



HIMSSSM

EMPLOYEE HANDBOOK

**United States Based
Employees**

**HIMSS EMPLOYEE HANDBOOK
UNITED STATES
2019**

INTRODUCTION..... 1

EMPLOYMENT PRACTICES..... 2

 Introductory Period.....2

 Employee Classifications2

 Employment of Relatives and Dating Relationships.....3

 Business Week.....3

 Lunch.....3

 Flexible Work Arrangements.....3

 Delayed Arrival and Absence.....5

 Job Abandonment.....5

EMPLOYEE BENEFITS.....5

 Health Insurance.....6

 Life Insurance.....6

 Short-Term Disability (STD).....6

 Long-Term Disability (LTD).....6

 Workers’ Compensation.....6

 Employee & Family Assistance Program – EAP.....7

 HIMSS 401(k) Plan.....7

 Incentive Program.....7

 Holidays.....7

 Floating Holidays.....8

 Vacation.....8

 Discretionary Leave.....9

 Family and Medical Leave Act (FMLA Leave).....9

Funeral Leave of Absence.....	13
Unpaid Leave of Absence.....	14
Sabbatical Policy.....	14
Military Leave.....	14
Jury Service.....	14
Voting.....	14
Corporate Social Responsibility.....	14
CAREER AND EMPLOYEE DEVELOPMENT.....	14
Tuition Reimbursement.....	14
Career Paths.....	15
Advancement Opportunities.....	15
Other Awards and Recognition.....	16
WORK ENVIRONMENT.....	16
Equal Employment Opportunity/Affirmative Action.....	16
Anti-Harassment.....	17
EEO and Anti-Harassment Policy Reporting.....	19
Reasonable Accommodation Policy.....	20
Controlled Substances and Alcohol in the Workplace.....	20
Smoke Free Environment.....	21
Compliance Program.....	21
Conflict Of Interest.....	22
Fraudulent Conduct & Whistleblower Policy.....	22
Solicitation and Distribution.....	24
OPERATING POLICIES.....	25
Wages.....	25
Pay Periods.....	25
Time Records.....	25
Pay Corrections.....	26

Deductions from Pay.....	25
Overtime Pay.....	25
Additional Time Off for Extensive Hours Worked.....	26
Personnel Files.....	26
Employment References and Verifications.....	26
Employee Referral Program.....	26
Casual Dress Policy.....	27
Standards of Conduct.....	27
Performance Evaluations.....	29
Disciplinary Action.....	29
Notice of Resignation.....	29
Confidential Information.....	29
Social Media.....	30
Electronic Communications.....	30
Personally Owned Equipment (BYOD).....	32
Inquiries from News Media.....	33
Work Authorization.....	33
Staff Travel Policy.....	33
SAFETY, HEALTH & SECURITY.....	33
Visitors.....	33
Violence in the Workplace.....	33
Weapons in the Workplace.....	34
Reporting Injuries.....	34
Inspections.....	35
Vehicle Safety.....	35

Introduction

HIMSS is a global voice, advisor and thought leader of supporting the transformation of health through information and technology.

As a mission driven non-profit, HIMSS offers a unique depth and breadth of expertise in health innovation, public policy, workforce development, research and analytics to advise global leaders, stakeholders and influencers on best practices in health information and technology. Through our innovation companies, HIMSS delivers key insights, education and engaging events to healthcare providers, governments and market suppliers, ensuring they have the right information at the point of decision.

As an association, we partner with hundreds of providers, academic institutions and health services organizations on strategic initiatives that leverage innovative information and technology. Together, we work to improve health, access and the quality and cost-effectiveness of healthcare. Our vision is: A world where everyone, everywhere, has access to a health and wellness ecosystem that works – one with the human at its heart. Our mission is: To reform the global health ecosystem by leveraging the power of information and technology. By creating an informed and empowered community of providers, innovators and individuals, we will enable an ever-improving state of health and wellness throughout the world.

We are pleased that you have joined HIMSS or HIMSS Media (collectively known as HIMSS or “the Enterprise” throughout this Handbook). This Handbook will inform you about our philosophy, employment practices, policies, and benefits of HIMSS in the United States. This Handbook is not and should not be construed as a contract of employment. Employment is considered employment “at will.” No employee is guaranteed employment for any period of time. This means that either you or HIMSS may terminate the employment relationship at any time, for any reason or no reason, without cause or notice. No person, except the President & CEO, has the authority to alter the employment at will status of any employee or to make enforceable promises to any employee regarding future terms of employment, and employees should not rely on such statements by any persons.

The employment policies and benefits described in this Handbook are those currently in effect. HIMSS reserves the right to unilaterally change, add to, discontinue or revise these policies and benefits in any way at any time, with or without notice, in its sole discretion. It is the responsibility of the employee to review these changes and understand that the revised information will supersede, modify or eliminate existing policies. The most current version of the Handbook will be maintained on our Intranet sites. This Handbook supersedes all existing policies and practices covering the topics addressed and any prior publications should be disregarded.

EMPLOYMENT PRACTICES

Introductory Period

The first ninety (90) calendar days of employment at HIMSS are considered an introductory period. The introductory period is a time for employees to learn their responsibilities. It is an opportunity to gain knowledge about our members, services and products and for getting to know fellow employees. And, it is the time when the supervisor will determine whether the employee can meet the position objectives and expectations.

During the introductory period, there will be regularly scheduled meetings with the employee and supervisor. The result will be a written description of personal goals for the fiscal year. Near the end of the introductory period, the supervisor and employee will meet and discuss the employee's progress towards achieving these goals. This discussion will be documented in a formal written performance evaluation. Going forward, the regular meetings will become the basis for establishing and monitoring the employee's goals and culminates with an annual Performance Evaluation.

During this introductory period, employees become eligible for and begin to earn certain discretionary benefits. Some non-discretionary and discretionary benefits become effective and/or begin accruing immediately upon employment, such as bereavement, jury service leave and accrual of vacation leave. Discretionary leave begins to accrue upon successful completion of the 90-day introductory period. Should you have any questions, please contact the Human Resources Department.

Nothing within this Handbook guarantees that an employee will be permitted to complete the introductory period. Successful completion of the introductory period does not guarantee continued employment for any specified time, nor does it require that an employee be discharged only for "cause." Accordingly, the right to terminate the at-will employment relationship at any time is retained by both the employee and the Enterprise.

Employee Classifications

Eligibility for certain benefits and employee's method of payment may depend upon an employee's status. The following categories of status are generally used:

1. Employees are categorized by law as either "exempt" or "non-exempt":

Exempt - employees are generally executives, managers, professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Non-Exempt - Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.

2. Employees are further categorized as full-time, part-time or project:

Regular, Full-Time - employees who have successfully completed the introductory period who are generally scheduled to work a minimum of 37.5 hours per week throughout the year.

Regular, Part-Time - employees who have successfully completed the introductory period and who are usually scheduled to work less than 37.5 hours per week throughout the year.

Project-based - employees who are hired to perform a specific project and/or for a specific limited purpose or period of time.

Employment of Relatives and Dating Relationships

While we allow the employment of relatives, to minimize conflicts of interest or favoritism, close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other or to work under the same immediate supervisor. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner” relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management and Human Resources of the relationship.

HIMSS reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Business Week

The normal business week is Monday through Friday, seven and one-half (7.5) hours a day or thirty-seven and one-half (37.5) hours a week. Schedules are arranged with and approved by supervisors and the department Vice President to ensure that there is adequate coverage between the hours of 8:30 a.m. and 5:30 p.m. Once hours are established, the employee is expected to maintain a consistent schedule each pay period. Temporary changes to the established schedule may be made with the prior approval of the employee’s supervisor or by providing a notification permitted by law.

Lunch

Full-time employees working a complete day must take a lunch break of 30 minutes to one hour lunch each day no later than five hours after the beginning period of the workday. The lunch period is unpaid. The time when lunch periods are scheduled varies depending on the needs of each department but is generally to be taken during the middle of the day. The supervisor, in discussion with staff, will establish lunch schedules.

Flexible Work Arrangements

HIMSS offers a variety of flexible work arrangements for employees that may include part-time employment, flexible work schedules and telecommuting. All teams must ensure that they have adequate coverage available to meet the operational needs of their departments when determining employees’ work schedules. Flexible work arrangements may be cancelled at any time.

Part-time Employment

At times, HIMSS may allow employees to work on a part-time basis. Employees who are regularly scheduled to work less than 37.5 hour per week will be considered part-time employees. Part-time employees may be eligible for certain benefits based on the amount of hours they are regularly scheduled to work. Employees interested in part-time employment must request in writing and get the approval of their supervisor, Senior Manager and the Vice President. The supervisor must forward the original, approved request to Human Resources for the employee’s personnel file and to prepare paperwork to adjust pay accordingly.

Flexible Work Schedules

Employees may be required to work a flexible workday and employees may request to work an occasional flexible workday or a flexible work schedule on a regular basis. The needs of some teams

may result in staff working flexible work schedules with beginning and ending times which differ from regular office hours. In these situations, the VP may set individual work schedules in order to meet the operational needs of the department. Some employees may not be eligible for a flexible schedule due to the nature of their jobs.

Employees may request to work a flexible work schedule beginning as early as 7:00 a.m. and ending as late as 6:00 p.m. Employees must maintain the same schedule within every pay period. Full-time employees may work a traditional work schedule of 7.5 hours per day or may work a different schedule as long as they work a minimum of 37.5 hours per week with the approval of the department Vice President. Approval for a flexible work schedule will depend on the business and operational needs of the team. Employees who are interested in a flexible work schedule must submit a written request and get the approval of their immediate supervisor, Senior Manager and the Vice President.

There may also be times when an employee is required to work more hours in order to complete their assignments. An example of this situation is a special project that requires staff to work different or more or less hours to complete an assignment.

Telecommuting

Certain employees who meet defined criteria related to job function and performance may be eligible to telecommute (i.e., work in a home-based office or at a site near the home instead of traveling to one of our office locations). Telecommuting may be allowed when it would benefit the Enterprise by improving the employee's job productivity, efficiency and effectiveness. Telecommuting may be established on a full-time or part-time basis. Employees who telecommute must describe how a telecommuting arrangement will benefit the Enterprise. Employees who telecommute on a part-time basis may select one or more days a week in which they will telecommute and they must provide the business reason for the selection of the particular day(s). Telecommuting arrangements will be made on a trial basis for the first three (3) months, and may be discontinued, at any time at the request of either the telecommuter or the supervisor, Senior Manager or the Vice President.

Only certain positions, at the sole discretion of the Enterprise, may be eligible for telecommuting. Generally, non-exempt positions and many coordinator type positions may not meet the criteria for telecommuting. The general, but not exclusive criteria for eligible positions include:

- positions with measurable results and deliverables; and
- positions which require minimal interaction with office-based staff.

Generally, employee criteria for working in a telecommuting position are:

- currently in good standing with a record of solid performance evaluations that meet or exceed our standards and is currently successfully performing his/her job duties;
- exhibit the following characteristics and work habits: self-motivated; good planners; strong time management skills; effective communicator; solid organizational skills; able to manage workload effectively; flexible, committed and responsible; results-oriented; willing to ask for and receive feedback; able to work independently with minimal supervision and able to work without continual direction and support from others; comfortable working and being alone; proven producers of high-quality work; and able to focus on priorities and meet deadlines;
- have a dedicated work space that includes a designated room to work in that will allow him/her to maintain an office like environment; a phone and computer equipment that enables him/her to work transparently (i.e., high-speed Internet, static-free land phone line, etc.); the ability to safeguard company data files and other proprietary information); and
- have no obligations (e.g., child or elder care) in the work setting that will interfere with the employee's ability to dedicate 100% of work time to their duties during regular working hours.

The Enterprise will fund one place of business for each employee – either at a company office or a home-based office. For employees who telecommute on a full-time basis, we will reimburse the employee for business-related expenses such as phone and Internet use (75 percent of the monthly bill for Internet service and 100 percent of land phone lines dedicated for Enterprise business),

shipping costs, etc. that are reasonably incurred in accordance with job responsibilities. The Enterprise will provide full-time telecommuting employees with appropriate office supplies (i.e., pens, paper, printer supplies, etc.) for successful completion of job responsibilities. For employees who telecommute on a part-time basis, we will maintain office space for employees regularly scheduled to work in the office and will not provide reimbursements for outside expenses.

The Enterprise reserves the right, at our sole discretion, to evaluate each request pursuant to this policy on a case-by case basis, and/or determine that employees of certain operational areas are ineligible for telecommuting arrangements by nature of their job function. We have the right to refuse to make telecommuting available to an employee. We also have a right to terminate a telecommuting arrangement at any time, for any reason or no reason. Nothing in this policy alters the employee's at-will employment status or otherwise guarantees employment for any specified period of time.

Employees who are interested in telecommuting should review the Telecommuting Agreement on the Intranet page and complete a US Telecommuting Request Form.

Delayed Arrival and Absence

In the event of an unplanned situation that prohibits an employee from arriving at the office on time or at all, the employee is required to contact his/her supervisor or the Human Resources Department (if they cannot reach the supervisor) and inform them prior to the delay or absence or as soon as possible. This notice will allow other staffs' schedules to be changed to ensure adequate coverage of the employee's responsibilities. Employees who fail to report absence or tardiness in a timely manner may be subject to disciplinary action.

In all situations, communication with the supervisor is critical. The employee should notify his/her supervisor before his/her regular starting time. A phone call or e-mail are acceptable means of notifying the supervisor, however, it is the employee's responsibility to ensure that the supervisor receives the message.

In the event an absence will continue for more than one (1) day, the employee must notify his/her supervisor each day of the absence unless prior arrangements have been made. If an employee is absent for three (3) consecutive days, they must provide a doctor's statement to the Human Resources department when returning to work.

While the Enterprise will take into account the occasional difficulties employees may encounter in coming to work, its attendance standards require that everyone report to work regularly and on time. Employees who are excessively absent or tardy without having made prior arrangements with the immediate supervisor or with the Enterprise's Human Resources Department will be subject to disciplinary action, up to and including termination.

Job Abandonment

Employees who do not report to work for three (3) consecutive days and who do not notify their supervisor and/or the Human Resources Department of such absence will be assumed to have voluntarily resigned their position. As a result, the employee will be considered to have voluntarily terminated his/her employment.

EMPLOYEE BENEFITS

HIMSS provides a comprehensive and competitive benefit package to eligible employees. The following is a general description of the benefits currently offered to eligible. The Enterprise may add, delete or modify any of these benefits at any time in its sole discretion. In the event of a conflict between the description of the benefits in this Handbook and the terms of the benefit plan document,

the plan document will prevail. Project-based employees are generally not eligible for employee benefits but individual benefit program criteria will be followed in determining eligibility.

If you have questions concerning any insurance coverage, contact the Human Resources Department.

Health Insurance

Regular, active employees scheduled to work 30 or more hours per week, who have applied for the Medical and Dental Insurance Plans, may be eligible for coverage on the first day of the month following their date of hire. HIMSS pays for the majority of these premiums and the employee pays the remainder. Employees who have applied for Vision Insurance, may be eligible for coverage on the first day of the month after they have completed 30 days of service. For more details, please contact the Human Resources Department.

Life Insurance

Regular, active employees scheduled to work 30 or more hours per week, who have applied for our Life Insurance Plans, may be eligible for our Life Insurance Plan and Accidental Death & Dismemberment Plan (AD & D). Coverage will begin 31 days from your hire date. Optional life insurance coverage plans for employees and eligible dependents are also offered. For more details, please contact the Human Resources Department.

Short-Term Disability (STD)

Regular, active employees working a minimum of 30 hours or more per week are eligible for the Short-Term Disability program. Under the STD policy, disability occurs when, due to an employee's sickness or injury, he/she is unable to perform his/her regular duties. The elimination period to qualify for STD is seven (7) days. At the end of the 7-day period, if qualified, an employee will receive a reduced percentage of his/her weekly earnings for up to a period of 13 weeks. Note: An employee's discretionary leave must be used prior to the use of STD. The Enterprise pays the expense of this insurance.

Long-Term Disability (LTD)

Regular, active employees working a minimum of 30 hours or more per week are eligible for LTD benefits. Under the LTD policy, eligibility to receive benefits begins the date the Short-Term Disability (STD) payments end or at ninety days, whichever date is later. Benefits begin the day after the elimination period is completed. The Enterprise pays the expense of this insurance.

Workers' Compensation

HIMSS provides insurance coverage for work-related injuries and illnesses as required by law. Employees who become ill or are injured on the job must report it immediately to their supervisor and the Human Resources Department. Failure to report such an incident or illness may affect the employee's benefit eligibility.

Employee & Family Assistance Program – EAP

The EAP is an employee benefit that provides confidential counseling to you or any member of your family. The service is staffed with trained professionals who are equipped to handle a variety of counseling needs related to work and personal issues. The EAP services are confidential. The EAP services are paid for by the Enterprise and are absolutely free. They are offered as an employee benefit at no charge to you or anyone else in your family 24 hours a day.

For more information call: 1-877-595-5281 (TDD: 1-800-697-0353) or go online: www.guidanceresources.com. Our ID is: EAPBusiness.

HIMSS 401(k) Plan

We offer a competitive 401k plan for eligible employees. The plan provides diversified investment options to help employees reach their retirement goals. Please refer to your summary of benefits guide for more details.

Incentive Program

An annual financial incentive program has been established to recognize qualified employees for their performance in helping to successfully meet and exceed HIMSS' goals. The incentive program may be budgeted annually by the Board of Directors.

An employee qualifies for participation in the Employee Incentive Plan if:

- He or she is a regular, full-time or part-time employee. Project-based employees, temporaries and student workers are not eligible for the Plan;
- His or her start date is before January first of the fiscal year;
- He or she received an overall annual performance evaluation rating of "Successfully Meets Expectations" or better at the end of the fiscal year;
- He or she is on active status and is not under a performance improvement plan at the time of distribution;
- He or she is not covered on any other the Enterprise incentive or commission plan; and
- He or she is employed at the time of distribution of bonuses.

Holidays

All full-time employees are eligible for paid holidays. Regular, part-time employees who work at least 30 hours per week may be eligible for holidays if they are scheduled to work on a holiday. The Enterprise observes the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Two (2) Floating Holidays

Holidays that fall on a Saturday will be observed on the preceding workday. Holidays that fall on a Sunday will be observed on the following Monday. Consecutive day holidays, such as Thanksgiving and the following day and Christmas Eve and Christmas, when falling on a weekend day will be observed on the adjacent workday.

Employees who wish to observe religious holidays not otherwise observed by the Enterprise may use their floating holidays or an earned vacation day or may be granted an unpaid day off.

Floating Holidays

Floating holidays are non-designated holidays available for the employee's use. They must be taken as a whole day, subject to pre-approval by the employee's supervisor. They must be taken within the calendar year in which they are earned and cannot be carried over to the following year. Unused floating holidays will not be paid upon termination.

Vacation

Regular, full-time employees and regular, part-time employees who are scheduled to work 30 hours or more are eligible for paid vacation. Full-time employees accrue vacation time from their date of hire on a semi-monthly basis. The vacation accrual rate is based on an employee's length of service and level of position. Eligible part-time employees will receive pro-rated time off benefits based on their length of service. Refer to your offer letter for specific information related to your vacation time eligibility

To facilitate scheduling, all requests for vacation generally should be made at least four (4) weeks in advance and approved by the employee's supervisor in the HRIS. If any conflicts arise in requests for vacation time, preference will be given to the employee who requests vacation first. If a holiday falls during a scheduled vacation period, that day will not be charged to an employee's vacation.

The Enterprise complies with all applicable state and federal laws in connection with the payment of accrued, unused vacation pay upon termination of employment.

Vacation Accrual

Vacation time for full-time employees is earned as follows:

Non-Senior Management Employees

<u>Years of Service</u>	<u>Days Earned Per Year *</u>
0 – 2	10
>3 – 5	15
>6 – 8	20
>9	25

Senior Management Employees (Directors and above)

<u>Years of Service</u>	<u>Days Earned Per Year *</u>
0 – 2	15
>3 – 5	20
>6	25

*Part-time employees who are scheduled to work 30 hours per week will receive 80% of the days earned listed above.

Vacation Carryover

At the end of each fiscal year (June 30), employees will be allowed to carry over vacation as follows:

<u>Weeks Earned</u>	<u>Carryover</u>
2, 3 or 4	2.0 weeks
5	2.5 weeks

Rehire of Employment:

If you are re-employed within 6 months of separating employment, you will be credited for your prior years of service when calculating vacation eligibility upon your rehire.

Discretionary Leave

Regular, full-time employees and regular, part-time employees who are scheduled to work 30 hours or more per week are eligible for paid discretionary leave. Upon the successful completion of the introductory period, a regular, full-time employee will begin to accrue five (5) hours of discretionary leave at the end of each full month of service, up to a maximum of eight (7.5 hours per day) discretionary days per calendar year. Discretionary leave will not accrue while an employee is on a short- or long-term disability leave or a workers' compensation leave. Discretionary leave may be carried over into the next fiscal year up to a maximum of 15 days. All discretionary leave for eligible part-time employees will be pro-rated based on an 80 percent work schedule.

Discretionary leave may be used for the following purposes:

- Employee illness and healthcare appointments
- Dependent illness and healthcare appointments
- Dependent-care emergencies
- Urgent personal business that can only be scheduled during business hours
- Bereavement leave not covered under other policy

Discretionary leave must be scheduled with and approved by the employee's supervisor at least one week in advance of the absence. This leave may be taken in increments of not less than one-half of a day or 3.75 hours.

Notice of an emergency discretionary leave must be given as soon as possible and always prior to the beginning of the employee's workday, to the employee's supervisor or if the supervisor is not readily available, to the Human Resources Department. Documentation of illness may be required at the Enterprise's discretion. Unused discretionary leave days are not paid upon termination.

Family and Medical Leave Act (FMLA Leave)

In accordance with the Family and Medical Leave Act of 1993 ("FMLA") as amended, employees who have been employed by the Enterprise at least a total of 12 months (during the last seven years) and who have worked at least 1,250 hours during the prior 12 months may take up to 12 weeks of family and medical leave per rolling 12-month period. This rolling 12-month period is measured backward from the starting date on which the employee uses any Family and Medical Leave ("FMLA leave"). The Enterprise also follows applicable state family leave laws. Employees with questions about their eligibility for FMLA leave should contact the Human Resources Department for more information.

The request for FMLA leave may be submitted to the Human Resources Department either in person or by telephone, e-mail, facsimile machine or other electronic means.

FMLA leave is available for the following reasons:

- for the birth and care of a newborn child of the employee during the first 12 months following the birth;
- for placement of a son or daughter for adoption or foster care with the employee;
- to care for a spouse, son, daughter, or parent with a serious health condition;
- when the employee is unable to work because of a serious health condition;
- for any qualifying exigency (i.e., urgent situation) arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; and
- to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member (in which case 26 weeks of family and medical leave per rolling 12-month period is allowed).

Spouses who are both employed by the Enterprise are limited in the amount of family leave they may take; for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition, to a combined total of 12 weeks (or 26 weeks if the leave is to care for a current member of the Armed Forces with a serious injury or illness). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Serious Health Condition

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities); or subsequent treatment in connection with such inpatient care;

OR

- Continuing treatment by a health care provider, which includes:
 1. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that **also** includes:
 - treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**
 - one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); **or**
 2. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**
 3. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**
 4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**
 5. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Military Family Leave

There are two types of Military Family Leave available:

1. Qualifying exigency leave. Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their FMLA Leave entitlement to address certain military urgent situations known as “qualifying exigencies.”

Leave may be used if the employee’s spouse, son, daughter or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. “Qualifying exigencies” may include:

- Short-notice deployment (up to 7 days of leave)
- Attending certain military events and activities

- Arranging for childcare and related activities
- Making or updating certain financial and legal arrangements
- Periods of rest and recuperation for the service member (up to 5 days of leave)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status)
- Other activities arising out of the service member's active duty or call to active duty and agreed upon by the Enterprise and the employee

2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

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; or is in outpatient status; or is on the temporary disability retired list for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty while on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

When both husband and wife work for the Enterprise, the aggregate amount of leave that can be taken by the husband and wife to care for a covered service member is 26 weeks in a single 12-month period.

Intermittent Leave

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. Intermittent leave may be taken in increments of 1.00 hours using paid time off before using unpaid time.

Military Family Leave due to urgent situations (i.e., qualifying exigencies) may also be taken on an intermittent basis.

Also, if intermittent or reduced hours leave is required, the Enterprise may temporarily transfer the employee to another position with equivalent pay and benefits that accommodate such leave better than the employee's regular position.

Notice and Certification

Requests for FMLA leave should be submitted in writing to the Human Resources Department. The requests should be submitted at least thirty (30) days before the leave is to begin. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the Enterprise as soon as practicable under the facts and circumstances of the particular case. Generally, employees must provide notice for unforeseeable leave within the time prescribed by the Enterprise's usual and customary requirements for requesting leave.

Employees must provide sufficient information to make the Enterprise aware of the need for FMLA leave and the anticipated timing and duration of the leave. The request should set forth the reasons for the needed leave so as to allow the Enterprise to determine whether the leave qualifies under the FMLA; the anticipated start date of the leave; and the anticipated duration of the leave. Depending on the situation, such information may include that the employee is unable to perform the functions of the job; that the employee is pregnant; the employee has been hospitalized overnight; if the leave is due to a qualifying exigency, that a covered military member is on active duty or call to active duty

status; that the employee or employee's qualifying family member is under the continuing care of a health care provider and/or if the leave is for a family member that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

An employee requesting Military Family Leave may be required to provide additional certification such as:

- a copy of the military member's active duty orders and certification providing the appropriate facts related to the particular qualifying urgent situation (i.e., exigency) for which leave is sought, including contact information if the leave involves meeting with a third party;
- a certification completed by an authorized health care provider **or** by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

When an employee seeks leave for a FMLA-qualifying reason for the **first** time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the Enterprise has previously provided the employee FMLA-protected leave, the employee **must** specifically reference either the qualifying reason for leave or the need for FMLA leave.

Job Restoration

Employees who return to work from the FMLA leave (i.e., within their maximum twelve (12) weeks per rolling twelve (12)-month period or up to 26 weeks for leave to care for a covered service member) will generally be reinstated to their former position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, such an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the Enterprise had continuously employed the employee during the FMLA period. Therefore, if changes in the Enterprise's business occurred during an employee's FMLA leave and the employee would have been terminated, laid off or reassigned had he or she been on active status, the employee is not guaranteed reinstatement.

If an employee returning from FMLA leave is among the top 10 percent in pay of the Enterprise's employees in that employee's office or work site or among the employees at that employee's office or work site combined with any other Enterprise office or work site and located within 75 miles, the Enterprise may choose not to return the employee to the same or similar position s/he had before his/her FMLA leave, if returning the employee to the same or similar position would cause substantial and grievous economic harm to the Enterprise.

If the employee cannot return to work when FMLA leave is exhausted, the Enterprise's need to fill the position may override its ability to hold the position open until the employee is able to return. In such cases, it may be necessary to terminate the employment relationship. Reapplication for employment may be considered when the former employee is once again able to work.

Employees on an FMLA leave must periodically notify the Human Resources Department of their status and intention to return to work, and they may be required to submit subsequent recertifications on a reasonable schedule. In addition, in order to return to work after an FMLA leave due to the employee's own serious health condition and as permitted by law, the employee must submit a certification from the health care provider that the employee is able to resume work, i.e., fitness for duty certification upon the employee's return.

Failure to meet the applicable notice, certification, or re-certification requirements may result in: a denial of a request for leave, delaying approval of the leave, a denial of reinstatement following the leave, counting the related absences against the employee's attendance record, or other disciplinary action.

Health Insurance and Other Benefits

During FMLA leave, the Enterprise will continue to pay its portion of the group health insurance premiums, and the employee must continue to pay his or her share of the premiums, including any premium increases. When paid leave is substituted for unpaid family medical leave, the Enterprise will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium by sending a check or money order (payable to their respective employer) in the amount of the bi-weekly premium and so that it is received by the Thursday on each pay date. An employee's healthcare coverage may cease and coverage may be lost, if the employee's premium payment is more than 30 days late. If the employee does not return to work after expiration of the leave, the former employee will be required to reimburse the Enterprise for the total amount of employer premiums paid during the unpaid portion of the leave. If the employee does not return because of the continuation, recurrence or onset of a serious health condition, or other circumstances beyond the employee's control, they will not be required to reimburse the Enterprise for the premiums it paid.

Employees will not lose any employment benefits earned and accumulated up to the date when their FMLA leave begins. However, employees are required to use their earned and accumulated paid discretionary leave, vacation days and floating holidays (in that order) in conjunction with FMLA leaves, unless the leave otherwise is paid (e.g. because the employee is receiving workers' compensation, short-term disability or long-term disability benefits). The time during which any leave is paid will be considered part of the employee's FMLA entitlement. Employees will not be entitled to more than 12 weeks of FMLA leave, paid or unpaid, in any rolling 12-month period or up to a total of 26 work weeks of FMLA leave, paid or unpaid, during a rolling 12-month period to care for a covered service member. Employees will not continue to earn additional paid vacation, paid holidays or paid floating holidays during their FMLA leave.

This policy is intended to comply with the Family and Medical Leave Act of 1993 as amended. The Enterprise will be guided by the specific provisions of the Act and related regulations issued by the U.S. Department of Labor when interpreting and applying this policy in individual cases.

Funeral Leave of Absence

Regular, full-time employees working 30 hours per week or more are eligible for a paid funeral leave of absence to arrange for and/or attend the funeral of an immediate family member. Employees are eligible for pay at their regular rate of pay for the scheduled hours of work, up to a maximum of 7.5 hours each day, for a maximum of three working days between the dates of death and funeral if such time is necessary. For purposes of funeral leave eligibility, "immediate family" includes the employee's spouse, domestic partner, child, parent, grandparent, brother, sister or immediate in-laws.

Unpaid Leave of Absence

Employees may request an unpaid leave of absence for up to 30 days with the approval of his/her immediate supervisor and department Vice President. Unpaid leaves of absence of up to 30 calendar days will not affect the employee's benefits and time off.

Sabbatical Policy

Sabbaticals will be made available to full-time employees who have been continuously employed with the Enterprise for seven (7) years or more, and have received satisfactory performance evaluations for at least four of the most recent years. If approved by Executive Management, sabbaticals will be provided on a full or part-time, unpaid basis. Employees are free to use this time as they wish.

A proposed sabbatical must be scheduled during the time of year that will have the smallest impact on the employee's team and must document how impending work will be accomplished in the

employee's absence. The proposal must have the support of the employee's supervisor and the department's Vice President. Executive Management reserves the right to deny or postpone the execution of any proposal.

Military Leave

The Enterprise complies with relevant federal and state laws regarding the provision of military leave, including Reserve and National Guard training.

Jury Service

Employees called for jury duty must inform their supervisors immediately so that arrangements may be made to complete their job responsibilities during their absence. Employees must promptly submit a copy of the jury summons to their supervisor and Human Resources. The Enterprise will provide employees with paid time off for their jury service, equal to their regular salary or to the amount they would have earned for their regularly scheduled hours, but only if the provisions of this policy are followed.

Voting

Employees are encouraged to vote before or after working hours. The Enterprise will grant up to two (2) hours' time off without pay to vote as required by applicable law.

Corporate Social Responsibility Program (CSR)

The Corporate Social Responsibility Program (CSR) allows you to participate with local organizations to volunteer your time and services, preferably in programs dedicated to improving health or healthcare within communities. Suggestions for activities might include:

- Volunteering at health fairs
- Health oriented walkathons
- Elder care facilities
- Healthcare outreach centers
- Children's health services
- Organizations that serve veterans
- Shelters
- Environmental affairs and many more!

If you are a regular, active full-time employee you will receive a maximum of two (2) paid days off per calendar year to participate in external charitable causes. If you are a regular, part-time employee you may also participate although your volunteer time will be pro-rated based on your schedule. Days off for CSR events can be taken in ½ or 1 day increments and must be pre-approved by the immediate manager and the department Vice President. All volunteer time must be tracked in the time off system.

Please refer to the Corporate Social Responsibility Program on the Intranet Page for more information.

CAREER AND EMPLOYEE DEVELOPMENT

Tuition Reimbursement

The Enterprise recognizes that quality education is an integral part of employee development and

financially supports qualified employees who are pursuing educational goals. Employees must complete a tuition reimbursement form and get approval before beginning college-level courses. Please refer to the Tuition Reimbursement Policy.

Career Paths

The Enterprise encourages staff to discuss with their supervisor and Human Resources career opportunities, professional development and promotion opportunities at the Enterprise. While qualified internal candidates are always encouraged to apply for open positions, defined career ladders are not available for all employees.

In addition to pursuing open positions, staff and their supervisors should regularly discuss professional development opportunities as a method to expand individual competency. These include such things as: job expansion, lateral moves, job-related professional memberships, and team trainings. As staff gains additional knowledge and skill, they may be considered for additional responsibilities within their current position.

Professional development opportunities take many forms. In addition to taking advantage of the Enterprise's tuition reimbursement program, staff is encouraged to plan with their supervisor participation in such things as certificate programs and professional certification. The Enterprise also supports for staff participation in their job specific organizations such as the HIMSS Chapters, American Society of Association Executives and the local association executives organizations.

Advancement Opportunities

Promotions/Job Transfer Placements

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are generally posted on the company Intranet and on the Enterprise's website. It is the Enterprise's policy to promote and transfer from within whenever appropriate. Employees are encouraged to pursue advanced positions or lateral transfers for which they qualify. To be eligible to apply for an open position, employees must have been in their current positions for a minimum of 6 months and must be performing at a satisfactory level. Employees who are on Performance Improvement Plans (PIPs) are not eligible for transfer or promotion. In rare situations, management may at its sole discretion waive the 6-month period based on considerations such as individual qualifications and business needs.

All internal applicants who meet minimum job qualifications will be considered for posted positions upon timely submission of a cover letter and resume to the Human Resources department as outlined in the job posting. Employees must notify their immediate supervisor of their interest in another position if they advance to the second round of interviews. Job-related criteria such as performance evaluations, service records and attendance will be considered by the hiring manager, and current job performance will weigh heavily in that consideration.

Upon selection of an internal candidate, the first ninety (90) calendar days in the new position are considered an introductory period. The introductory period is a time for employees to learn their responsibilities. It is the time when the employee gains knowledge about the department, services and products and gets to know new fellow employees. And, it is the time when the supervisor will determine whether the employee can meet the position objectives and expectations.

Should it be determined at any time during the introductory period that the employee is unsuited for the new position, management may, at its discretion, return the employee to his/her former job. If this is not possible, an attempt may be made to reassign the employee to a job comparable to the position held prior to the promotion or transfer. If an appropriate position is not available, the employee may be terminated consistent with the employee's at-will employment relationship.

Placement and promotion activities are closely monitored to ensure that they are consistent with our commitment to the Enterprise's success and to conform to Equal Employment Opportunity law. Based on considerations such as business needs and the expertise required to perform an available position, the Enterprise may elect to recruit external candidates simultaneously.

Other Awards and Recognition

The Enterprise believes it is important to recognize staff for helping to achieve our goals. In addition to being recognized by your supervisor, you may also be recognized by the Enterprise for exceptional performance, professional development and years of service and living our values.

Staff may be nominated by their Vice President and be recognized with an *Award of Excellence* at the end of the fiscal year for exceptional contributions to the Enterprise.

The Enterprise values professional development and recognizes employees who take the extra effort to develop their skills by: earning a degree; completing the U-Conn certificate program in HIT; earning senior or Fellow status; earning a professional designation (i.e., CPHIMS, Certified Association Executive, Certified Project Manager, etc.). Employees who achieve these milestones will be recognized annually.

Employees who receive degrees from accredited colleges and universities will also receive a monetary award upon earning the following degrees:

Undergraduate degree
Masters/Graduate degree
Doctorate

WORK ENVIRONMENT

Equal Employment Opportunity/Affirmative Action

The Enterprise is an equal opportunity and affirmative action employer that strictly prohibits unlawful discrimination and retaliation. It is the Enterprise's policy and commitment to ensure that all employment-related decisions are made without regard to age, color, race, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, citizenship status, physical or mental disability or condition, veteran's status (including circumstances of discharge), marital status, genetic information, order of protection status, use of medical marijuana or other legally protected status as required by relevant law. It is the Enterprise's policy to treat all employees as fairly and equitably as possible, to judge all employees based upon such factors as their performance, skills and abilities, and by so doing, to comply with or exceed the requirements of all applicable federal, state and local laws relative to equal employment opportunity. This policy applies to employment decisions as well as to all other personnel policies such as transfer, layoff and rates of pay.

To assure full implementation of this equal employment opportunity policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship status, sex (including pregnancy), sexual orientation, gender identity, veteran's status (including circumstances of discharge), age, marital status, use of medical marijuana, physical or mental disability or condition, genetic information, order of protection status, or any other legally protected status.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are

administered without regard to race, religion, color, veteran's status (including circumstances of discharge), national origin, citizenship status, sex (including pregnancy), sexual orientation, gender identity, age, marital status, use of medical marijuana, physical or mental disability or condition, genetic information, order of protection status, or any other legally protected status.

- c. No employees or applicants shall be subjected to retaliation, including through harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint with a good faith belief that they have been subjected to unlawful discrimination, including harassment, or retaliation; (2) assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice under a good faith belief that it violated any federal, state or local law requiring equal employment opportunity or (4) exercised any other right protected by federal, state or local law requiring equal employment opportunity.
- d. We will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

This policy is designed not only to comply with legal obligations, but also to create a more positive work experience for everyone concerned. Any concerns raised under this policy will be resolved, in management's judgment, not only to prevent unlawful discrimination and retaliation, but also to create a more positive work environment for all employees.

The VP, HR will be responsible for the day to day implementation and monitoring of this Equal Employment Opportunity/Affirmative Action Policy. If you have any questions regarding this policy or a possible violation, we urge you to contact the VP, HR right away using any means you feel comfortable with. The VP, HR has an "open door" policy and would be happy to speak with you:

Vice President, Human Resources
HIMSS 33 W. Monroe Street, Suite 1700, Chicago, IL 60603
312.915.9218

Please also feel free to contact your immediate supervisor or someone in the Human Resources department. If they cannot answer your particular question, they will find someone who can.

Anti-Harassment

Harassment Prohibited

The Enterprise strictly prohibits unlawful harassment and fully supports the right of its employees and applicants for employment to seek, obtain and fully participate in employment opportunities free of harassment based on age, race, sex (including pregnancy), sexual orientation, gender identity, color, marital status, religion, national origin, citizenship status, use of medical marijuana, physical or mental disability or condition, veteran's status (including circumstances of discharge), genetic information, order of protection status or any other status protected under relevant federal, state and local law. Such conduct can be demeaning and is contrary to the Enterprise's philosophy of providing a productive and professional work environment. Such behavior will not be tolerated.

This policy is designed not only to comply with legal obligations, but also to create a more positive work experience for everyone concerned. Any concerns raised under this policy will be resolved, in management's judgment, not only to prevent unlawful harassment, but also to create a more positive

work environment for all employees.

Definition

Prohibited harassment may take different forms and may be based on any of the different factors listed above, as well as any others protected under relevant federal, state and local law. One specific form of prohibited harassment based on sex is an unwanted demand for sexual favors. Other examples of what could be prohibited harassment include:

- a. Derogatory statements about a person's sex (including pregnancy), sexual orientation, gender identity, race, physical or mental disability or condition, religion, color, marital status, national origin, citizenship status, veteran's status (including circumstances of discharge), use of medical marijuana, genetic information, order of protection status, age, or any other status protected under relevant federal, state and local law;
- b. "Jokes" of a racial or ethnic nature; sexually suggestive comments, gestures or pictures; and unwanted physical contact, including touching and pinching.

Any questions on this Anti-Harassment policy, including about whether a situation is a specific violation of this Anti-Harassment policy, should be directed to the Human Resources Department. Employees should avoid any questionable conduct until the employee clarifies his/her obligations under this policy.

The designated Human Resources staff have an "open door" policy and would be happy to speak with you:

Vice President, Human Resources
HIMSS 33 W. Monroe Street, Suite 1700, Chicago, IL 60603
312.915.9218

Please also feel free to contact your immediate supervisor. If they cannot answer your particular question, they will find someone who can.

Sexual Harassment

It is against the Enterprise's policy for any manager, supervisor, employee, member, vendor, customer, client or any third party, male or female, with whom employees must come in contact while performing their job duties, to harass any Enterprise employee by:

- making, threatening to make, or suggesting that unwelcome sexual advance or requests for sexual favors are a requirement for any type of job opportunity or benefit; or
- imposing or threatening to impose consequences for rejecting or accepting such unwelcome sexual conduct; or
- engaging in unwanted verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile or offensive environment for another person, whether or not such an effect was intended.

All staff is expected to behave in a manner appropriate for a professional work environment, and not just to avoid the most extreme, unlawful actions. Therefore, some types of conduct that may be acceptable in an informal social setting will not be considered acceptable at work, while performing work duties and at work-related events, including social events. For example, sexually oriented pictures and/or conversations may be appropriate in private interactions between consenting individuals, but they are never appropriate at work, while performing work duties or at work-related events, including social events. On the other hand, sexual harassment does not include occasional, non-sexual compliments (e.g., politely complementing a co-worker's new hairstyle) or voluntary relationships between co-workers that do not interfere with job performance and/or have a negative impact on the Enterprise's professional work environment. Any questions about what is appropriate

can and should be directed to your immediate supervisor, the Human Resources Department staff.

Whatever form it takes—verbal, non-verbal or physical—all types of prohibited harassment and such conduct will not be tolerated in connection with employment at the Enterprise. All supervisors, employees, members, and third parties doing business with the Enterprise are expected to be aware of their conduct and its impact on others and to comply with this policy. *No one* is exempt. The Enterprise will continue to take appropriate preventative measures to prevent harassment and, if it does occur, to take appropriate and prompt remedial measures designed to ensure that it does not happen again.

EEO and Anti-Harassment Policy Reporting

Reporting Procedure

If an employee believes that he/she has observed conduct that is prohibited by these policies, or if any employee feels he/she has been a target of such discrimination, harassment or retaliation, the employee should, if feasible, clearly state his/her objection to the discrimination, harassment or retaliation, and any reasonable objection he/she makes should be respected by others. However, if an employee is uncomfortable taking this action, or if the conduct does not stop after the employee has stated his/her objections, the affected employee should immediately contact his/her supervisor. Supervisors have an obligation to report potential discrimination, harassment and retaliation situations immediately to the Human Resources Department:

Vice President, Human Resources
HIMSS 33 W. Monroe Street, Suite 1700, Chicago, IL 60603
312.915.9218

Employees do not need to contact their immediate supervisor first, but may if they feel comfortable doing so. Otherwise the employee should go directly to the Human Resources Department and notify them of the facts and concerns by phone, in person or in writing using the contact information above.

If an employee does not feel comfortable using these standard reporting procedures, an employee may make an anonymous report through our compliance hotline operated by Navex Global, an independent third party. The anonymous reporting telephone number is 877-563-1078; or you may report anonymously via the Internet at <https://www.reportlineweb.com/HIMSS>.

Obligation to Report

Delay in raising these concerns often leads to more difficult situations. Employees who feel they have been targeted by discrimination, harassment or retaliation barred by company policy are encouraged not to delay in reporting it.

Employees believing in good faith that they have observed conduct that is prohibited by these policies *must* report it to their immediate supervisor, the Human Resources Department using the contact information above as soon as possible. Failure to do so could result in disciplinary action up to and including discharge.

Supervisors receiving a complaint of a violation of these policies *must* report it to the Human Resources Department using the contact information above as soon as possible. Failure to do so could result in disciplinary action up to and including discharge.

Investigation Procedure

The Enterprise will look into the matter in as timely and discreet a manner as possible. The Enterprise may consult with outside experts to help gather the relevant facts and normally will confer with the people involved and any named or apparent witnesses. The Enterprise prohibits retaliation against any employee for making a good faith report of harassment. No one will be subject to retaliation for bringing good faith concerns to the Enterprise's or a governmental agency's attention or for assisting

in an investigation, whether internal or external. All supervisors, employees, members and third parties are expected and required to cooperate truthfully and completely in this process. Their failure to do so could result in either disciplinary action, up to and including discharge, or the Enterprise terminating its business relationship with the third-party.

Consequences

If the investigation leads the Enterprise to conclude that discrimination, harassment or retaliation in violation of these policies has occurred, the Enterprise will take, in its sole discretion, reasonable action to stop the discrimination, harassment or retaliation promptly and to prevent it from happening again. Depending upon the seriousness of the misconduct and the surrounding circumstances, including whether the conduct was intentional and/or repeated, the consequences of employee violation of this policy may include termination, suspension, disciplinary probation, transfer and/or other appropriate actions in the judgment of the Enterprise's management. Other types of preventative action may be necessary in situations involving outside parties over whom the Enterprise has limited control.

Reasonable Accommodation Policy

The Enterprise is committed to the fair and equal employment of individuals with disabilities. It is the Enterprise's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the Americans with Disabilities Act (ADA) as amended, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

Requesting a Reasonable Accommodation

A "reasonable accommodation" is any change or adjustment to the job application process, work environment, or work processes that would make it possible for an individual with a disability to perform the essential functions of the job. The Enterprise will seek to provide reasonable accommodations at the request of an individual with a disability and for known disabilities which may require reasonable accommodations.

An employee with a disability that makes him or her unable to perform an essential function of their position is responsible for requesting an accommodation from the Human Resources Department or his or her supervisor. The employee should submit the *Reasonable Accommodation form* (available on our Intranet sites) to the Human Resources Department. Upon request, the employee may be required to submit medical documentation.

The Human Resources Department will work with the employee, the supervisor (if applicable) and other resources to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job. While an individual's preference will be considered, the Enterprise is free to choose between an equally effective accommodation with consideration toward expense and impact on the rest of the organization.

Confidentiality

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Controlled Substances and Alcohol in the Workplace

The Enterprise is committed to providing a safe workplace and a work environment free from the effects of alcohol and substance abuse. **The following conduct is strictly prohibited and will result in immediate disciplinary action up to and including discharge:**

Reporting to work and/or entering the Enterprise's premises under the influence of alcohol or controlled substances; or

The use, possession, sale, manufacture, purchase or transfer of alcohol or controlled substances on the Enterprise property including parking lots, offices, desks and lockers or while conducting business-related activities off-site, and in personal items carried on and off of the Enterprise property.

This policy does not apply to employees who are taking prescribed medications in an appropriate manner. Employees who are taking medications that have an adverse effect on performance or give rise to safety concerns should advise their supervisor or the Human Resources Department. Reasonable accommodation will be provided as required by applicable law. Such communications will be treated as confidential.

Employees are encouraged to seek voluntary treatment for alcohol and/or substance abuse problems. If an employee wishes assistance or referral information, he or she should contact the Human Resources Department or the Employee Assistance Program for information. All such inquiries will be treated as confidential. Participating in a treatment program, however, does not excuse or limit the employee's obligations to meet performance standards established for all employees and/or to comply with this policy.

Smoke Free Environment

The Enterprise has a no-smoking policy and a completely smoke-free environment. Smoking is not permitted in the workplace, the building or in areas immediately adjacent to the building, or at company sponsored meetings and events. Compliance with this policy is a condition of hire and continued employment.

Compliance Program

The Enterprise has a comprehensive compliance program in place to inform employees of legal and ethical responsibilities, monitor our performance in carrying out those responsibilities, and respond to detected problems. The Business Code of Conduct is one part of our Comprehensive Compliance Program ("CCP") and states the ethical standards for the organization. As employees of the Enterprise, we are responsible to comply with the law and to make decisions based solely on the Enterprise's best interests. This Code is designed to help employees do that. The Policy and Procedure Manual is another part of the CCP designed to inform employees of the Enterprise's operating policies and guide you through its practices and procedures.

It is not possible to put everything in a code or written policy, and situations may arise which require an employee to make a decision that the Enterprise guidelines cannot make for the employee. In these cases, the Enterprise relies on employees' personal and professional integrity. Our reputation and continued success are dependent upon our employees' ability to consistently demonstrate sound judgment and to deal fairly and honestly with others.

The Enterprise has set up reporting procedures for employees to report potential or actual legal, EEO, discrimination and/or ethical violations. Employees may contact their supervisor or Human Resources to make a report. If an employee does not feel comfortable using these standard reporting procedures, an employee may make an anonymous report through our compliance hotline operated by Navex Global, an independent third party. The anonymous reporting telephone number is 877-563-1078; or you may report anonymously via the Internet at <https://www.reportlineweb.com/HIMSS>.

Examples of business conduct issues that employees should report include:

- Accounting and auditing irregularities
- Theft and fraud
- Conflicts of interests

- Destroying, altering or falsifying company records
- Disclosure of proprietary information
- Misuse of corporate assets
- Harassment, discrimination, retaliation or other EEO matters
- Bribery
- Threats to physical safety

Consistent with applicable state and federal law, the Enterprise prohibits retaliation against individuals who make good faith reports of wrongdoing covered by this policy, or who cooperate in the investigation of such reports. Such retaliation includes, but is not limited to action adversely affecting the terms or conditions of the individual's employment, threats of physical harm, loss of job, punitive work assignments, or reductions impact on salary or wages.

Reporting personnel who believe that they have been retaliated against may also file a complaint with the VP, HR or President & CEO.

Retaliation prohibited by this policy will result in disciplinary action against the employee who is the retaliator, up to and including termination of employment. Depending on the circumstances, civil and criminal prosecution also may result. This protection from retaliation does not prohibit the Enterprise from managing its business in the normal course and supervisors may continue to manage and take action, including disciplinary action, within the usual scope of their duties and based on performance-related factors.

Conflict Of Interest

A conflict of interest may occur when an employee or any party related to the employee is in a position to profit directly or indirectly because of the employee's position or influence with the Enterprise. Examples of related parties include members of the employee's family or family members' employers.

Employees are responsible for reporting all potential and actual conflicts of interest to their immediate supervisor and the Human Resources Department prior to the situation occurring. It is important that employees disclose such a situation immediately so that it may be reviewed by the Enterprise to determine if a conflict is present. Failure to do so is considered unacceptable conduct and may result in disciplinary action up to and including termination.

Fraudulent Conduct & Whistleblower Policy

Background

The integrity of the Enterprise's business practices and policies is paramount. For this reason, it is the Enterprise's desire and commitment to conduct its business in compliance with its legal obligations and to maintain a workplace where it can receive information concerning possible illegal conduct and where employees can raise their good faith concerns free of the fear of retaliation.

The Enterprise will investigate all credible allegations of potential illegal conduct, including fraudulent use or misuse of the Enterprise resources and property by staff, volunteers, or members. Employees that are found to have engaged in such conduct will be subject to disciplinary action, up to and including termination of employment, as well as civil and criminal prosecution, as appropriate. Other appropriate action will be taken when the conduct of volunteers or members is involved.

Illegal or fraudulent conduct as referred to in this policy includes, but is not limited to, a deliberate act or failure to act with the intention of obtaining an unauthorized/illegal benefit, which conduct is in violation of applicable federal, state or local law. Examples of such conduct include, but are not limited to:

- Falsification, forgery or alteration of Enterprise documents

- Illegal alteration or manipulation of computer files
- Accounting practices and reporting fraudulent financial information
- Pursuit of a benefit or advantage in violation of Enterprise policy
- Misappropriation of Enterprise resources, such as supplies, funds, and other assets
- Authorizing or receiving compensation for goods not received or services not performed

Individuals making good faith reports of suspected fraudulent conduct are often referred to as “whistleblowers.” Any Enterprise employee, volunteer or member who has witnessed or otherwise learned of conduct he/she feels is in violation of this policy should immediately report such conduct to one or more of the parties specified in the policy who will be responsible for investigating the activity and for determining what corrective measures should be taken. In some instances, corrective measures may include reporting matters to appropriate law enforcement authority. Such reporting is part of each employee’s, member’s and volunteer’s responsibilities; it is not optional.

All reports of suspected illegal conduct will be investigated by the designated staff and if applicable, reported to law enforcement authorities. Due to the nature of these investigations, the Enterprise will not discuss the outcome with individuals unless there is a legal requirement to do so.

Reporting Process

The Enterprise has established a system of management controls, designed to detect and deter fraudulent and dishonest conduct in all areas of the organization, and supervisors are required to implement such controls and to report possible illegal conduct.

An employee, member or volunteer who feels he/she has observed or heard of conduct prohibited by this policy is required to report his/her concerns to the Vice President (VP) of Human Resources, or the Executive Vice President and Chief Operating Officer (COO) immediately. If the situation involves the Vice President of Human Resources, the report should be made to the COO. If the situation involves the COO, the report should be made to the VP of Human Resources and President & CEO (President). If the situation involves the President, the report should be made to the VP of Human Resources and the Chair of the Board of Directors.

Reports may be made orally (in person or over the phone) or in writing. They also may be made anonymously. To assist in reviewing and, if necessary, investigating complaints, the person making the report should provide as much factual, rather than speculative, information as possible. To the extent possible, the following information should be included:

- the alleged event, matter or issue that is the subject of the complaint or concern;
- the name(s) of the person(s) involved;
- if the complaint or concern involves a specific event or events, the approximate date(s) and location(s) of each event; and
- any additional information, documentation or other evidence believed to support the complaint or concern.

Reasonable care will be taken while investigating alleged fraudulent conduct to avoid:

- False Allegations. Staff making such allegations in bad faith will be subject to disciplinary action. False allegations may also result in legal claims by the individual/s wrongfully accused of such

conduct. However, staff making allegations in good faith will not be subject to disciplinary action and must make a report.

- Loss of Confidentiality. Premature notice to persons suspected of illegal conduct and/or disclosure of suspected fraudulent conduct to individuals not involved with the investigation could jeopardize the integrity of the investigation as well as result in harm to individuals and the Enterprise.
- Violation of any legal obligations of the Enterprise.

A supervisor who receives a report of suspected illegal conduct are required to:

- Immediately report the incident to the VP of Human Resources, the COO, or the President & CEO as described above.
- Maintain strict confidentiality and not discuss the allegation with anyone else, including especially the person suspected of the fraudulent conduct. The matter should be disclosed only to the VP of Human Resources, COO, President, the Enterprise's legal counsel, or an authorized law enforcement officer.
- Direct all inquiries regarding the matter (except those from the media), including any inquiries from any attorney retained by the suspected individual, to the VP of Human Resources.
- Direct all inquiries from the media to the Public Relations staff.

Confidentiality

The Enterprise will keep the whistleblower's identity and nature of the complaint as confidential as possible, to the extent consistent with conducting the investigation.

Non-Retaliation

Consistent with applicable law, the Enterprise will not tolerate any retaliation, harassment or discrimination against individuals who make good faith reports of wrongdoing covered by this policy, or who cooperate in the investigation of such reports. Examples of retaliation may include, but are not limited to: action adversely affecting the terms or conditions of the individual's employment, threats of physical harm, loss of job, punitive work assignments, or the reduction of salary or wages.

Whistleblowers who believe that they have been retaliated against may file a complaint with the VP, HR, EVP & COO, or President & CEO.

Retaliation prohibited by this policy will result in disciplinary action against the employee who is the retaliator, up to and including termination of employment. Depending on the circumstances, civil and criminal prosecution also may result. This protection from retaliation does not prohibit the Enterprise from managing its business in the normal course and supervisors may continue to manage and take action, including disciplinary action, within the usual scope of their duties and based on performance-related factors.

Solicitation and Distribution

Employees are encouraged to take an active part in their professional societies, civic affairs and charities. However, in order to avoid interruption of work and to protect employees from unnecessary annoyance, the Enterprise strongly discourages employees from engaging in solicitations during the employee's working hours. In the unlikely event this occurs, under no circumstances should an employee feel obligated to participate in the activity. The Enterprise also prohibits solicitation or distribution by non-employees at all times on the Enterprise premises.

OPERATING POLICIES

These policies are intended to provide you with general guidelines and are not intended to be an inclusive list.

Wages

Wage and salary levels generally are reviewed on an annual basis using external resources.

Pay Periods

The payroll typically is deposited into the employee's designated financial institution every other Thursday. The same schedule applies in the case of an employee who elects to receive a paper paycheck. There are twenty-six (26) pay periods per year. The payroll workweek begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight, prior to the payday.

Time Records

The Enterprise is obligated by law to keep accurate records of the time worked by employees. Non-exempt employees accomplish this by using the automated Employee Time Sheet. All non-exempt employees are required to record accurately their arrival and departure times (including lunch periods) every day. In the event of an error in recording time, the employee should notify the supervisor immediately.

No one may record hours worked or change hours on another employee's time sheet, except the supervisor in order to make a correction. Doing so or having another employee do so may result in disciplinary action leading to and including dismissal.

Automated non-exempt Employee Time Sheets must generally be completed no later than 5:00 p.m. CT on the last business day of the pay period (Friday).

Pay Corrections

HIMSS takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck. In the unlikely event that there is an error in the amount of pay, an employee should promptly bring it to the attention of the Finance department so that corrections can be made as quickly as possible. Human Resources, Finance and the employee will work out an arrangement for the pay to be corrected within a reasonable period of time.

Deductions from Pay

Certain deductions are taken from employees' pay based upon governmental requirements and elective deductions authorized by the employee. These deductions include such mandatory items as taxes and contributions to the Social Security System. Examples of authorized deductions include direct payroll deposit, insurance premiums and employee savings accounts. Deductions are listed on each payroll stub and summarized annually on the employee's W-2 Form.

The amount of some of the deductions depends on the employee's earnings and on the information furnished regarding the number of dependents' exemptions claimed on the employee's W-4 form. Any change in an employee's name, address, marital status or number of exemptions must be reported to Human Resources immediately to ensure proper credit for tax purposes.

Overtime Pay

On occasion it may be necessary to schedule non-exempt employees to work beyond the scheduled

business day. Normally, such overtime work will be assigned on a voluntary basis. However, on some occasions, and/or if there are insufficient volunteers, employees may be required to perform overtime work on a mandatory basis. The Enterprise will attempt to advise employees, as far in advance as possible in the event overtime work will be necessary.

All overtime must be authorized in advance by the employee's supervisor and/or Senior Manager. If an employee works overtime without the prior approval of the employee's supervisor and/or Senior Manager, the employee can be subject to disciplinary action up to and including termination. All overtime worked regardless of whether authorized or not, must be reported by the employee and the employee will be paid for such overtime.

All non-exempt employees will receive overtime pay for all hours worked in excess of 40 hours in any workweek (or in accordance with federal, state and local laws) and at the rate of one and one-half times the employee's regular rate of pay.

Additional Time Off for Extensive Hours Worked

Vice Presidents and above have the discretion to grant time off to exempt employees who work extensive hours to reward them for their extra effort. When determining the amount of time to give off, the Vice President (or SVP, EVP, President) should take into consideration the amount of time the employee has worked above his/her regular hours and time off given previously to other employees on the team who worked additional hours.

Personnel Files

Employment records are the property of HIMSS and are confidential. An employee will be permitted to review his/her personnel records in accordance with state law upon written request. Keeping personnel files up-to-date is important with regard to pay, deductions, benefits and other matters. Employees are obligated to immediately inform the Human Resources department of any changes in name, address, telephone number, dependents, educational accomplishments, marital status, emergency contact information and other personnel information.

Employment References and Verifications

All employment references and verification inquiries, either by telephone or in writing, must be directed to Human Resources. The Human Resources department staff are the only employees authorized to release this information. Our verification policy permits Human Resources to verify dates of employment (hire and termination dates), employment status (active or not employed), job title and salary. To verify means to confirm the listed information. Additional employment information may be released when Human Resources receives a signed, written request from the current or former employee.

Employee Referral Program

The Employee Referral Program assists us in recruiting high-caliber staff. This program recognizes that our best source of candidates is likely to come from our own employees. Human Resources will generally post open positions and employees may refer candidates. A referral award may be given to an employee who refers a candidate who is hired for an open position. Referral awards may be given to employees whom help fill positions at the following levels:

- Positions below director level
- Director positions
- VP and above positions

In order to receive the referral award, the referring employee must be on the payroll (1) when the candidate is referred and hired and (2) at the time the employee is eligible to receive the award. Full payment will be given to the referring employee after the new employee has successfully completed

his/her 90-day introductory period. Cash awards are taxable income and are subject to appropriate tax reporting and withholding.

Eligible Employees:

All categories of employees are eligible for the referral awards except the following employees:

- Employees in the Human Resources department;
- Employees at the Vice President level and above;
- Employees in the supervisory or managerial line over the position filled;
- Any employee who is involved in any way in the selection of the referred candidate (including developers of selection criteria, recruitment teams, etc); and
- Any employee whose official duties include recruitment.

Ineligible Candidates:

The following job candidates will not qualify as referrals under this program:

- Relatives;
- Current employees;
- Former employees (who left employment less than 1 year ago);
- Temporary employees who worked for us within the past year; and
- Contractors or consultants who currently work for us or who worked for us within the past year.

Casual Dress Policy

Employees contribute to HIMSS' reputation in the way they present themselves. A professional appearance is essential to creating a favorable impression. Appropriate dress and grooming are a reflection of employee pride and inspire confidence with our members, business partners and customers.

Our dress standard for the office is casual. When meeting with members, customers and business partners, business dress may be appropriate. This standard applies to all employees and temporary staff.

Supervisors have the discretion to determine appropriateness in appearance. Employees should wear clothing that is appropriate for the workplace and which is not distracting to other employees. Management may make exceptions for special occasions and/or to accommodate religious or other protected beliefs and to accommodate other significant employee needs. An employee who is unsure of what is appropriate or wishes to request an exception to this Dress Policy should contact his/her supervisor. Employees who do not meet this standard without having received prior approval from management may be sent home to come into compliance and will be required to use discretionary time or vacation time to do so.

Employees are expected to have an appearance and wear clothing that is neat and clean. Our "casual" dress policy allows employees to wear the following to work:

- Casual shirts including shirts and blouses with collars and sweaters
- Casual skirts and dresses
- Casual slacks and trousers including khakis, chinos, capris, ankle pants, and similar styles
- Footwear that is appropriate to the clothing worn
- Jeans and other denim clothing - No holes, frays, faded, etc. in any clothing.

T-shirts, sweat shirts, sweat pants, shorts, halter tops and other revealing attire are not acceptable casual attire for the office.

Standards of Conduct

The Enterprise's rules and regulations are based on common sense and are intended to provide employees with general guidelines governing their conduct in the workplace. We have not attempted

to provide an all-inclusive list of rigid rules. No list can ever include all forms of conduct that may result in discipline, and rules do not replace the sound judgment, common courtesy, professionalism and good taste, that everyone should observe.

In general, any act that could harm the Enterprise or its employees or that interferes with the provision of services to our clients or operations is prohibited and will result in discipline, up to and including termination. Examples of the types of conduct that may lead to such discipline are as follows:

- Theft or inappropriate removal or possession of Enterprise property
- Falsification of the Enterprise's records, client or project materials
- Working under the influence of alcohol or controlled substances
- Possession, distribution, sale, transfer, or use of alcohol or controlled substances in the workplace, while on duty, or while operating employer or client-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer or client-owned property
- Insubordination (e.g., failure to follow instructions)
- Violation of safety, health or applicable rules, regulations or laws
- Sexual or other unlawful or unwelcome harassment
- Unlawful discrimination, as described herein
- Unlawful retaliation, as described herein
- Possession of dangerous or unauthorized materials, in the workplace
- Excessive tardiness or absenteeism or any absence without notice
- Unauthorized absence for three (3) consecutive work days
- Unauthorized or excessive personal use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information such as confidential marketing plans or financial information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Sleeping on the job
- Defrauding or attempting to defraud the Enterprise
- Plagiarism

The above list does not include all types of conduct for which discipline may be expected. However,

this list and the exercise of common sense and good judgment should be used as a guide in determining appropriate conduct.

Performance Evaluations

The Enterprise believes that it is important for employees and supervisors to have regular communications to discuss job expectations and progress towards achieving goals. This is a continual process that begins during the employee's introductory period and generally goes on throughout the year. These meetings become the basis for the employee's annual Performance Evaluation. The Enterprise's performance evaluation process supports open and direct communications among all staff.

Individual merit increases may be provided based upon the results of the annual performance evaluation. The amount of the merit increase, if any, is determined by Enterprise practices consistent with business conditions and other considerations.

Disciplinary Action

The Enterprise subscribes to the principles of corrective progressive discipline for less serious misconduct when feasible, and generally will commence discipline by counseling and proceed to the more severe forms of discipline, including written warnings, Performance Improvement Plans (PIPs), demotion, suspension and/or discharge, if problems persist. The circumstances of each case are different, and the Enterprise reserves the right to take whatever form of discipline it feels is appropriate in any given situation. Therefore, disciplinary steps may be bypassed in some situations and some infractions may result in dismissal for the first offense.

Furthermore, this policy does not change the fact that Enterprise employees are considered employees at-will, and their employment may be terminated at any time, for any reason or no reason, with or without cause or notice.

Notice of Resignation

The Enterprise requests that employees provide at least two (2) weeks' written notice in the event they intend to resign from their position.

Confidential Information

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

- Personnel data
- Member information
- Financial information
- Pending projects and proposals
- Programs, products, and services
- Designs and ideas

The programs, products, services, designs, plans, trade secrets, ideas, patent data and information and other confidential business data of this organization are the property of the Enterprise and during employment should never be given or disclosed to an outside organization or individual except through normal business channels and with appropriate authorization. Any employee who improperly transfers confidential information or discloses information or who uses the information for personal gain will be subject to disciplinary action, up to and including discharge, and to all available legal remedies.

Social Media

The Enterprise uses several social networking applications to engage its stakeholders and further our mission and strategic objectives. It is important for staff who utilize social media to understand what is expected and required when discussing topics related to various strategic business units, whether at work or on their own time. A summary of the Social Media Guidelines is below:

General Guidelines

Know and follow all policies and procedures, particularly those stated in the Employee Handbook, Business Code of Conduct; Computers and Communications Usage Policy.

- Only staff authorized to do so by the head of a strategic business unit (SBU) may engage in social media on behalf of that SBU. Similarly, only individual(s) appointed by the head of an SBU may establish an SBU's presence on a public social network (e.g. Facebook, Twitter, YouTube, Flickr, etc.).
- SBU-related social media accounts, and SBU-related audiences, that are established or accessed by authorized employees are property of the SBU.
- Employees authorized by the head of an SBU to represent that SBU in social media may speak on behalf of that SBU. Lacking this authorization, employees engaging in social media are representing themselves.
- It is a good rule of thumb to think of ALL social media as the same as writing a signed letter to the editor of a newspaper. If you lack the authorization by the head of an SBU to speak for the Enterprise or its affiliated organizations, clearly state who you are and your relationship to the topic; make it clear you are representing your own ideas, and finally, don't write anything that you would be embarrassed about seeing printed on the front page of a print publication.
- If you aren't sure about the wisdom of pursuing a form of social media outreach, or have a question about it, discuss it with your manager. You should use the same good judgment about discussing the Enterprise or your SBU's information as you would in an elevator or any location where you are with people external to the Enterprise.

Electronic Communications

The purpose of this Electronic Communications Policy is to educate employees about the appropriate use of the Enterprise's electronic communication systems, including e-mail and voice mail, and to minimize the likelihood of harm done to the Enterprise, its members, customers, business associates and employees. The Enterprise has put these electronic tools in place to facilitate business communications, to empower employees to transact business from remote locations, and to support more efficient time management. However, steps must be taken to ensure that the accuracy, security and control of the information are maintained and that communications are appropriate and professional. This policy covers both internal and external uses of the systems, such as e-mail and voicemail, including the use of the Internet to transmit external e-mail.

Control & Ownership

All electronic systems are owned by the Enterprise, and all the materials created, stored or communicated on these systems are the property of the Enterprise. Employees may not use these systems to receive, transmit or store privately owned software programs.

Usage

Employees are allowed to use the Enterprise's electronic communications systems for some personal communication during the business day, provided that this communication does not interfere with the conducting of business, is occasional, of short duration, and it complies with the standards set forth in this policy.

The following use of the electronic communication systems and content is expressly forbidden:

- Transmission of offensive or harassing information or statements, including all forms of legally prohibited discrimination or harassment based on legally protected status such as age, race, sex, color, national origin, religion, disability, and sexual orientation
- Distribution of personal messages to large groups of employees
- Communications containing foul, improper, or offensive language, such as jokes, top ten lists, or chain letters
- Use of the mail systems for personal gain, job searching, soliciting money for religious or political causes.
- Transmission of sexual, pornographic, racist, or other offensive materials
- Use of the electronic systems to commit a violation of copyright, trademark, or trade secret rights or other rights of the Enterprise or third parties.
- Use of the mail systems to make statements that could be construed as defamatory
- Intentional accessing of information without authorization

Passwords & Monitoring

Employees should be aware that while they have the ability to:

- Assign confidential passwords for access
- Utilize delete functions, and
- Apply other systems access functions

The Enterprise's electronic communications systems, including e-mail and voicemail, and their respective stored databases are not confidential or private.

The Enterprise may access and disclose data stored on its various networks, including stored voice mail and e-mail messages and may monitor usage of the systems, regardless of whether the messages are business related or personal, in compliance with applicable laws. All electronic databases are routinely backed up and stored.

Confidentiality

It is imperative that the Enterprise's confidential information and communications are not provided, directly or indirectly, to unauthorized individuals and/or organizations. Confidential and sensitive information may not be transmitted electronically or by other means to unauthorized individuals and/or organizations. Examples of such communications are private personnel information of other employees, financial records, planning, product, program and service documents; member, exhibitor and customer information and any other information not created for public distribution.

Employees must transmit such information electronically by attaching the information as a password-protected and/or encrypted file; never type the information in the body of the e-mail; and never send a password or decryption key in the same e-mail.

Prior to sending an e-mail with sensitive and/or confidential information, verify the accuracy of the recipient's e-mail address to prevent unintentionally sending it to an unauthorized individual.

Etiquette and Company Representation

Employees represent the Enterprise in their electronic communications. Employees must treat these communications in the same cautious manner as they would in written letters or memos.

An electronic communication may be the focus of a legal issue, even though that was not the intent of the sender. Such communications may be subpoenaed in connection with court or administrative proceedings. Employees, especially those who manage the Enterprise's business relationships, must review communications carefully before transmitting them.

Remember that electronic communications such as e-mail may be as permanent as hard-copy communications. No messages should be sent except those employees would be comfortable putting in a letter or memo for general distribution. Once a message leaves, there is no way to control

the number of copies made. Many e-mail systems automatically save extra copies, and those copies can be easily searched. Send messages only to people who have a need to know.

Security

Security issues are especially relevant in using the Enterprise's systems to communicate with those outside of the Enterprise. The Internet is not a secure system. Therefore, care should be taken in determining whether to transmit information or documents over the Internet and to prevent computer viruses and unlawful or offensive materials from being brought into the Enterprise's network from the Internet.

Copyright

Copyright violations are an increasing concern, as it becomes easier to make and distribute electronic copies of materials protected by a copyright. Distributing an article electronically is the same as copying it using a copy machine. Care must be taken not to copy protected material inadvertently. Users should pay attention to forwarding copyrighted materials to others or printing them for later distribution.

Users should be aware of the copyright status of messages they send and receive and should look for copyright notices on any document or program received. Employees should not ignore these notices. However, even if there are no copyright notices, the materials may still be protected by a copyright. Innocent violations are still violations. If employees are unsure as to the copyright status of a document, it should not be copied.

Distribution List Policy

A distribution list is a group of e-mail addresses. Each distribution list will be assigned an owner. The list owner is responsible for keeping the distribution list up to date as well as informing the Information Technology department if the list is no longer necessary. Employees must be members of a group in order to send an e-mail to a group list. The "All Employee" lists are restricted and only the Executive Management Team members, the Chief Financial Officer, the Vice President, Human Resources and select Human Resources staff; select Information Technology staff (limited to IT issues), Facilities Manager (limited to Facilities issues), certain designated staff and the list owner are authorized to send e-mails to these lists. Employees who need to send communications to an "All Employee" list must get approval from the owner. The owner will facilitate the distribution of the e-mail.

Personally Owned Equipment Policy (Bring Your Own Device BYOD)

Within the guidelines defined in the procedures outlined in this policy, eligible users may connect approved personally owned electronic communications devices to the HIMSS enterprise system for use in connection with their job responsibilities. Employee Users may opt to receive a monthly stipend toward cellular and data services in lieu of mobile services provided under an enterprise contract paid directly by HIMSS.

Connection to the HIMSS enterprise's secure communications networks via personally owned equipment is voluntary for eligible HIMSS enterprise employees, and limited to mobile devices such as smartphones and tablets. Non-HIMSS enterprise staff, (e.g., contractors, consultants, certain temporaries and interns, suppliers, customers, government, academic agencies and all personnel affiliated with third parties) who need access to the enterprise's secure communications networks to complete their work are required to provide their own equipment to connect, such as PC's, laptops, mobile phones &/or tablets. Each device requested to be connected to secure networks must be from the list of supported operating systems for cellular and e-mail functions ("Approved Device"). Prior to applying for approval to connect, Users must contact the IT Service Desk to determine if User's personal device is an Approved Device.

Eligibility for Employee Users to use personally owned mobile equipment to access secure networks is determined on a case-by-case basis by User's manager and the Vice-President, Human

Resources. Each User must have job duties that require access to internal HIMSS' resources that are not conveniently accessible through web clients. Examples of such duties include, but are not limited to a) employees who frequently travel and need to be available to communicate with others on behalf of the organization while traveling; b) employees who typically work in the field or who have clients that need to contact them during or after normal business hours (e.g., sales staff); or c) employees whose job responsibilities require them to be accessible regularly during both business hours and non-business hours, such as employees whose job responsibilities require them to provide technical and/or remote support; or those who must be reached for emergencies.

Employee Users will receive a fixed amount stipend equivalent to the monthly device rate within the corporate plan that HIMSS pays for HIMSS-provided equipment.

[Inquiries from News Media](#)

Only the President & CEO, Executive Vice President & COO, Executive Vice Presidents, or their designees are authorized to respond on behalf of the Enterprise to inquiries from the news media concerning the Enterprise, its activities or its employees. All such inquiries should be referred to one of the above individuals.

[Work Authorization](#)

All employees must be authorized to work in the United States according to applicable U.S. citizenship and immigration laws. New employees are required to present acceptable documentation at the time they begin work which certifies that they are authorized to work in the U.S. If an employee cannot present the required documentation within three (3) business days, he/she must present a receipt for the application of the documents and must present the actual documents within 90 days. Employees must present original documents for review.

Employees whose work authorization expires are requested to update and/or re-verify their eligibility to work in the U.S. Human Resources staff is responsible for examining evidence of identity and employment eligibility. Employees who submit false statements or false documents in connection with complying with these laws may face imprisonment and/or fines. Employees who cannot verify their right to work in the United States within three (3) days of hire will have their employment terminated.

[Staff Travel Policy](#)

No more than three senior executives at the level of VP and above may travel by way of the same transportation vehicle at the same time, as long as no more than two are EVP or above; excluding routine city travel and as far as possible there should be a limit to the overall number of staff traveling together in the same transportation vehicle.

SAFETY, HEALTH & SECURITY

[Visitors](#)

To help ensure our employees' safety, HIMSS has taken certain security precautions. Therefore, visitors are not allowed unless accompanied by an employee and are only allowed on the premises for business-related reasons. Employees are not allowed on the premises unless they are scheduled to work or authorized by their supervisor. Personal visitors of employees may not be in areas beyond the reception area unaccompanied.

[Violence in the Workplace](#)

Nothing is more important to the Enterprise than the safety and security of its employees. Threats,

threatening behavior, or acts of violence against employees, customers or other individuals by anyone on company property will not be tolerated. This includes behavior that could reasonably be perceived by others to be threatening, intimidating or violent. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Any actual or implied threat of violence will be treated as a real and serious danger and will be thoroughly investigated. Violations of this policy will lead to disciplinary action, up to and including termination, as well as legal action.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on company property or while on company business may be removed from the premises and/or required to remain off company premises pending the outcome of an investigation. The Enterprise will initiate an appropriate response. This response may include, but is not limited to, suspension or termination of employment, suspension and/or termination of any business relationship, reassignment of job duties, and/or criminal prosecution of the person or persons involved.

No existing Enterprise policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

All employees are responsible for maintaining a safe work environment and all employees are responsible for notifying either a supervisor or a member of management of any threats, threatening behavior or violent acts which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should report any behavior they have witnessed which they regard as actually or potentially threatening, intimidating or violent. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Individuals who have protective or restraining orders that list Enterprise locations as being protected areas must notify their supervisor and the Human Resources Department of the existence of the order as soon as possible after it being issued.

The Enterprise understands the sensitivity of the information requested and all information will be treated as confidential, to the extent possible. No one will be subject to retaliation for bringing good faith concerns to the Enterprise's attention or for assisting in an investigation.

Weapons in the Workplace

Employees, temporary workers and visitors are not allowed to carry firearms into any HIMSS office regardless of whether or not they have a valid license. A license to carry a weapon does not supersede company policy. Weapons are prohibited in all HIMSS office locations. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

HIMSS reserves the right at any time and at its discretion to search all packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Reporting Injuries

The Enterprise complies with all laws concerning coverage for work-related injuries. Employees must immediately report any work place injury, regardless of severity, to their supervisor and the Human Resources Department. This includes employees who work in home offices. See the "Workers Compensation" section for additional information.

Inspections

To protect the Enterprise and employees from property theft and to enforce the Enterprise's policies prohibiting other misconduct, the Enterprise reserves the right to inspect bags, parcels, packages or boxes and any other containers carried on or off the Enterprise's premises, and request to inspect automobiles brought onto the Enterprise's property. The Enterprise also reserves the right to inspect any part of its facilities and the contents of items such as desks, file cabinets and lockers. Such inspections may take place at any time without prior warning if there is reason to believe that an Enterprise policy is being violated. Employees who fail to cooperate will be subject to disciplinary action up to and including discharge.

Vehicle Safety

The Enterprise is concerned about the safety of employees and wants to ensure that employees act responsibly when driving for company business. All employees are expected to follow all state and local traffic laws and safety rules such as adherence to posted speed limits and directional signs, and use of turn signals. Use of hand-held mobile phones, texting, e-mail and Internet surfing while driving are strictly prohibited.

All employees are required to wear seat belts at all time while in a moving vehicle being used for company business. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited. If an employee receives a citation for violating any traffic law, he or she is responsible for paying all fines and penalties.

Employees should let incoming calls go to their voicemail and pull over and park before responding to e-mails and text messages. When it is necessary to use a mobile phone while driving, the employee is required to use hands-free technology if local traffic laws allow it.

Any violations of this policy will subject employees to disciplinary action, up to and including termination of employment.