shuowen Wei 3510 N Cherry Street Winston Salem, North Carolina 27105

## Dear Shuowen:

I am very pleased to confirm our offer to you for the full time position of Health Analyst - Predictive Analytics reporting to Holly Pu and working in our Baltimore office. As discussed, your salary will be \$60,000.00 (USD) annualized. You are being hired as an exempt salaried employee; as such you will not be eligible for overtime.

Health Integrity does not have a relocation program; however, we will provide you with a \$1,500.00 bonus to help defray the costs associated with your move. The relocation bonus will be included in your first paycheck. Based on a June 2, 2014 start date, your first paycheck will be June 27, 2014. Please note: the IRS construes the value of this reimbursement to be taxable income; therefore, the bonus is subject to all applicable taxes.

In addition to your compensation, you will be eligible to participate in Health Integrity's group benefit programs, which represents a significant addition to your compensation. We will give you more information about each of these benefits on your first day at work.

Health Integrity is committed to developing staff and encourages performance feedback. Your first 90 calendar days with the organization are called your introductory period. This period is intended to help you and your Coach determine if there is a good fit between you and your job. During this time, you should work with your Coach to make sure you understand your role and the scope of your position. At or near the end of this period, your Coach may schedule an evaluation of your performance and compliance with our professional standards.

While we hope your time with us will be challenging and productive, you should understand that all associates are hired and employed on a non-contractual "at will" basis. Accordingly, either you or Health Integrity can terminate your employment at any time for any reason not prohibited by law.

This offer is contingent upon review and mitigation of conflicts of interest and favorable results of pre-employment drug testing, background and reference checks. We recognize that some of the information requested is confidential in nature; however it is a required provision of our contract. You have our assurance that all information is kept strictly confidential and will not be incorporated in your personnel file.

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Pre-employment Drug Testing is a requirement of employment and must be completed within 48 hours of notification. You may go to any of the facilities on the email you received from LabCorp. It is suggested that you call first to verify their testing hours. There is no charge for this service and reservations are not required; however you will need to take a copy of the LabCorp email and a form of photo identification.

We believe you can make a substantial contribution and look forward to having you join us as soon as possible. If you accept this position, your anticipated start date will be 6/2/2014.

The terms and conditions of this offer expire on 4/16/2014. If you accept this offer, please sign to confirm your acceptance and if you wish, print a copy for your records. If you have any questions concerning Health Integrity, your position, or this offer, feel free to contact me.

You will receive an email from RedCarpetMailer@silkroadtech.com, our Red Carpet Onboarding System which will instruct you on how to complete some important pre-employment paperwork prior to your first day. Please contact me if you have problems with Red Carpet.

The I-9 form verifies your eligibility for employment in the United States and is required by the U.S. Department of Justice. While Red Carpet allows you to complete your section of the form on-line, you will be required to show proof of eligibility to work by providing required documentation. A list of acceptable documents is enclosed and must include either one document from List A or one form of identification from both Lists B and C. Be sure to review this list and bring the documents on your first day. This documentation must be provided within the first three (3) days of employment. Continued employment will be delayed if documents are not provided within these timeframes.

We are impressed with your background and capabilities and look forward to working with you.

Very truly yours,

George Moye **Human Resources** 

Health Integrity

ACCEPTED:

cc: Holly Pu

Enclosures:

1. Benefit Summary

2. List of Acceptable Documents

4/15/2014