

Employee Handbook

Valley Radiology Consultants Holdings LLC



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General Employment Policies

Introductory Statement

Welcome! As an employee of Valley Radiology Consultants Holdings LLC (the "Company"), you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Company.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between Valley Radiology Consultants Holdings LLC and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

Right to Revise

This employee handbook contains the employment policies and practices of Valley Radiology Consultants Holdings LLC in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Valley Radiology Consultants Holdings LLC reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the President of Valley Radiology Consultants Holdings LLC.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Valley Radiology Consultants Holdings LLC as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

At-Will Employment Status

Valley Radiology Consultants Holdings LLC personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President and CEO of Valley Radiology Consultants Holdings LLC has the authority to make any such agreement, which is binding only if it is in writing and signed by the President and CEO and the employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Equal Employment Opportunity

It is Valley Radiology Consultants Holdings LLC's policy to provide equal employment opportunity for all applicants and employees. Valley Radiology Consultants Holdings LLC does not unlawfully discriminate on the basis of race, color, religion (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, family care status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws. When necessary, Valley Radiology Consultants Holdings LLC also makes reasonable accommodations for disabled employees and for pregnant employees who request an accommodation, with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions.

Valley Radiology Consultants Holdings LLC prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. For information about the types of conduct that constitute impermissible harassment and, Valley Radiology Consultants Holdings LLC's internal procedures for addressing complaints of harassment, the legal remedies available through and complaint procedures of the appropriate state and federal agencies and directions on how to contact these agencies, please refer to Valley Radiology Consultants Holdings LLC's Policy Against Harassment located at page 8 of this Handbook.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with Human Resources.

Applicants with Disabilities

Valley Radiology Consultants Holdings LLC is committed to providing equal employment opportunities for all qualified individuals with disabilities in accordance with the federal Americans with Disabilities Act and applicable State disability laws. In accordance with these laws, Valley Radiology Consultants Holdings LLC strictly forbids all forms of unlawful discrimination, harassment, or retaliation against qualified applicants or employees with disabilities, and for pregnant employees who so request for pregnancy, childbirth, or related medical conditions, and requires reasonable accommodation if necessary for such individuals to perform the essential functions of their jobs safely and efficiently without undue hardship to Valley Radiology Consultants Holdings LLC and without serious risk to the health and safety of others.

Applicants and employees who require accommodation of any disability should inform Valley Radiology Consultants Holdings LLC of their needs. Valley Radiology Consultants Holdings LLC may have no way of knowing whether an individual requires an accommodation unless he or she brings it to the attention of Valley Radiology Consultants Holdings LLC. Valley Radiology Consultants Holdings LLC will engage in an interactive conversation to determine if

there is a reasonable accommodation that can be provided that will not cause Valley Radiology Consultants Holdings LLC undue hardship and will treat all such information as confidential to protect privacy rights under laws such as HIPAA, but some disclosure will be necessary to fulfill the purposes of this policy.

Employees who are made aware that an applicant or employee has a disability should presume that the information is confidential, and discuss it only with upper management and Human Resources, unless the employee has disclosed or consented to further disclosure.

Discrimination, harassment, or retaliation against an individual because he or she is considered disabled or has been given accommodation for a disability is absolutely forbidden and grounds for immediate termination. Employees who believe they have been harassed in violation of this policy may file a complaint under Valley Radiology Consultants Holdings LLC's policy on Equal Employment Opportunity.

Harassment Discrimination and Retaliation Prevention

Valley Radiology Consultants Holdings LLC is an equal opportunity employer. Valley Radiology Consultants Holdings LLC is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct.

This includes sexual harassment (which includes harassment based on gender, gender identity or expression, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, creed, religion, national origin, citizenship, ancestry, age, sex (including pregnancy, childbirth, breast feeding and medical conditions related to pregnancy, childbirth and breastfeeding), physical disability (Including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics, genetic information , marital status, sexual orientation, gender, gender identity and gender expression, domestic partner status, family care or medical leave status, military status, veteran status, applicants or employee who hold AB 60 driver's licenses, or any other basis protected by federal, state, or local laws. Valley Radiology Consultants Holdings LLC strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Similarly, Valley Radiology Consultants Holdings LLC will not tolerate harassment by its employees of non-employees with whom Valley Radiology Consultants Holdings LLC employees have a business, service, or professional relationship. Valley Radiology Consultants Holdings LLC also will attempt to protect employees from harassment by non-employees in the workplace.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Company policy on Harassment Prevention

The Company's policy prohibiting harassment applies to all persons involved in the operation of the Company. The Company prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors, managers and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, Valley Radiology Consultants Holdings LLC is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Company will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

The Company will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or to:

- Any other Company supervisor
- The HR Manager
- The CEO or COO

as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the HR Manager. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

The Company encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting,

complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the HR Manager of the Company so the Company can try to resolve the complaint.

When the Company receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Company also will take appropriate action to deter future misconduct.

Any employee determined by the Company to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

In addition to notifying Valley Radiology Consultants Holdings LLC about harassment, discrimination or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the

nearest DFEH office or the FEHC at the locations listed in Valley Radiology Consultants Holdings LLC's DFEH poster or by checking the State Government listings in the local telephone directory.

In addition to notifying Valley Radiology Consultants Holdings LLC about harassment, discrimination or retaliation complaints and or filing a complaint with the DFEH, affected employees may also direct their complaints to the Equal Employment Opportunity Commission (EEOC), which has the authority to conduct investigations of the facts. The deadline for filing a complaint with the EEOC is the earlier of either 300 days from the date of the event or 30 days after notice of termination of the DFEH process. If the EEOC believes that a complaint is valid and settlement efforts fail, a hearing may be ordered before an Administrative Law Judge (ALJ) or the EEOC may file a lawsuit in court. Both the EEOC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the regional EEOC office at the locations listed.

Hiring

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or Valley Radiology Consultants Holdings LLC. Your cooperation and assistance in performing such additional work is expected.

Valley Radiology Consultants Holdings LLC reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

New Hires

Completion of the introductory period does not entitle you to remain employed by Valley Radiology Consultants Holdings LLC for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

The first 90 days of continuous employment at Valley Radiology Consultants Holdings LLC is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with fellow employees and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

At Valley Radiology Consultants Holdings LLC's discretion, an employee's introductory period may be extended one or more times. On successful completion of the introductory period, an employee will become a regular employee. Successful completion of the introductory period does not, however, guarantee employment for any specific duration or change the at-will status of regular employment.

Proof Of Right To Work

Valley Radiology Consultants Holdings LLC is committed to full compliance with the federal immigration laws. Valley Radiology Consultants Holdings LLC will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, all employees are required to complete a DHS Employment Eligibility Verification form (Form I-9) and present acceptable documentation verifying their identity and right to work in the United States in accordance with federal and State immigration law. Failure to present acceptable documentation and complete a Form I-9, or providing any false or misleading documentation or information concerning identity and authorization for work is grounds for revocation of any offer or immediate termination of employment. Valley Radiology Consultants Holdings LLC cooperates with the U.S. Bureau of Citizenship Services in investigating any applicant or employee who provides such false or misleading information.

Valley Radiology Consultants Holdings LLC does not sponsor employees for visas, green cards, or other work authorization.

Employment of Minors

Valley Radiology Consultants Holdings LLC will not employ any person under the age of 16. Employees in California under age 18 are considered minors and may be employed only under the following guidelines.

I. Work Permit

Employees under 18 years of age are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency, before they will be allowed to work. A minor must obtain a work permit for each job. A work permit is no longer valid when a minor quits or leaves a job. All work permits in the state of California expire five (5) days after the opening of school in the fall to ensure all minors report to school. A minor employee must obtain a new work permit for the new school year even though it is for the same continuing job.

II. Work Restrictions

The duties and days and hours of work by minors are restricted by the terms and conditions of the Work Permit, as well as the provisions of California and federal law.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work an average of 30 or more hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than an average of 30 hours per week, but not fewer than 15 hours. Part-time employees are eligible for the following Valley Radiology Consultants Holdings LLC benefits:

- PTO, paid holidays and 401K eligibility

Per Diem Employees

Employees who are generally not regularly scheduled and who do not consistently work more than 15 hours a week are considered Per Diem Employees. Per Diem employees are not eligible for any benefits except those that may be required by law in including CA sick time.

Temporary Employees

Temporary employees are persons hired to work on special assignment with the understanding that such work will be completed within a specified period of time, usually not to exceed six months. Temporary employees do not become regular employees as a result of the passage of time.

Exempt/Nonexempt Employees

Exempt employees, by definition, are exempt from earning overtime compensation. Nonexempt employees are employees who are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws.

Salaried Employees

Salaried employees are employees who are paid a fixed amount on a periodic basis and not by the hour.

Hourly Employees

Hourly employees are employees whose wages are paid by the hour. Their wages fluctuate according to the number of hours they work.

Paid Time Off

Employees are entitled to paid time off (PTO) based upon their years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence or termination of employment.

PTO can accrue to a maximum cap. Once this cap is reached, the employee will have a reasonable amount of time to take accrued PTO. If no PTO is taken during that reasonable amount of time period, no further PTO will accrue until some paid time off is used.

Employees become eligible to take PTO any time after the employee's 90th day of employment, as work schedules permit. Employees wishing to schedule Paid Time Off (PTO) for one or more days, need to submit their request to their supervisor by the 10th of the current month for requests the following month. The supervisor for the employee needs to confirm with other site and modality leads that there is enough coverage for the employee to take time off. Requests may be denied if there is already other request(s) for the same time or if the request in its nature impacts the needs of the business. Requests will be evaluated on a first come, first approved nature. If an employee wishes to take time off after the schedule is written, the employee must find their own coverage from the current employee pool (regular, part time and per diem employees) and the coverage cannot create undue financial hardship to the company like overtime. The supervisor will need to approve the swap shift or it will be considered an unauthorized absence.

Employees may use accrued PTO for any reason, including vacation, illness, care for family members or other personal matters after the 90th day of employment. Employees will need to request time in the payroll system to cover time missed from work, the supervisor is not responsible for entering in PTO time. Employees will need to schedule time off with their supervisors. **Specific provisions relating to paid sick leave under California's Healthy Workplaces, Healthy Families Act, including procedures relating to notification and usage of this paid sick time, are discussed below.**

An employee whose employment terminates will be paid for accrued, unused PTO. Employees on unpaid leave do not accrue PTO. Paid time off will be accrued on the following basis:

0 months - 1 year: employee accrues at 0.0385 hour per hour paid of PTO per year to a maximum of 80 hours PTO.

2 - 4 years: employee accrues at 0.0577 hour per hour paid of PTO per year to a maximum of 120 hours of PTO.

5 - 9 years: employee accrues at 0.0769 hour per hour paid of PTO per year to a maximum of 160 hours of PTO.

10+ years and thereafter: employee accrues at 0.0959 hour per hour paid of PTO per year to a maximum of 200 hours of PTO.

PTO accruals may not exceed two times an employee's current annual entitlement (e.g., 400 hours for an employee with more than ten years of service). Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation and his or her accrued hours have dropped below the maximum.

An employee may not use paid time off before its accrual. Employees will not be paid for any time in excess of accrued paid time off.

An employee's use of paid time off may run concurrently with other leaves pursuant to local, state or federal laws.

California Paid Sick Leave

Beginning July 1, 2015, California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment are eligible for protected paid sick time under the Act. Employees cannot be discriminated or retaliated against for requesting or using paid time off (PTO) for qualifying reasons protected by the Act.

Valley Radiology Consultants Holdings LLC's PTO policy meets the requirements of the Act for Regular Employees. Our PTO policy provides a **minimum** of at least: (1) one day or eight hours of accrued paid time within three months of employment, each calendar year, or in each 12-month period; and (2) employees are eligible to earn at least three days or 24 hours of paid time off within nine months of employment.

An employee can use accrued PTO for any of the qualifying reasons protected by the Act, as set forth below. If an employee decides to use PTO as protected paid sick time, the employee should designate the time off accordingly. Otherwise, Valley Radiology Consultants Holdings LLC will treat the time off as PTO and not protected paid sick time.

Per Diem employees are eligible for CA sick leave immediately upon hire and are eligible to use accrued sick pay beginning the 90th day of employment. Sick pay accrual rate is 0.0334 per hour paid with maximum accrual hours of 48. Maximum hours banked at one time is 48 hours.

If you have any questions, please contact HR Manager.

Sick Time Notification

Employees that have a foreseeable need to take paid time off for a qualifying reason under the Act must provide advance oral or written notification to Supervisor. If the need is not foreseeable, employees shall provide notice to Supervisor as soon as practicable.

Qualifying Reasons for Paid Sick Leave

Paid time off under the Act can be used for any of the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered

family member, as defined below.

- Preventive care for an employee or an employee's covered family member.
- For certain specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid time off under the Act, a covered family member includes:

- A child: Defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A parent: Defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A "parent" may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

California Sick Leave for Per Diem and Temporary Employees

In order to help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, Valley Radiology Consultants Holdings LLC has established paid sick and emergency leave policy.

A. Eligibility

Effective July 1st, 2015, all employees will receive 24 hours of paid sick leave to be used by the end of the calendar year. Per Diem employees are eligible to accrue CA sick leave immediately upon hire and are eligible to use accrued sick pay beginning the 90th day of employment. Sick pay accrual rate is 0.0334 per hour paid with maximum accrual hours of 48. Maximum hours banked at one time is 48 hours.

B. Use

New Hires may use paid sick days beginning on the 90th day of employment.

Employees may determine how much sick leave he/she needs to use in increments of at least two hours.

Valley Radiology Consultants Holdings LLC shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment

of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

Valley Radiology Consultants Holdings LLC retains the right to request verification from a licensed health care provider for all absences due to illness or disability.

C. Compensation for Sick Leave

Eligible employees will receive pay at their normal base rate for any sick leave taken. No employee will receive pay in lieu of sick leave under any circumstances, and employees will not be paid for any unused sick leave upon termination of employment.

D. Approval

Whenever possible (e.g., for a scheduled doctor's or dentist's appointment), employees must seek approval from their immediate supervisor prior to taking their sick leave. Otherwise, employees must notify their immediate supervisor as soon as practicable and, in no event, later than one hour after their scheduled starting time.

Leaves of Absence

Introduction

Valley Radiology Consultants Holdings LLC provides (1) family care, medical, and military family leave for up to 12 or 26 weeks per year, depending on the reason, see section II(D), in accordance with California's Family Rights Act ("CFRA") and the federal Family and Medical Leave Act of 1993, as amended ("FMLA"); (2) pregnancy leave for up to four months in accordance with the California Fair Employment and Housing Act ("FEHA"); (3) disability leave as required to reasonably accommodate employees with a workplace injury or a qualified disability under the Americans with Disabilities Act ("ADA") or the FEHA; and (4) leave for other legally required absences as set forth below. Employees having any questions regarding this policy should contact Human Resources Manager.

Family Care, Medical and Military Family Leave

I. Eligibility

To be eligible for family care, medical, and military family leave, an employee must (1) have worked for Valley Radiology Consultants Holdings LLC for at least twelve months prior to the date on which the leave is to commence; (2) have worked at least 1,250 hours in the twelve (12) months preceding the leave (FMLA); (3) have worked at least 1,250 hours and satisfy the twelve (12) months requirement while on leave (CFRA) and (4) work at location with 50 employees or more within a 75-mile radius of Valley Radiology Consultants Holdings LLC's next closest facility. Employees who work at a location where Valley Radiology Consultants Holdings LLC employs fewer than 50 persons within 75-miles of Valley Radiology Consultants Holdings LLC's next closest facility are not eligible for family care, medical, or military family leave. An employee returning from fulfilling his or her National Guard or Reserve military obligation will be credited with the hours of service that would have been performed but for the period of military service in determining the 1,250 hours of service.

In the case of a pregnancy disability or other legally protected disability or medical condition or work-related injury, an employee may not need to satisfy all of the above requirements. In such circumstances, the employee should contact a Human Resources professional for clarification about his or her rights for other types of leave.

II. Permissible Uses

"Family care and medical leave" may be requested for (1) the birth or adoption of an employee's child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child, parent, spouse, registered domestic partner, including same sex partner; or (4) an employee's own serious health condition.

- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

"Military exigency leave" may be requested when there is a qualifying military exigency arising out of the fact that an employee's spouse, child, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces outside of the United States. Qualifying military exigencies include the following:

- *Short-notice deployment* where the employee may take leave to attend any issue that arises from the fact that a military member (whether in the Regular Armed Forces, National Guard, or Reserves) is notified of an impending call or order to active duty seven or less calendar days prior to the date of deployment. Leave taken for this purpose can be used for a period of seven calendar days beginning on the date the covered service member receives the notification.

- *Military events and related activities* where the employee may take leave to attend to any official ceremonies, programs or events related to the call to active duty and to attend to family support, assistance programs, or informational briefings related to the call to active duty.

- *Childcare and school activities* where the employee may take leave to arrange for alternative childcare or to provide childcare on an urgent, immediate need basis when the need arises from the call to active duty, to enroll or transfer a child to a new school, to attend meetings with school or daycare facility staff regarding disciplinary measures, parent-teacher conferences, or meetings with school counselors.

Note: The employee taking FMLA qualifying exigency leave does not need to be related to the military member's child. However, (1) the military member must be the parent, spouse, son or daughter of the employee taking FMLA leave, and (2) the child must be the child of the military member (including a child to whom the military member stands in loco parentis).

- *Financial and legal arrangements* where the employee may take leave to make or update financial or legal arrangements related to the covered service member's absence, such as preparing powers of attorney, wills, transferring bank accounts, enrolling in the Defense Enrollment eligibility Reporting system (DEERS), obtaining military identification cards, and the like, or appearing or acting on behalf of the absent service member in matters related to military benefits.

- *Counseling* where the employee may take leave to attend counseling, the need for which arises from the call to active duty of the covered service member.

- *Rest and recuperation* where the employee may take up to fifteen days of leave to spend time with a covered service member each time the service member is on short-term rest and recuperation leave during the period of deployment. The employee's leave must for this reason must be taken while the military member in on Rest and Recuperation leave.

- *Post-deployment activities* where the employee may take leave for a period of up to 90 days following the termination of the deployment to attend arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs provided by the military, or to address issues that arise out of the death of a covered service member.

- *Parental leave* where the employee may take qualifying leave to **care for the parent of a military member**, or someone who stood in loco parentis to that military member, when the parent is incapable of self-care. To qualify as parental leave, the need for the leave must arise out of the military member's call to active duty. Further, the leave must be for one of the following purposes: (1) to arrange for alternative care for the parent; (2) to provide care for the parent on an urgent, immediate need basis; (3) to admit or transfer the parent of the military member to a care facility; or (4) to attend a meeting with staff at a care facility for the parent.

Note: The employee taking FMLA qualifying exigency leave does not need to be related to the military member's parent. However, (1) the military member must be the parent, spouse, son or daughter of the employee taking FMLA leave, and (2) the parent must be the parent of the military member (including an individual who stood in loco parentis to the military member when the member was a child).

- *Additional activities* where the employee may take leave to address other events that arise out of the call to active duty as Valley Radiology Consultants Holdings LLC and the employee may agree as to both timing and duration.

"Military caregiver leave" may be requested to care for a covered service member if the employee is the covered service member's spouse, child, parent, or next of kin. For purposes of this leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a covered veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness.

III. Substitution of Paid Leave

Employees taking FMLA leaves are required to substitute accrued vacation time and other paid personal leave (except sick leave) for all family care, medical leaves (except for California female employees taking pregnancy leave under FEHA), and military leaves. Employees are

required to substitute sick leave only for the employee's own medical leaves. Employees may elect to substitute sick leave to attend to an illness of a child, parent, spouse or domestic partner of the employee or for other types of family care leave.

Employees taking CFRA leaves are required to use sick leave during an unpaid portion of CFRA leave for the employee's own serious health condition. Valley Radiology Consultants Holdings LLC and employee can agree to substitute sick leave during other CFRA leaves. Valley Radiology Consultants Holdings LLC requires employees to use vacation or PTO for any unpaid CFRA leave. Employees receiving Paid Family Leave (PFL) benefits are not required to substitution of accrued paid time off during any such portion of a CFRA leave.

IV. Amount of Leave

1. Family Care, Medical, and Military Caregiver Leave

Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of family care, medical, and military exigency leave in a rolling 12-month period measured backwards from the date the employee's leave commences.

Employees who are unable to work due to pregnancy disability will be granted the greater of 12 weeks leave or the amount of leave to which the employee may be entitled under California state law for a pregnancy-related disability or in connection with childbirth. See Section III of this Guide. Family care leaves for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth, adoption, or placement.

2. Military Caregiver Leave

Provided all the conditions of this policy are met, an employee may take a maximum of 26 weeks of military caregiver leave in a single 12-month period, inclusive of the time the employee takes for a family care, medical, or military exigency leave during that period. This 12-month period will be measured forward from the first day leave is taken.

Spouses who are both employed by Valley Radiology Consultants Holdings LLC may take a maximum combined total of 26 weeks in the 12-month period for the care of the service member and the birth, adoption, or foster care of their child or to care for an ill parent, provided that no more than 12 weeks of this combined 26-week period may be taken for reasons other than to care for the service member.

3. Intermittent Leave

Medical leave for the employee's own serious health condition, family care leave for the serious health condition of the employee's spouse, parent, or child, and military caregiver leave may be taken intermittently or on a reduced schedule when medically necessary. Where the intermittent or reduced schedule leave is for planned medical treatment, the employee must make an attempt to schedule the treatment so as not to disrupt unduly Valley Radiology Consultants Holdings LLC's operations. Where the family care leave is to be taken in connection with the birth, adoption, or foster placement of a child, the minimum duration for each period of leave is two weeks, except that the employee may request leave of less than two weeks duration on any two occasions. Exigency leave also may be taken intermittently or on a reduced schedule.

V. Leave's Effect on Pay

Except to the extent that other paid leave is substituted for family care, medical, and military family leave, leave under the FMLA and the CFRA is unpaid. However, employees may be entitled to California State Disability Insurance (SDI) when leave is taking for their own serious health condition.

Employees also may be entitled to Paid Family Leave (PFL) for up to six (6) weeks in any twelve-month period during leaves to care for qualifying family members. PFL provides a partial wage replacement for absences from work to care for a seriously ill or injured family member or for bonding with a minor child within one year of the birth or placement of the child in connection with foster care or adoption. Employee contributions provide funding for this program. PFL is administered like SDI by the California Employment Development Department. PFL must be taken concurrently with family care leave and does not entitle an employee to take any additional time off. In addition, an employee must use up to two weeks of any accrued but unused vacation before the employee will be eligible to receive PFL.

VI. Leave's Effect on Benefits

During an employee's family care, medical, and military family leave, Valley Radiology Consultants Holdings LLC will continue to pay for the employee's participation in Valley Radiology Consultants Holdings LLC's group health plans, and retirement plans, and supplemental unemployment benefit plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave.

Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with Valley Radiology Consultants Holdings LLC for the payment of such premiums. All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee.

If the employee fails to pay his or her share of the premiums during leave, or if the employee fails to return from the leave at the expiration of 12 weeks (or 26 weeks in the case of a military caregiver leave) for a reason other than the recurrence, continuation, or onset of a serious health condition for which leave under this policy is allowed or other circumstances beyond the employee's control, Valley Radiology Consultants Holdings LLC can recover any health plan premiums paid by Valley Radiology Consultants Holdings LLC on the employee's behalf during any periods of the leave.

Employees on family care, medical, and military family leave accrue employment benefits such as sick leave, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

VII. Procedure for Requesting Family Care, Medical and Military Family Leave

1. Notice Requirements

Employees must notify Valley Radiology Consultants Holdings LLC of their request for family care, medical, military exigency, or military caregiver leave as soon as they are aware of the need for such leave. For foreseeable family care, medical, and military caregiver leave, the employee must provide 30 calendar days' advance notice to Valley Radiology Consultants Holdings LLC of the need for leave. For events that are unforeseeable 30 days in advance, the employee must notify Valley Radiology Consultants Holdings LLC as soon as is practicable and generally must comply with Valley Radiology Consultants Holdings LLC's normal call-in or notice procedures. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee must make an attempt to schedule such treatment so as to avoid unduly disrupting Company operations, and may be requested to reschedule the treatment so as to minimize disruption of Valley Radiology Consultants Holdings LLC's business.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, Valley Radiology Consultants Holdings LLC reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

All requests for family care, medical, military exigency, and military caregiver leave should include enough information to make Valley Radiology Consultants Holdings LLC aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities,

the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Valley Radiology Consultants Holdings LLC if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Any requests for extensions of leave under this policy must be received as soon as is practicable and must include the revised anticipated date(s) and duration of the leave. To the extent permitted by law, Valley Radiology Consultants Holdings LLC reserves the right to deny requests for extensions or deny reinstatement to an employee who exceeds the leave amounts provided by this policy or fails to provide requested medical certification. In addition, if you have a disability, you may be eligible for leave under the Americans with Disabilities Act (ADA) or state law. For more detailed information on extended leaves, please contact Human Resources.

Once Valley Radiology Consultants Holdings LLC is aware of the employee's need for leave, it will inform the employee whether he or she is eligible under the FMLA. If the employee is eligible, the notice will specify any additional information required as well as the employees' rights and responsibilities. If the employee is not eligible, Valley Radiology Consultants Holdings LLC will provide a reason for the ineligibility.

2. Certification

Any request for medical leave for an employee's own serious health condition, for family care leave to care for a child, spouse, domestic partner or parent with a serious health condition or for a serious injury, or for military caregiver leave must be supported by medical certification from a health care provider. For military caregiver leave, the employee must provide confirmation of a family relationship to the seriously ill or injured service member. Employees generally must provide the required certification within 15 calendar days after Valley Radiology Consultants Holdings LLC's request for certification. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after Valley Radiology Consultants Holdings LLC's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts.

The medical certification for a child, spouse, domestic partner or parent with a serious health condition or for the serious injury or illness of a qualifying service member must include (a) the date on which the serious health condition or serious injury or illness commenced; (b) the probable duration of the condition or injury or illness; (c) the health care provider's estimate of the amount of time needed for family care; (d) the health care provider's assurance that the health care condition or injury or illness warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule.

The medical certification for leave for the employee's own serious health condition must include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) a statement that, due to the serious health condition, the employee is unable to perform the essential functions of his or her position; and (d) in the case of intermittent leave or reduced schedule leave where medically necessary, the probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved.

Failure to timely provide the required certification may result in the denial of foreseeable leave until such certification is provided. In the case of unforeseeable leaves, failure to timely provide the required certification may result in a denial of the employee's continued leave. Where the employee's need for leave due to the employee's own serious health condition, or the serious health condition of the employee's covered family member, lasts beyond a single leave year, Valley Radiology Consultants Holdings LLC may require the employee to provide a new medical certification in each subsequent leave year. Any request for an extension of the leave also must be supported by an updated medical certification.

Valley Radiology Consultants Holdings LLC has developed forms for use in obtaining medical certifications that satisfy the requirements of this policy. For military caregiver leave, Valley Radiology Consultants Holdings LLC will accept Invitational Travel Orders (ITOs) Invitational Travel Authorizations (ITAs) in lieu of its medical certification form. Where leave is related to a covered veteran's serious injury or illness, the employee may also submit documentation of enrollment in Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

It is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member in order for the health care provider to release a complete and sufficient certification to Valley Radiology Consultants Holdings LLC to support the employee's leave request.

Where permitted by law, if Valley Radiology Consultants Holdings LLC has a good faith, objective reason to doubt the validity of the medical certification provided by the employee, Valley Radiology Consultants Holdings LLC may require the employee to obtain a second opinion from a doctor of Valley Radiology Consultants Holdings LLC's choosing at Valley Radiology Consultants Holdings LLC's expense. If the employee's health care provider providing the original certification and the doctor providing the second opinion do not agree, Valley Radiology Consultants Holdings LLC may require a third opinion, also at Valley Radiology Consultants Holdings LLC's expense, performed by a mutually agreeable doctor who will make a final determination. It is the employee's responsibility to furnish his or her health care provider with the necessary authorization for the disclosure of medical information to the doctor(s) who will provide the second and third opinions. If the employee fails to provide the necessary authorization, the request for leave may be denied, in accordance with applicable law.

VIII. Designation of Protected Leave

Once Valley Radiology Consultants Holdings LLC has enough information to determine whether the leave is FMLA-qualifying, Valley Radiology Consultants Holdings LLC will inform the employee if leave will be designated as FMLA-protected and, if known at that time, the amount of leave that will be counted against the employee's leave entitlement. If Valley Radiology Consultants Holdings LLC determines that the leave is not protected, Valley Radiology Consultants Holdings LLC will notify the employee.

IX. Recertification

The employee taking leave because of his or her own serious medical condition or the serious medical condition of a family member may be required, except in cases of military caregiver leave, to provide Valley Radiology Consultants Holdings LLC with recertification at appropriate intervals. For purposes of recertification, the employer may request the same information as allowed by law for the original certification. As part of that request, Valley Radiology Consultants Holdings LLC may provide the health care provider with a record of the employee's absence pattern to confirm whether such a pattern is consistent with the need for leave. The employee must provide the requested recertification within 15 calendar days of such a request, unless it is not practicable to do so despite the employee's diligent, good faith efforts.

X. Return to Work Certification

Where the leave is for the employee's own serious health condition, Valley Radiology Consultants Holdings LLC requires employees to provide medical certification that he or she is fit for duty and able to return to work. Valley Radiology Consultants Holdings LLC may delay restoring the employee to employment or terminate the employee without such certificate.

XI. Leave's Effect on Reinstatement

Employees timely returning from a leave covered under this policy are entitled to reinstatement to the same or equivalent position consistent with applicable law. Valley Radiology Consultants Holdings LLC may deny reinstatement to employees who are among the highest paid ten percent of all employees employed by Valley Radiology Consultants Holdings LLC within 75 miles of the employees' worksite and whose reinstatement would cause substantial and grievous economic injury to Valley Radiology Consultants Holdings LLC's operations. An employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. Valley Radiology Consultants Holdings LLC will comply with all applicable laws pertaining to reinstatement of employees, including where required, the reasonable accommodation of employees who have been on an approved leave.

Valley Radiology Consultants Holdings LLC complies with applicable family care, medical leave, and military family leave laws. Under the FMLA it is unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate

against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. If an employer has done so, an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. If you have questions, or would like further clarification about your rights under the FMLA or other types of leave, please contact the Human Resources Department.

Pregnancy-Related Disability Rights

I. Leaves of Absence, Accommodations, and Transfers

Any employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave for the period of actual disability of up to four months (the working hours you normally would work in one-third of a year 693 hours for full-time), in addition to any family care or medical leave to which the employee may be entitled under Section II of this policy (Family Care, Medical and Military Family Leaves). Pregnancy-related disability leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

Moreover, an employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if she so requests and provides Valley Radiology Consultants Holdings LLC with medical certification from her health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if she so requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

II. Substitution of Paid Leave for Pregnancy-Related Disability Leave

An employee taking pregnancy-related disability leave must substitute any available sick pay for her leave and may, at her option, substitute any accrued vacation or PTO time for her leave in increments of one hour. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

III. Leave's Effect on Benefits

During an employee's family care, medical, and military family leave, Valley Radiology Consultants Holdings LLC will continue to pay for the employee's participation in Valley Radiology Consultants Holdings LLC's group health plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave.

Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with Valley Radiology Consultants Holdings LLC for the payment of such premiums.

All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee.

Valley Radiology Consultants Holdings LLC may recover from the employee the premium that Valley Radiology Consultants Holdings LLC paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than: (i) the employee is taking leave under the California Family Rights Act; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to leave for pregnancy disability or other circumstances beyond the employee's control.

Employees on Pregnancy-Disability leave will accrue employment benefits, such as sick leave, vacation leave, and seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Employee benefits may be continued during the unpaid portion of the Pregnancy-Disability leave according to the provisions of Valley Radiology Consultants Holdings LLC's various employee benefit plans.

IV. Other Terms and Conditions of Leave

The provisions of Valley Radiology Consultants Holdings LLC's Family Care, Medical and Military Family Leave policy regarding the leave's effect on pay (Section V), notice requirements (Section VII (1)), medical certification requirements (Section VI (2)) and reinstatement (Section XI) also apply to all pregnancy-related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion, and there is no reinstatement exception for key employees. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

Other Disability Leaves

In addition to medical or pregnancy-related disability leaves described in Sections II and III, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a disability under the ADA or the FEHA. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled under Section II of this policy.

Disability leaves under this section will be unpaid.

Employees taking disability leave must comply with the Family Care, Medical and Military Family Leave provisions regarding substitution of paid leaves (Section V), notice (Section VII

(1)), and medical certification (Section VII (2)). For the purpose of applying these provisions, a disability leave will be considered to be a medical leave.

If a disability leave under this section extends beyond 12 weeks in a 12-month period, the employee will not be entitled to any continued employer contributions towards any employee benefit plan unless otherwise required by law. An employee, however, may elect to continue participating in such benefit plans, at the employee's own expense, to the extent permitted by such plans

The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact Human Resources.

Extended Medical Leave

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, Valley Radiology Consultants Holdings LLC will pay you sick pay for the period of time equivalent to your accumulated sick pay earned. You also may use any paid vacation time previously accrued.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Valley Radiology Consultants Holdings LLC makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee that needs reasonable accommodations should contact a company representative with day-to-day personnel responsibilities and discuss the need for an accommodation.

Any leave taken under this provision qualifying as leave under the state and/or federal family and medical leave laws (FMLA/CFRA) will be counted as family/medical leave, charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period, and governed by the

rules relating to family/medical leave.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of Valley Radiology Consultants Holdings LLC. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Concurrent Personal and Family/Medical Leave

Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

Jury Duty and Witness Leave

Valley Radiology Consultants Holdings LLC encourages employees to serve on jury duty when called. The company does not offer paid jury duty time. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact HR Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to HR Manager within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, Valley Radiology Consultants Holdings LLC will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Valley Radiology Consultants Holdings LLC requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, PTO and/or vacation.

Valley Radiology Consultants Holdings LLC requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, PTO and/or vacation.

Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

School and Child Care Activities Leave

Employees are encouraged to participate in the school or child care activities of their child(ren).

The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands *in loco parentis* to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must

- provide reasonable advance notice to their supervisor;
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:
 1. The school or child care has requested that the child be picked up or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires that the child be picked up from school or child care;
 2. Behavioral or discipline problems;
 3. Closure or unexpected unavailability of the school or child care provider (excluding planned holidays); and
 4. A natural disaster (e.g., fire, earthquake or flood).
 - Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence.

School Appearances Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact a Company representative with day-to-day personnel responsibilities.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

If you are an official volunteer firefighter, reserve peace officer or emergency rescue personnel, please alert your supervisor if you have training. Volunteer firefighters, reserve peace officers and emergency rescue personnel may take up to a total of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Company.

Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact HR Manager.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The Company may request recertification every six months from the date of the previous certification. You should notify the company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

Valley Radiology Consultants Holdings LLC will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact HR Manager.

Valley Radiology Consultants Holdings LLC will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

Bereavement Leave

Valley Radiology Consultants Holdings LLC grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister; or mother-, father-, son-, or daughter-in-law. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of the Company. The employee's supervisor may approve additional unpaid time off.

Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative

Benefits

Valley Radiology Consultants Holdings LLC provides benefits for its employees, as described in general terms below. The terms on which benefits are made available to employees are set forth in the governing plan documents. In the event of a conflict between the following descriptions and the terms of the plan documents, the plan documents will control. This handbook is not a plan document and does not create any enforceable rights with respect to benefits [or otherwise]. Valley Radiology Consultants Holdings LLC reserves the right to eliminate or modify any of its benefits at any time without prior notice.

Insurance Benefits

I. Insurance Benefits

A. Workers' Compensation Insurance

Valley Radiology Consultants Holdings LLC carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides coverage for certain medical, surgical, and hospital treatment in addition to payment for a portion of any lost earnings that result from work-related injuries. Compensation payments generally begin on the first day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized. The cost of this coverage is paid completely by Valley Radiology Consultants Holdings LLC.

B. Medical and Dental Insurance

All employees classified by Valley Radiology Consultants Holdings LLC as regular full-time employees and their dependents are eligible to participate in Valley Radiology Consultants Holdings LLC's health and dental insurance plan starting the first day of the month following 30 days of full-time employment. Valley Radiology Consultants Holdings LLC pays the premiums for this coverage. The premium cost for eligible employees will be provided to you separately. You also may contact Personnel Department to obtain the current premium schedule. Dependent coverage is available to eligible employees at an additional cost. Premiums generally can be paid on a pre-tax basis. The term "dependent" includes your registered domestic partner, if any. Please be aware that there are special rules that apply to domestic partner coverage. For example, you may not be able to pay for it on a pre-tax basis and additional income may be imputed to you if you elect it.

C. Life Insurance

All employees classified by Valley Radiology Consultants Holdings LLC as regular full-time employees are eligible for group life insurance on the first day of the month following 30 days of full-time employment. Group life insurance is based on a set amount based upon position. The premiums are paid by Valley Radiology Consultants Holdings LLC. If you elect such coverage, you must pay for it. The premium cost will be provided to you separately. You also can contact

Human Resource Department to obtain the current premium schedule. You may be taxed on the value of this coverage under IRS rules.

D. Premium Payments for Employees on Leave

Valley Radiology Consultants Holdings LLC will pay the employer's portion of premiums for continuation of Company-sponsored group health plan benefits during any authorized leave. Thereafter, the employee may only continue coverage under COBRA and must pay the full cost of doing so. If an employee is on an approved FMLA leave, Valley Radiology Consultants Holdings LLC will permit the employee to continue coverage under Company-sponsored group health plans by paying only the amount charged to similarly-situated active employees. If an employee does not return to work at the expiration of an FMLA leave, regardless of whether he or she continued coverage during the FMLA leave, he or she normally will be eligible to elect COBRA continuation coverage with respect to Company-sponsored group health plans, with the COBRA qualifying event normally being the expiration of the leave.

E. Conversion/Post-Employment Insurance Options

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), and the California Continuation of Benefits Replacement Act (Cal-COBRA) eligible employees and their dependents may be entitled to continue insurance coverage after employment with Valley Radiology Consultants Holdings LLC ceases or certain other qualifying events occur. COBRA information is provided separately. In addition, you also can contact the Human Resources Department to obtain COBRA information.

F. State Disability Insurance (SDI)

Most employees in California who are disabled from working due to a non-work-related injury or illness (including pregnancy, childbirth, and related medical conditions) are eligible for receive benefits through the California State Disability Insurance ("SDI") Program. This program is financed by covered employees through a payroll tax withheld from their earnings. More detailed information is available through the California Employment Development Department (EDD) at 1-800-480-3287, or www.edd.ca.gov, or by contacting Human Resources.

G. Paid Family Leave (PFL)

Employees in California may be eligible for Paid Family Leave which is a form of compensation paid by the State of California through the Employment Development Department (EDD). Paid Family Leave is a component of the California State Disability Insurance Program (SDI) and is funded by a payroll tax. The maximum benefit available is limited to six weeks, and the amount depends on the employee's rate of pay. There is a seven-day waiting period before benefits can be paid, and Paid Family Leave is not available to employees already receiving SDI, unemployment benefits, or workers compensation. To use Paid Family Leave, the employee

must be eligible for a leave of absence under Company policy, and must file a written application with the EDD with an appropriate certificate from a health care provider.

Eligible employees may apply for Paid Family Leave from the State if they must be absent from work in order to:

- (1) Care for a seriously ill child, spouse, parent, or registered domestic partner, including foster, adopted, and step children and parents;
- (2) To bond with a newborn child of the employee in the first year after birth, or
- (3) To bond with a newly adopted child or foster child within one year after adoption or placement.

II. Insurance Coverage Information

Eligibility requirements and further information concerning insurance coverage are fully explained in the applicable plan documents, summary plan descriptions, and any applicable summaries of material modification, available from the Human Resources Department.

III. Retirement Program

Valley Radiology Consultants Holdings LLC maintains a 401(k) plan that is generally available to all employees who have completed., 1 year of service and attainment of age 21, the employee will be eligible for enrollment the 1st day of the following quarter. After an employee has satisfied the retirement plan's eligibility requirements, he or she must complete an enrollment form in order to commence participation. Contributions to the retirement plan can be made by employees on a pre-tax and/or post-tax basis. Valley Radiology Consultants Holdings LLC also may make discretionary contributions, which may be increased, decreased, or eliminated. All contributions to the retirement plan are subject to limitations imposed by the Internal Revenue Code.

For information about the retirement plan, employees should refer to the official plan document, the summary plan description, and any applicable summaries of material modification, available from the Personnel Department.

IV. Employee Assistance Program

All employees will be eligible for Valley Radiology Consultants Holdings LLC's Employee Assistance Program (EAP). The EAPs is intended to help employees deal with personal problems that might adversely impact their job performance, health, and well-being. The EAP generally includes short-term counseling and referral services for employees and their household members. Supervisors may also refer employees (supervisor referral) based upon unacceptable performance or conduct issues. This benefit is completely confidential and Valley Radiology Consultants Holdings LLC will not know you are receiving services unless you share that information. The cost of the EAP is fully paid by Valley Radiology Consultants Holdings LLC.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of Valley Radiology Consultants Holdings LLC or the individual employees. Attendance at such activities, whether required by the Company or requested by individual employees, requires the written approval of the COO or CEO. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by the Company, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the COO or CEO in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Valley Radiology Consultants Holdings LLC generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Holidays

For the 2017 calendar year, Valley Radiology Consultants Holdings LLC observes the following paid holidays:

- January 1 (New Year's Day)
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Day

When a holiday is on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Valley Radiology Consultants Holdings LLC may grant another day off in lieu of closing. Holiday observance will be announced in advance.

Each non-exempt employee's eligibility for holiday pay begins after completion of his or her trial period. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day

is approved in advance by your supervisor or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday you will receive double time.

Full-time and Part-time employees:

Full-time and Part-time employees are paid for the number of hours they would normally work on that day up to eight (8) hours. If an employee is not normally scheduled to work on the day the holiday is observed, the following pay scheduled would be used.

40 hours/week employees- 8 hours/day- 100% (8 hours)

2 day/ week employees who work 8 hours/ day- 40% (3.2 hours)

3 day/ week employees who work 8 hours/day- 60% (4.8 hours)

4 day/ week employees who work 8 hours/day- 80% (6.4 hours)

4 day/ 5 day alternating week employees who work 8 hours/day- 90% (7.2 hours)

Per Diem employees:

Not eligible for holiday pay

Lactation Policy

Valley Radiology Consultants Holdings LLC accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact their supervisor or Human Resources to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

Employee Literacy

If you desire assistance in enrolling in an adult literacy education program, contact the Human Resources Department for assistance with locating and enrolling in such a program. Requests will be kept confidential. You will not be retaliated against for seeking literacy assistance.

Time Off For Religious Reasons

Valley Radiology Consultants Holdings LLC will reasonably accommodate the known sick leaves and practices of employees, provided this does not result in an undue hardship to Valley Radiology Consultants Holdings LLC. Employees should consult their manager if they need to take time away from work, without pay, for religious reasons.

Workers' Compensation

Valley Radiology Consultants Holdings LLC, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to HR Manager; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires Valley Radiology Consultants Holdings LLC to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period starting from the first day of leave.

Management

Employment of Relatives

Relatives of employees may be eligible for employment with Valley Radiology Consultants Holdings LLC only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. The Company defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Names and Addresses Policy

Valley Radiology Consultants Holdings LLC is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change.

Open-Door Policy

Suggestions for improving Valley Radiology Consultants Holdings LLC are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions also are of concern to the Company.

If you have a complaint, suggestion or question, speak with your immediate supervisors as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to the HR manager or any other member of management.

Moreover, if you have raised the issue and if the problem persists, you may present it to the HR manager, who will investigate and provide a solution or explanation.

If the problem is not resolved, you may also present the problem to the CEO or COO of Valley Radiology Consultants Holdings LLC, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact Supervisor or HR Manager.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, Valley Radiology Consultants Holdings LLC values your observations and you should feel free to raise issues of concern without the fear of retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by his or her supervisor. Your first performance evaluation will take place after the employee completes the introductory period. Subsequent performance evaluations will be conducted annually in July. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Valley Radiology Consultants Holdings LLC and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Personnel Records

You have the right to inspect their personnel records and itemized wage statements upon submitting a request in writing with the exception of (1) records relating to the investigation of a possible criminal offense; (2) letters of reference; (3) ratings, reports, or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. Any request to inspect or copy personnel records must be made in writing to the HR Manager. You can obtain a form for making such a written request from the HR Manager.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Valley Radiology Consultants Holdings LLC may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date Valley Radiology Consultants Holdings LLC receives your written request to inspect or copy your personnel records (unless you/your representative and Valley Radiology Consultants Holdings LLC mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, Valley Radiology Consultants Holdings LLC will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Payroll Records

Employees and former employees also have the right to inspect and copy certain Company payroll records regarding their compensation, and deductions from their compensation, upon reasonable request to Valley Radiology Consultants Holdings LLC. Employees wishing to review or copy payroll records should notify the Human Resources Department.

Telecommuting

Telecommuting provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the Company. Telecommuting must be pre-approved by an employee's supervisor and cannot be initiated without a *Telecommuting Agreement*.

Valley Radiology Consultants Holdings LLC retains the right in its sole discretion to designate positions that are appropriate for telecommuting and approve employees for telecommuting. Telecommuting must be approved by an employee's supervisor. Telecommuting does not change the conditions of employment or required compliance with all Company policies and procedures. The Company reserves the right to change or terminate the *Telecommuting Agreement* at any time, without cause or advance notice. An employee's ability to work under a Telecommuting Agreement rests in the sole discretion of the Company. Telecommuting is a privilege and may not be appropriate for all employees. If an employee wishes to request a *Telecommuting Agreement*, s/he should contact his or her supervisor and ask for a *Telecommuting Request* form.

Telecommuting Safety

The Telecommuter is solely responsible for ensuring the safety of his or her alternative work environment. However, because the Company is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the Company reserves the right to periodically inspect the Telecommuter's home work space. Any such inspection will be preceded by advance notice and an appointment will be scheduled. Telecommuters are protected by the Company's workers' compensation insurance. As such, Telecommuters are required to immediately report any injuries that occur while working.

The Telecommuter shall be liable for any injuries that occur to third parties at or around the Telecommuter's alternative work environment.

Telecommuting Plan

All Telecommuters will be required to sign a *Telecommuting Agreement* with their supervisor that outlines the days and work hours (as applicable) of the Telecommuter; equipment the Telecommuter will need; how the Telecommuter will communicate with the Company; use of support or secretarial staff; and other appropriate information.

Hours of Work

Unless otherwise agreed in the *Telecommuting Agreement*, hours and days of work will not change. Employees agree to apply themselves during work hours.

Nonexempt employees agree not to work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor.

Telecommuting is not intended as a substitute for child care or care for another adult. If a child or adult needs care during work time, another responsible individual is expected to be present.

Attendance at Meetings

Telecommuters are expected to attend all required meetings.

Costs Associated with Telecommuting

The Company shall not incur additional costs due to a *Telecommuting Agreement*. The *Telecommuting Agreement* will specify any costs the Company will cover.

Workplace Privacy - Audio/Video Recordings

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time. Employees also may not use any audio or video recordings in work areas that Valley Radiology Consultants Holdings LLC has identified as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of his/her employment, such as documenting health and safety issues.

Company Property

Technology Use

This policy is intended to protect the Company's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Black berries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.

Valley Radiology Consultants Holdings LLC also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, Blackberries or smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through Valley Radiology Consultants Holdings LLC servers are Company property owned by the Company for the purpose of conducting Company business. These items must be maintained according to Valley Radiology Consultants Holdings LLC rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Company property may be removed from the premises.
- All electronic communications also remain the sole property of Valley Radiology Consultants Holdings LLC and are to be used for Company business. For example, email messages are considered Company records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of Valley Radiology Consultants Holdings LLC and remains the property of Valley Radiology Consultants Holdings LLC.
- Information stored in Valley Radiology Consultants Holdings LLC computers and file servers, including without limitation patient information, vendor information is the property of the Company and may not be distributed outside the Company in any form whatsoever without the written permission of the CEO and COO.
- Violation of any of the provisions of this policy, whether intentional or not, will subject Valley Radiology Consultants Holdings LLC employees to disciplinary action, up to and including termination.

Monitoring of Company Property

Valley Radiology Consultants Holdings LLC reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Valley Radiology Consultants Holdings LLC computers and all electronic communications and electronic information are subject to

monitoring and no one should expect privacy regarding such use. The Company reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Company policy or any law occurs. E-mail may be monitored by the Company and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the Company's ownership of the electronic information or ability to monitor the information. The Company may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Valley Radiology Consultants Holdings LLC management.

Prohibited Use

All existing Company policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Company assets or resources. It is a violation of Valley Radiology Consultants Holdings LLC policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Valley Radiology Consultants Holdings LLC policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Company computer is a violation of the Company's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of Valley Radiology Consultants Holdings LLC to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

Valley Radiology Consultants Holdings LLC provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Company provided computers; electronic communications, electronic information and the Internet are only to be used only for work-related purposes. No personal use of this Company property is permitted at any time. However, this policy is not intended to limit the ability of employees to use Company email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

Personal Cell Phone Reimbursement for work-related business

Employees that have administrative or supervisory duties that handle company business on their personal cell phones are eligible for phone reimbursement. Employees that are not in the roles, that need to conduct company business, need to do so on company provided technology. Those eligible for reimbursement will follow this reimbursement schedule: Administrative Employees \$70 per month, Site Supervisors \$25 per month. Reimbursements will be processed monthly on the first pay period of the month. The company reserves the right that reimbursement amounts and this policy can be amended at any time. Employees that have company information on their device including, but not limited to, email, company documents, employee or company information need to password protect their devices to prevent unauthorized access of information. If information has been compromised it is your duty to report the incident to HR Manager, COO or CEO as soon as possible. Failing to report unauthorized access of data can lead to corrective action up to, and including termination. Please refer to the beginning of the Electronic and Social Media policy for more information.

Electronic Mail Guidelines

Employees are expected to use sound judgment with respect to use of Valley Radiology Consultants Holdings LLC's electronic mail ("e-mail"). All employees should adhere to the following with respect to use of e-mail:

1. *Always ask before sending an e-mail if it is the appropriate medium of communication.* When communicating about a sensitive subject, consider whether e-mail is the appropriate medium or whether using the phone rather than e-mail might be more appropriate (but keep in mind that voicemail is similar to e-mail; voicemail may be stored on a computer server and may be forwarded to third parties).
2. *Use the "front page" test.* Assuming that e-mail is the appropriate medium of communication, each e-mail should be treated as a formal written document. Do not write anything in an e-mail that could not be printed on the front page of the newspaper. Off-the-cuff, sarcastic, or angry comments can come back to haunt the author.
3. *E-mail is part of the workplace environment.* E-mail containing rude and insensitive comments is not only personally embarrassing, but also may serve as the basis for legal liability. Employees and managers should exercise the same care and sensitivity in communicating via e-mail as they would when communicating in person or in letters. Offensive e-mail received from others should not be forwarded, and the recipient should ask the sender to refrain from sending inappropriate e-mail.
4. *Provide context.* As with other forms of communication, there is a risk that an e-mail message may be taken out of context. To reduce the risk that the message will be taken out of context, consider including the original message to which the reply e-mail relates.
5. *Know your audience.* When sending an e-mail, always double-check to whom the e-mail is addressed, especially when using the "reply to all" button. Ask whether it is appropriate for each addressee to receive the e-mail and whether sending the e-mail to a particular addressee will result in the unauthorized disclosure of Confidential Information. If in doubt, remove the doubted addressee.

6. *Avoid using a home or personal computer for business purposes.* If there is any concern that a legal dispute or litigation involving Valley Radiology Consultants Holdings LLC and a third party may require producing one's hard drive from a home or personal computer, the employee should not use the device for business-related purposes. E-mail relating to Company business, even though stored on a home or personal computer, is recoverable and discoverable in litigation.

Blogging Policy

Valley Radiology Consultants Holdings LLC encourages employees to post freely and exchange opinions and ideas on interactive websites in a way that is constructive and follows all Company policies and codes of conduct. Accordingly, the following policy is intended to set forth the terms of Valley Radiology Consultants Holdings LLC's policy on employee use of blogs and other interactive websites. This policy covers employees creating, posting, commenting, or uploading to any Internet website, including Valley Radiology Consultants Holdings LLC-sponsored blog on the intranet, as well as any non-Company external site, such as media sites, chat rooms, bulletin boards, newsgroups, discussion groups, non-Company email groups, personal websites, video sharing sites, picture sharing sites, dating sites, and social networking sites (e.g. MySpace, Facebook, Twitter, etc.), whether or not such sites are set to private. Failure to follow Valley Radiology Consultants Holdings LLC's Blogging Policy may lead to disciplinary measures, up to and including immediate termination of employment. Nothing in this policy is meant to contravene employees' rights to engage in protected concerted activity concerning terms and conditions of employment.

Non-Company Blogs

Employees are free to create or participate in non-Company social media sites ("non-Company blog") and other forms of online publishing and discussion, provided that such participation does not violate any Company policies and does not interfere with an employee's regular work duties. Valley Radiology Consultants Holdings LLC's policies regarding Company access to Technological Resources and monitoring of online services, as described in Valley Radiology Consultants Holdings LLC's Technology Use and Security guideline in this Manual, apply with equal force to employee access and use of non-Company blogs. Employees may not engage in blogging during work time. If an employee's job is being adversely affected by time spent blogging, the employee may be subject to discipline, including immediate termination.

Employees blog/post at their own risk and are personally and legally responsible for their postings and online comments. Valley Radiology Consultants Holdings LLC will not assume any liability or risk for an employee's blogging or posting online. The following are illustrative of the types of relevant laws implicated by blogging, but are not intended to be comprehensive: privacy, libel, defamation, harassment, copyright, data theft, disclosure of material non-public information, and disclosure of confidential or trade secret information. Further, employees who travel internationally, should be careful to avoid making online comments that are openly critical or hostile of the countries to which they plan future travel (including the countries' governments, ruling parties, officials, and religious values), as some governments have criminal penalties for such online statements, including imprisonment.

When posting in a non-Company blog or online forum, if the blog in any way identifies Valley Radiology Consultants Holdings LLC or discusses Valley Radiology Consultants Holdings LLC or its business, an employee must identify himself or herself as a Company employee, speak in the first person, and make it clear that what is being said is representative of the employee's personal views and opinions and does not necessarily reflect the views and opinions of Valley Radiology Consultants Holdings LLC. At a minimum, an employee's personal blog or posting should include the following standard disclaimer language, "I am an employee of Valley Radiology Consultants Holdings LLC. The views expressed are mine alone and do not necessarily reflect the positions, strategies, or opinions of Valley Radiology Consultants Holdings LLC". In no way may employees represent or suggest that their opinions or positions are endorsed by Valley Radiology Consultants Holdings LLC or any of its managers or employees. In addition, employees should not re-publish postings or statements of other Company employees without making the same disclaimer that the views expressed are of an employee of Valley Radiology Consultants Holdings LLC and do not reflect the positions, strategies or opinions of Valley Radiology Consultants Holdings LLC.

Managers and executives should exercise particular care when posting online to ensure their published personal thoughts are not misunderstood to be expressions of official Company positions. Managers also should safely assume their direct reports will read their postings, and fully understand that non-Company blogs are not appropriate forums for communicating Company policy to Company employees.

Employees must always be in compliance with Valley Radiology Consultants Holdings LLC's policies regarding non-disclosure of proprietary, confidential and personal information, especially on non-Company blogs. Accordingly, employees are prohibited from revealing, or making any reference to, any information covered by the Confidential and Personal Information Policy. Even vague or disguised references to such information could violate Valley Radiology Consultants Holdings LLC policies and applicable laws. Employees also must respect copyright and fair use laws when posting and, as a best practice, always credit and/or link to someone else's work when quoting or relying upon it. Additionally, never identify a Company client, partner, vendor, supplier or affiliate by name, and never discuss the confidential information of a Company client, partner, vendor, supplier or affiliate online.

All employees also should understand that posting false or misleading information about Valley Radiology Consultants Holdings LLC may subject both the employee and Company to liability for violation of securities laws. Employees are prohibited from disclosing material, nonpublic information about Valley Radiology Consultants Holdings LLC. Information is material if it would change a reasonable person's perception of the value of a company's stock. Again, even vague or disguised references to nonpublic information about Valley Radiology Consultants Holdings LLC may violate such laws (such as statements that any aspect of Valley Radiology Consultants Holdings LLC is "strong," hints regarding the timing of a product release, a forward-looking statement about Valley Radiology Consultants Holdings LLC, speculation about Company business deals, mergers, acquisitions, relationships, partnerships, etc.). Employees may only disclose such operational or financial information if such information has already been released publicly in a press release, public filing or other published materials. Valley Radiology Consultants Holdings LLC reserves the right to ask employees to temporarily limit their personal online commentary or blogging to topics unrelated to Valley Radiology Consultants Holdings LLC if it believes that is necessary to ensure compliance with securities regulations or other laws.

Employees are required to comply with and are prohibited from violating all intellectual property laws governing the use of Company logos, trademarks, websites, or other intellectual property. Valley Radiology Consultants Holdings LLC monitors the use of its name, copyrights, trademarks, website, and other information on the Internet and reserves its rights to protect its intellectual property by seeking enforcement of applicable laws. Employees are expected to refrain from posting any content that is discriminatory, harassing, retaliatory, or otherwise illegal or injurious when blogging. Employees should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage others, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy. If an employee posts about a competitor, the employee must ensure what is said is factually accurate and may not openly advertise or tout for the competitor to the potential detriment of Valley Radiology Consultants Holdings LLC. Moreover, non-Company blogs must never be used for internal business-related communications between fellow employees.

Non-Company blog postings may generate media interest or coverage. If a member of the media contacts an employee about a Company-related posting or online comment published by the employee, or requests Company information of any kind, the employee should follow Valley Radiology Consultants Holdings LLC's policy regarding external communications with media contacts, set forth in this Handbook.

Failure to adhere to Company policies regarding blogging and online postings will be considered grounds for discipline, including immediate termination. Such violations can also lead to serious legal ramifications for offending individuals, as they can be held personally liable for any post that is defamatory, proprietary, discriminatory, harassing, obscene or which violates any other law.

Any bloggings and/or postings that violate these guidelines should be reported to Company management immediately.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Off-Duty Use of Facilities

Employees are prohibited from remaining on Valley Radiology Consultants Holdings LLC premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use. This policy is not intended to limit the ability of employees to use the Company's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors or staffing.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of Valley Radiology Consultants Holdings LLC property. Employees may not use parking areas specifically designated for customers, vendors, Company vehicles, or reserved for managers. Valley Radiology Consultants Holdings LLC is not responsible for any loss or damage to employee vehicles or contents while parked on Company property.

Smoking

Smoking is prohibited at this workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the Company's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Company property. Valley Radiology Consultants Holdings LLC has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written

material for any purpose on Company property.

Bulletin Boards

The use of bulletin boards, both physical and electronic, are reserved for Company generated communications and announcements. Important information regarding Company policies, procedural changes, general updates, job postings, announcements and required legal postings will be regularly posted on these boards. Employees should check the bulletin boards daily in order to remain informed of Company information and operations. Employees are held responsible for knowing the Company information posted. If you need assistance in reading or understanding notices posted on the bulletin board, please speak with your supervisor. Any unauthorized posting will be removed, please reference the Solicitation and Distribution policy for more information. All postings made by management are to remain posted and are to only be removed by a supervisor.

Employee Conduct

Conducting Personal Business

Employees are to conduct only Valley Radiology Consultants Holdings LLC business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding Valley Radiology Consultants Holdings LLC's business (such as financial data, research and development, marketing, business plans or strategies, suppliers, business partners or customers). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Valley Radiology Consultants Holdings LLC, which impairs an employee's ability to exercise good judgment on behalf of the Company, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, Valley Radiology Consultants Holdings LLC may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the supervisor should be called immediately.

Ours is a service business and all of us must remember that the customer always comes first. Our customers ultimately pay all of our wages. Remember, while the customer is not always right, the customer is never wrong.

Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your supervisor or another manager to intervene.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

Because each employee is a representative of Valley Radiology Consultants Holdings LLC in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Valley Radiology Consultants Holdings LLC observes a casual dress day on occasional days identified by management. Some employees who have customer contact may not be permitted to participate in the casual dress day.

Employees who do participate in a casual dress day still are expected to report to work properly groomed. Acceptable casual dress excludes ripped or torn clothing, T-shirts of any kind unless otherwise specified (with or without a written message), tank or halter tops, or shorts.

Employees required to wear safety equipment or clothing still must do so on a casual dress day. Department managers may issue more specific guidelines concerning any exceptions to this policy.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a company representative with day-to-day personnel responsibility and discuss the need for accommodation.

Nothing in this dress code is intended or should be construed to violate, restrict or discriminate against any employee's sex, gender, gender identity, gender expression, nursing mothers, or religious dress practices. If any employee believes that their protected rights based upon sex, gender, gender identity, gender expression, nursing mothers, or religious dress practices are being restricted or violated in some manner by the dress code, please contact your manager or human resources so that these concerns can be addressed.

Department Options

Clerical staff employees: can choose between professional business casual attire or scrubs. Scrubs in any color or pattern with athletic or nursing shoes. Employees must wear a name tag that complies with state and federal law for healthcare practices.

Technical staff employees: can choose between professional business casual attire with lab coat or scrubs with a lab coat. Scrubs in any color or pattern with athletic or nursing shoes. Employees must wear a name tag that complies with state and federal law for healthcare practices.

Management employees: can choose between profession business casual attire that leads by example or scrubs with athletic or nursing shoes- as appropriate for duty. Those employees that meet state and federal law for healthcare practices must wear a name tag that complies with such laws.

Marketing and IT employees: professional business casual attire.

Drug and Alcohol Abuse

Valley Radiology Consultants Holdings LLC is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of

- an illegal or controlled substance while on the job;
- Driving a Company vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Valley Radiology Consultants Holdings LLC also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Valley Radiology Consultants Holdings LLC reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on Valley Radiology Consultants Holdings LLC. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

Valley Radiology Consultants Holdings LLC will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Drug Testing

A. Testing of Applicants

As part of Valley Radiology Consultants Holdings LLC's employment screening process, any applicant to whom an offer of employment is made must pass a test for controlled substances, under the procedures described below. The offer of employment is conditioned on a negative test result. Applicants will be informed of Valley Radiology Consultants Holdings LLC's drug testing policy in the employment application.

B. Procedures for Drug Testing

Valley Radiology Consultants Holdings LLC will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. Valley Radiology Consultants Holdings LLC will pay the cost of the test and reasonable transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry.

The clinic or laboratory will inform Valley Radiology Consultants Holdings LLC as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of this Guideline and will be subject to discipline accordingly.

C. Acknowledgment and Consent

Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to Valley Radiology Consultants Holdings LLC of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination.

D. Confidentiality

All drug testing-records will be treated as confidential.

Inspections and Searches on Company Premises

I. Purpose of the Guideline

Valley Radiology Consultants Holdings LLC believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of Valley Radiology Consultants Holdings LLC's business. Valley Radiology Consultants Holdings LLC also intends to protect against the unauthorized use and removal of Company property. In addition, Valley Radiology Consultants Holdings LLC intends to assure its access at all times to Company premises and Company property, equipment, information, records, documents, and files. Accordingly, Valley Radiology Consultants Holdings LLC has established this Guideline concerning inspections and searches on Company premises. This Guideline applies to all employees of Valley Radiology Consultants Holdings LLC.

II. Definitions

For purposes of this Guideline:

- (1) "Prohibited materials" means firearms, except in states where carrying a concealed weapon is authorized by law, or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in Valley Radiology Consultants Holdings LLC's Drug-Free Workplace Guideline; drug-related paraphernalia; the unauthorized use or consumption of alcoholic beverages on Company property; or Company property and/or proprietary and confidential information belonging to a third party that an employee is not authorized to have in his or her possession. As posted inside all Company facilities and where permitted by state law, employees may transport authorized concealed weapons but such weapons must remain safely stowed in an employee's vehicle whether on or off company premises and may not be brought into any company facility.
- (2) "Company property" includes all documents, records, software, electronic codes, data, and files, in both hard copy and electronic form, relating to Valley Radiology Consultants Holdings LLC's business; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by Valley Radiology Consultants Holdings LLC
- (3) "Company premises" includes all premises and locations owned or leased by Valley Radiology Consultants Holdings LLC or under the control of Valley Radiology Consultants Holdings LLC, including parking lots, lockers, and storage areas.
- (4) "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- (5) "Possession" means that an employee has the prohibited material or Company property on his or her person or otherwise under his or her control.

III. Inspections and Searches

A. Access to Company Property

1. In order to ensure access at all times to Company property, and because employees properly in possession of Company property or information related to Company business may not always be available to produce the property or information when needed in the ordinary course of Valley Radiology Consultants Holdings LLC's business, Valley Radiology Consultants Holdings LLC reserves the right to conduct a routine inspection or search at any time for Company property on Company premises. In addition, Valley Radiology Consultants Holdings LLC reserves the right to access at all times information and communications stored in Company computer files and on Company disk-drives, (and in employee voicemail boxes and electronic-mail systems).
2. Routine searches or inspections for Company property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic

mail, or similar places where employees may store Company property or company-related information, whether or not the places are locked or protected by access codes and/or passwords.

3. Because even a routine search for Company property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Valley Radiology Consultants Holdings LLC.

B. Inspections and Searches for Prohibited Materials

1. Inspections or searches for prohibited materials in or on Company premises also will be conducted whenever Valley Radiology Consultants Holdings LLC has reasonable suspicion to believe that a particular employee or group of employees may be in possession of materials in violation of this Guideline. 2. Inspections or searches for prohibited materials may be conducted by an independent security service or by Company personnel.
2. Inspections or searches for prohibited materials may be conducted on a random basis at locations where employees enter or exit Company premises, without regard to whether there is reasonable suspicion that any employee may be in possession of prohibited materials in violation of this Guideline.
3. Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, Valley Radiology Consultants Holdings LLC may announce the inspection in advance, *except* for inspections or searches conducted at locations where employees enter or exit Company premises.
4. Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, computer, or similar places where employees may place personal possessions or information, whether or not the places are locked or password protected. Inspections or searches for prohibited materials also may include an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the employee while on Company premises.
5. In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender.
6. Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that Valley Radiology Consultants Holdings LLC will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employees were in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive Valley Radiology Consultants Holdings LLC of information that may clear them of suspicion. In addition, Valley Radiology Consultants Holdings LLC reserves the right to take appropriate action to prevent the unauthorized removal from Company premises of Company property.

IV. Approvals for Inspections

1. In instances in which the inspection or search is conducted because there is reasonable suspicion that a particular employee or group of employees may be in possession of prohibited materials in violation of this Guideline or may be using Company property in an unauthorized manner, and in instances in which an item of the employee's personal property will be searched, the inspection or search will be approved in advance by the Site Supervisor and by the Human Resource Manager or his or her designated alternate(s) in the event of unavailability.
2. All inspections or searches that are conducted as part of Valley Radiology Consultants Holdings LLC's program of periodic (and unannounced) inspections will be approved in advance by the Human Resource Manager, who will inform the Site Supervisor of the impending inspection prior to its occurrence.

V. Disciplinary Action

Employees who are found to be in possession of prohibited materials in violation of this Guideline and/or in violation of Valley Radiology Consultants Holdings LLC Property; Proprietary and Confidential Information Guideline, the Technology Use and Privacy Guideline, and the Drug-Free Workplace Guideline, or employees who are found to have used Company property in an unauthorized manner, will be subject to discipline, up to and including discharge, regardless of Valley Radiology Consultants Holdings LLC's reason for conducting the search or inspection.

VI. Confidentiality

Managers and supervisors will make their best effort to restrict communications concerning a violation or possible violation of this Guideline to persons who have an important work-related reason to know.

Electronic Surveillance

Purpose

Valley Radiology Consultants Holdings LLC prohibits employee possession or use of cameras in the workplace, including camera phones, as a preventive step necessary to secure employee privacy, trade secrets and other business information. However, Valley Radiology Consultants Holdings LLC reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

Restrictions on Employee Camera Use

Employees are prohibited from bringing cameras or other visual recording devices, including camera phones, into the workplace unless specific advance written authorization has been obtained from the department head. Authorization will be granted when a specific business purpose will be served by the possession or use of such a device and when its use will not violate employee privacy. Authorization may be granted in limited personal circumstances that will be reviewed on a case-by-case basis. Authorization may be revoked at any time for any reason. In such cases, employees will be given reasonable opportunity to remove the equipment from the premises.

Company Monitoring

Valley Radiology Consultants Holdings LLC reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information. Valley Radiology Consultants Holdings LLC may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so. Valley Radiology Consultants Holdings LLC will do so only after first ensuring that such action is in compliance with state and federal laws. Employees should not expect privacy in work-related areas. Employee privacy in non-work areas will be respected to the extent possible. Valley Radiology Consultants Holdings LLC's reasonable suspicion of an onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Employees should contact their supervisor or the Human Resources Department if they have questions about this policy.

Off-Duty Conduct

While Valley Radiology Consultants Holdings LLC does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests.

Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by Valley Radiology Consultants Holdings LLC, employees are expected to devote their energies to their jobs with the Company.

Employment that directly conflicts with the Company's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to Valley Radiology Consultants Holdings LLC explaining

the details of the additional employment. If the additional employment is authorized, Valley Radiology Consultants Holdings LLC assumes no responsibility for it. Valley Radiology Consultants Holdings LLC shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time if it interferes with job performance or represents a conflict of interest.

Political Activity

Many employees participate in political activities on their own time. Company time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. Valley Radiology Consultants Holdings LLC will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by Valley Radiology Consultants Holdings LLC announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that Valley Radiology Consultants Holdings LLC officially endorses or opposes any candidates for political office that Valley Radiology Consultants Holdings LLC itself has not publicly announced. Company employees are entitled to their own personal position.

The Company will not discriminate against employees based on their lawful political activity engaged in outside of work.

Prohibited Cell Phone Use

Employees may not use cell phones while on working time out of concerns for invasion of privacy, sexual or other harassment, protection of proprietary or confidential information, productivity, and workplace security. Employees also may not use cell phones containing audio or video recording devices or cameras in the following work areas that the Company has designated as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of his or her employment, such as documenting health and safety issues. This restriction applies to the following areas:

In areas that consist of patients, patient information, or violate HIPPA.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Company's objectives. The following conduct is prohibited and will not be tolerated by Valley Radiology Consultants Holdings LLC. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- Removing or borrowing Company property without prior authorization;
- Unauthorized use or misuse of Company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Company property;
- Participating in horseplay or practical jokes on Company time or on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating or participating in a disruption of any kind during working hours on Company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on Company premises;
- Violation of Company punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or Company policy, rule, procedure or violation of the Company's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the Company's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or Valley Radiology Consultants Holdings LLC remain free to terminate the employment relationship at any time, with or without reason or advance notice. Employees that are on written corrective action or probation may not be eligible for transfers, promotions or merit increases.

Punctuality and Attendance

As an employee of Valley Radiology Medical Consultants Group, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal or rest periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practicable of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 days, Valley Radiology Consultants Holdings LLC will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Wages

Advances

Valley Radiology Consultants Holdings LLC does not permit advances against paychecks or Paid time off (PTO). PTO is intended for vacation, illness, care for family members or other personal matters. Therefore, PTO cash outs are not permitted unless for emergent situations only. If you have any questions, please contact HR Manager.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to Valley Radiology Consultants Holdings LLC benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment;

Partial day deductions from available accrued vacation or sick leave balances will also be made by the Company when applicable.

It is Company policy to comply with these salary basis requirements. Therefore, Valley Radiology Consultants Holdings LLC prohibits all Company managers from making any improper deductions from the salaries of exempt employees. The Company wants employees to be aware of this policy and know that the Company does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or to HR Manager

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Expense Accounts

Valley Radiology Consultants Holdings LLC reimburses employees for pre-approved business expenses for the previous month will be paid on the 10th of the following month. Employees who have expense accounts or who have incurred business expenses must submit required receipts and the Employee Expense Reimbursement form to accounting no later than the 5th of the following month of each month.

Valley Radiology Consultants Holdings LLC will reimburse employees for the renewal of their licensure that is needed to perform the functions of the job. An employee will need to submit for reimbursement to the Accounting department the following: a copy of the invoice, copy of the payment made and a copy of the new licensure to be eligible for reimbursement.

If you have any questions about the Company's expense reimbursement policy, contact Accounting.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out. You are required to remain on the work premises during your rest break(s). You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

There may be practical considerations that make this general timing infeasible and that require Valley Radiology Consultants Holdings LLC to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Your rest break will be scheduled by site lead.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled by site lead

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work.

Your second meal period will be scheduled by site lead.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify HR Manager.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to direct supervisor and document the reason for the missed meal period or time worked.

Please also refer to the Valley Radiology Consultants Holdings LLC Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Valley Radiology Consultants Holdings LLC will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Valley Radiology Consultants Holdings LLC provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Reporting Pay

Nonexempt employees who report to work at Valley Radiology Consultants Holdings LLC's request, but are furnished less than half of their usual or scheduled day's work, will be paid for half the usual or scheduled day's work, but not less than two hours' pay or more than four hours' pay at their regular rate, without regard to the number of hours they actually worked, unless the reasons for the lack of work are beyond Valley Radiology Consultants Holdings LLC's control. Reporting time pay will not be paid to an employee on paid standby status who is called to perform assigned work at a time other than the employee's scheduled reporting time. Reporting

time hours are not counted as "hours worked" for overtime purposes beyond the time in which work actually is performed. For example, if an employee who is scheduled to work an eight-hour shift is sent home after three hours, the employee will receive four hours' pay for that day, but the fourth hour of reporting time pay will not be treated as time worked for overtime purposes.

Callback Pay

A nonexempt employee who is called back for a second work period in a workday and is given less than two hours' work will be paid a minimum of two hours' pay at the employee's regular rate of pay for the second work period, without regard to the number of hours actually worked, unless the reasons for any failure to furnish two hours of work are beyond Valley Radiology Consultants Holdings LLC's control. Callback time is not counted as "hours worked" for overtime purposes beyond the time in which work actually is performed.

Pay for Mandatory Meetings/Training

Valley Radiology Consultants Holdings LLC will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Payment of Wages

Paychecks are normally available at the HR Office for those employees not on direct deposit. If you observe an error on your check, please report it immediately to the HR Manager or your supervisor.

All employees of Valley Radiology Consultants Holdings LLC are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the workday before the holiday.

Valley Radiology Consultants Holdings LLC offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the HR department) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

Accurate Wage Statement Detail

Employee's wage statement (paystubs) will include the following detail for each pay period:

1. Amount of gross or net wages paid to the employee during the pay period.
2. Total hours worked.
3. Number of piece-rate units earned.
4. All deductions
5. Dates of the payroll period being compensated
6. Hourly rates in effect during pay period
7. Name and address of the employer (mailing address of the main office if different from physical address.
8. Name of the employee
9. Employee's last four digits of his/her social security number or an employee ID number
10. Sick leave or PTO available hours/days

Payment on Resignation, Termination, or Completion of Assignment or Term

If an employee resigns, his or her paycheck will be available on the final day of work, provided the employee has given at least 72 hours' prior notice. If an employee resigns without giving 72 hours' notice, his or her paycheck will be made available at the office at which the employee was performing services within 72 hours after the employee gives notice of the resignation, unless the employee requests in writing that his or her final paycheck be mailed, in which case Valley Radiology Consultants Holdings LLC will mail the final paycheck within three days after the employee gives notice. Employees who are terminated involuntarily will be paid on the day of the discharge. If an employee is hired for a specific assignment or otherwise has a defined term of employment, his or her paycheck will be available upon the completion of the assignment or employment term. In all cases, employees' final

Garnishments

Valley Radiology Consultants Holdings LLC complies with applicable state and federal laws regarding the garnishment and assignment of wages. Repeated garnishments for multiple debts can be grounds for discharge or other discipline as provided by applicable laws.

Payroll Deductions

Deductions for federal Income Tax, Social Security Tax, and Medicare are required by federal law. State Income Tax and State Disability Insurance deductions vary according to the state in which your work is performed. Other deductions for insurance or other benefits may be specifically authorized by the employee in writing or by electronic signature. Each paycheck stub itemizes amounts that have been withheld. It is the employee's responsibility to confirm the accuracy of payroll deductions and personal information and to notify their manager

immediately of any changes. It is important that employees keep this information for tax purposes. Questions about deductions should be directed to the employee's manager.

Timekeeping Requirements

All nonexempt employees are required to use a time-keeping software to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Employees must record their own time at the start and at the end of each work period. Employees must clock out for their meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." Working off the clock violates company policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to your supervisor.

Employees also must record their time whenever they leave the building for any reason other than Valley Radiology Consultants Holdings LLC business.

Employees will be required to certify that their time record is accurate.

Any handwritten marks or changes on the timecard must be initialed by a supervisor. Punching another employee's timecard, allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to Valley Radiology Consultants Holdings LLC's Meal and Rest Break Policy.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Company vehicle or their own vehicles for Company business will be required to show proof of current valid driving licenses and proof of insurability under the Company's policy or current effective insurance coverage before the first day of employment.

Valley Radiology Consultants Holdings LLC participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of his or her job, Valley Radiology Consultants Holdings LLC retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on Company business will be reimbursed at the rate of 54 cents per mile.

All employees who drive as a part of their job and any of its passenger(s), must wear a seat belt. Under no circumstances will you drive while under the influence of drugs and/or alcohol.

Notify Valley Radiology Consultants Holdings LLC immediately if you are no longer able to obtain a license to drive.

All traffic laws must be obeyed. Under no circumstances should an employee attempt to keep a specific time of arrival promised by breaking traffic laws, or by driving in an unsafe manner. Do not pick up hitchhikers or allow an unauthorized person to be a passenger in or to drive either the organization's vehicle or your own vehicle while being used on organization business.

Mobile Device Policy

Valley Radiology Consultants Holdings LLC prohibits the use of all handheld mobile devices including cell phones, smart phones, tablets, personal organizers, or other devices for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on Company business.

Employees may use hands-free mobile devices while driving when safe and lawful to do so. Special care should be taken in situations where there is heavy traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving.

Under no circumstances are employees allowed to use text devices to type or review text messages for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on Company business.

Ergonomics

Valley Radiology Consultants Holdings LLC is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Valley Radiology Consultants Holdings LLC believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact HR Manager.

Fragrance Policy

We strive to maintain a fragrance-free workplace. Employees may not wear any of the following in the workplace or when on the job, regardless of location, if they may come in contact with customers or coworkers: cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, fragranced deodorants and/or similar products.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, Valley Radiology Consultants Holdings LLC maintains an Injury and Illness Prevention Program. Every employee will receive a copy of The Company's General Safety Rules and will receive health and safety training as part of the Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives on Valleyrad.com.

You are required to know and comply with Valley Radiology Consultants Holdings LLC's General Safety Rules and to follow safe and healthy work practices at all times. You may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules.] You also are required to report immediately to your supervisor any potential health or safety hazards, and all injuries or accidents. First aid supplies are located at the front desk. The location of the nearest doctor and/or medical facility is posted at the breakroom

Right to Know: Employees have the right to know if they are working with a hazardous material. Employees may inspect the Material Safety Data Sheet (MSDS) on any hazardous material that is used in the workplace. Employees will be shown the location and contents of the MSDS booklets upon hire or at any time afterward by the store manager. A MSDS contains everything that you will want to know about the safe handling of a material. The categories of the MSDS are: product information, exposure situations, hazard prevention and protection, and other specific information. In compliance with Proposition 65, Valley Radiology

Consultants Holdings LLC will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Recreational Activities and Programs

Valley Radiology Consultants Holdings LLC or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

Valley Radiology Consultants Holdings LLC has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

The Company's workplace security program is described in detail in the Company's Illness and Injury Prevention Program (IIPP).

Workplace Violence

Valley Radiology Consultants Holdings LLC has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

| Example | Type of Threat |
|---|-----------------------|
| Saying, "Do you want to see your next birthday?" | Indirect |
| Writing, "Employees who kill their supervisors have the right idea." | Indirect |
| Saying, "I'm going to punch your lights out." | Direct |
| Making a hitting motion or obscene gesture | Nonverbal |
| Displaying weapons | Extreme |
| Stalking or otherwise forcing undue attention on someone, whether romantic or hostile | Extreme |
| Taking actions likely to cause bodily harm or property damage | Acts of violence |

The Company's workplace violence program is described in detail in the Company's Illness and Injury Prevention Program (IIPP).

Termination

Employee References

All requests for references must be directed to the HR manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, Valley Radiology Consultants Holdings LLC discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Valley Radiology Consultants Holdings LLC also will inform prospective employers of the amount of salary or wage you last earned.

Involuntary Termination and Progressive Discipline

Violation of Valley Radiology Consultants Holdings LLC policies and rules may warrant disciplinary action. The Company has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and Valley Radiology Consultants Holdings LLC may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Reductions in Force

Under some circumstances, Valley Radiology Consultants Holdings LLC may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Company will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Valley Radiology Consultants Holdings LLC will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service. Severance pay will be one week per year of service, with a maximum of six weeks.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at Valley Radiology Consultants Holdings LLC, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law). All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Confirmation of Receipt

PLEASE READ THE EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO THE HUMAN RESOURCES DEPARTMENT NO SOONER THAN SEVEN (7) AND NO LATER THAN (10) TEN DAYS AFTER RECEIPT.

I have received my copy of the Company's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Valley Radiology Consultants Holdings LLC is employment at-will; employment may be terminated at the will of either the Company or me. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Valley Radiology Consultants Holdings LLC and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Valley Radiology Consultants Holdings LLC.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. Valley Radiology Consultants Holdings LLC reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the President of Valley Radiology Consultants Holdings LLC, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the President has the authority to make any such agreement and then only in writing, signed by the President and me.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received my copy of the Company's Harassment, Discrimination and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Company is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____