



BIOVITAL

INCORPORATED

Your Way to Wellness

Employee Handbook

2020-2021

Instagram: biovitalve

Facebook: BioVitalVE

Twitter: BioVitalVE

Email: biovitalincorporated@gmail.com

Website: <https://biovitalincorporated.wixsite.com/biovital>

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Welcome

Hello and welcome! Thank you for joining BioVital, your way to wellness. We can't wait to see what you will achieve with us.

Caleb Abrams
Director of HR

Introduction

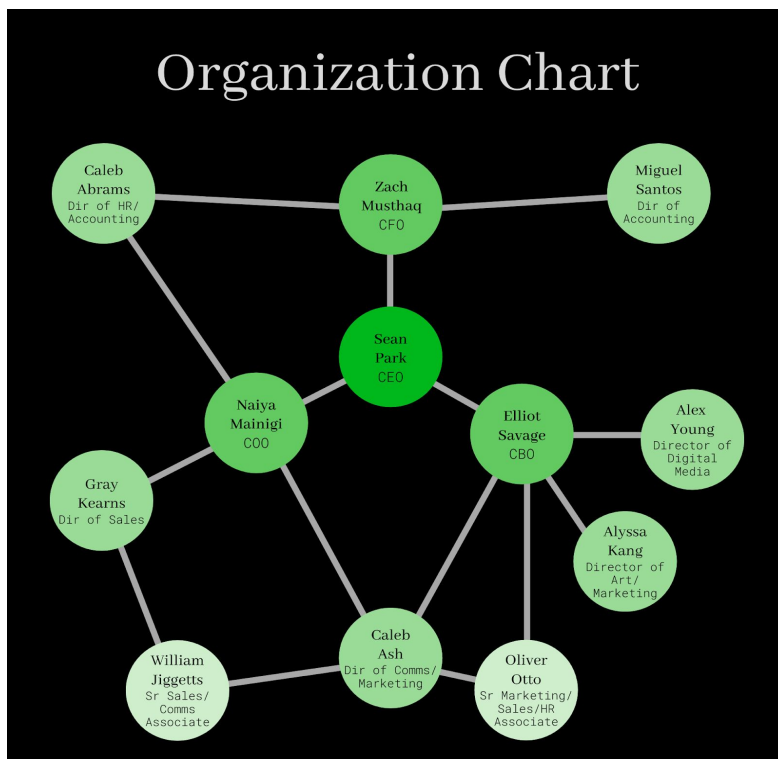
This employee handbook defines who we are and how we work together. We will do everything possible to create a fair, inclusive, and productive workplace, but we need your help. We've created this handbook to guide you.

This handbook can be considered an extension of the employee contract and is a collection of our expectations, commitments, and responsibilities. Please read this employee handbook carefully and consult it whenever you need to.

Anniversary Date

BioVital Inc was founded in October of 2020.

Company Structure



Employment Basics

Equal Opportunity Employment

BioVital Incorporated follows Title VII of the Civil Rights Act of 1964; section II of the FMLA, and Title XXIX section 1630.4 of the Americans with Disabilities Act which states that any employment discrimination in regard to race, religion, sex, sexual orientation, national origin, pregnancy, or mental or physical ability will not be tolerated. Any employee who violates this policy will be subjected to disciplinary action likely ending in termination.

At-will Employment

Here at BioVital, all employees are considered at-will. That is to say that you the employee and we the company are under no circumstance or obligation bound to one another. We, as the company, are free to terminate your employment at any time and you, as the employee, are free to quit, strike, or cease work.

Recruitment and Hiring

When recruiting new employees, our basic process is to first identify a vacancy. Once a vacancy has been identified a job posting will go out and all of the incoming resumes and applications will be screened and the applicants will also receive a professional background check by the HR department. Then interviews will be conducted among the remaining applicants to find a new employee with the best skills, abilities, and experience to complete the necessary tasks. Here at BioVital, we are aware of the biases that appear in job hiring and work to counteract it by administering work sample tests. The work sample tests give prospective leaders a chance to lead a team in the same way that they would in their position. Through this, we hope to force ourselves to appoint each position by directly judging each candidate's quality of work instead of judging them based on social constructs. For each job, the criteria used for hiring new employees is different and specialized based on special job-related criteria.

Exempt Employees

Exempt employee is a term established in the Fair Labor Standards Act (FLSA), a law passed in the U.S. in 1938. Exempt employees cannot receive overtime pay due to receiving a salary instead of an hourly wage. According to the FLSA, exempt employees are employees that fall under the category of professional, administrative, or executive positions.



Non-Exempt Employees

Non-Exempt employees are employees that do not fall under any executive, professional, or administrative positions and are paid hourly, and are also eligible for bonuses such as holiday bonuses and other commissions.

Full-Time Employees

Full-time employees work at least 40 hours per week or 145 hours per month on average and have not been appointed to fill a temporary position.

Part-Time Employees

Any employee that works less than 40 hours per week is considered part-time. Part-time employees do not qualify for company bonuses such as health insurance, paid time off, paid vacation days, and sick days, however, they can still participate in the company's 401(k) plan.

Temporary Employees

Temporary employees are hired to fill a vacant position for a limited duration of time. A temporary employee is eligible for all of the same benefits that a part-time employee is eligible for, however, they will not receive company paid benefits.

Attendance

Attendance is expected every day. In the event that attending a scheduled workday is impossible, alert your supervisor at least two hours in advance. We understand that emergencies occur and hope that our policy allows for ample time to call, however, if you are unable to call in you must find some way of contact with a supervisor. In the event that your supervisor is not alerted and you are absent, a meeting with the CEO and Director of Human Resources will be scheduled and if this occurs three times without warranted reason it will result in termination. Arriving 10 or more minutes after the scheduled start time will result in a late penalty. If arriving late occurs multiple times a meeting with the CEO and Director of Human Resources will be scheduled to remedy the situation. At the point of arriving late three or more times in a month, 9% will be docked from your pay for that month and increase by 2% per additional late arrival.



Hiring Process

Credit Investigation and Background Checks

BioVital Incorporated reserves the right to perform background and credit checks on all employees. BioVital Incorporated reserves the right to use this information in any way the law permits.

Employee Communication

At BioVital Incorporated employee communication is valued and to that extent, we have multiple ways for employees to get in contact with one another. Our main means of communication is via Slack. Slack is a messaging program used to communicate day to day changes in assignments as well as any other information or questions that need to be asked outside of the workday. Another form of communication is Kanbanchi which is used to communicate day to day assignments for each department. The last form of communication is through email which is used for business inquiries and to communicate with other companies about making sales and other out-of-network contracts. The email can also be used for formal company-wide communication.

Confidential Information

Confidential information is information that has been deemed confidential by BioVital for falling under the categories of causing harm to the competitive position of an employee or competitive position of a firm. However, all employees at BioVital are bound to a contract that bans all discussion of current or future items that have been marked as potential confidential information. Persons caught violating this policy will be subject to disciplinary action such as termination, fines, and further legal action.

Personnel Administration

All personnel information is stored and maintained by the Human Resources department. That being said, it is the responsibility of the employee to notify either the head of their department or the human resources department directly in the case of a change of address, phone number, or any other important information.

Punishable Offenses

Harassment is defined by the Americans with Disabilities Act of 1990 as, "unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information." All employees are expected to be treated with respect in order to create a nontoxic and safe environment.



Here at Biovital, we have a No Tolerance policy meaning that no verbal, physical or sexual harassment is tolerated and that any employee(s) who fail to adhere to these guidelines will receive disciplinary action up to and including termination. The resulting punishment will be determined by the Director of Human Resources meaning that any and all violations should be reported right away.

Health Conduct

All symptoms are taken seriously at BioVital Inc. and if you suffer from any of the symptoms listed by the CDC please contact your immediate supervisor and stay at home. If for any reason BioVital believes someone is showing signs of sickness we hold the right to enforce a quarantine. In the case of both a self and enforced quarantine, it will also be necessary that you get tested for COVID-19 as soon as possible and stay quarantined for at least 14 days after you have become symptom-free.

Smoking

Use of any tobacco products is banned around all facilities, vehicles, and other property owned by Biovital Inc. We do not provide smoke breaks or designated smoking areas; all tobacco is to be used on your own time.

Substance Abuse

BioVital bans all use and possession of alcohol and drugs and any employee that positively tests to being under the influence at any point during the workday will be terminated immediately.

Reasonable Suspicion Drug Testing

If an employee is assumed to be intoxicated or is suspected to be under the influence of any controlled substance, the Human Resources Department can request a drug test, which shall be conducted within 24 hours of the incident.

Theft

Any theft of company property may result in immediate termination.

Investigation Process

If the Human Resources Department suspects a violation of a policy, an investigation can begin without a formal grievance. The process for investigation proceeds as follows:

1. The suspected employee receives a written statement notifying them that an investigation has begun.

2. The Human Resources Department interviews all parties implicated and gathers necessary information. Employees are expected to be truthful in all interview procedures. Information used as evidence for disciplinary action must be pertinent to the related subject matter.
3. The Human Resources Department presents all gathered information to the CEO and COO, and collectively a decision will be made in ensuing action.

Employee Information

Dress Code

Employees are expected to attend work wearing clean and professional business casual clothing. This includes arriving well-groomed in clean clothing free from any inappropriate or offensive designs.

Digital Devices

Any digital device such as cellphones to be used during business hours exclusively for business activity. Any employee found using any piece of technology inappropriately or for anything other than business activity will be punished according to the disciplinary action established by the Director of Human Resources. This policy applies to but is not limited to devices such as phones, tablets, and laptops.

Payroll Practices

BioVital pays employees monthly. That is to say, employees will receive payment through direct deposit on the first scheduled business day following that payroll day. In the case of a holiday in between the scheduled payroll day and the next scheduled business day payment will go out on the first business day following the break.

Deductions

The following deductions will be withheld from your monthly paychecks: state and local taxes, FICA payments, as well as each employee's contribution to company health insurance.

Direct Deposit

BioVital Incorporated uses a direct deposit system where each employee's checks are deposited directly into their bank account. If an employee wishes to receive an additional printed pay stub this can be communicated to any member of the Human Resources department.



Employee Evaluations

At BioVital Incorporated the head of each department is responsible for completing and submitting an evaluation for each employee in their department. The employee evaluation serves as an indicator to the human resources department of how well an employee is getting adjusted to their position and is an indicator to the employee of how well they have been completing their job in the company. The employee then writes a self-evaluation where they then reflect on what they have done well and what they can improve upon while working here. The Employee Evaluations can lead to promotions, transfers, and in some cases termination and serve as the main way BioVital maintains the performance of each of its employees. Employees also have the power to review what their supervisor writes about them and are given an opportunity to voice their concerns to both their supervisor and a human resources associate. In the case of the chief officers, they will be evaluated via a 360-degree evaluation in which all of the coworkers that have directly worked with them will submit an evaluation in order to get a broader, more in-depth view of their work effort as well as an insight into how they lead their department.

Workers' Compensation

In the event that an employee is injured in a work-related accident, they are covered by BioVital Incorporated's workers' compensation insurance. The employee will be paid a certain amount based on the severity of their injury on top of a percentage of their regular wages for the time that they are unable to work. In spite of this, any work-related injury should be reported to the human resources department within 24 hours for the swift receipt of applicable benefits.

Short-Term Disability

In the case of an injury or illness that prevents them from working full time, the affected employee is entitled to income protection for the coverage of monthly expenses.

Long-Term Disability

Long-term disability is for the assistance of an employee who is no longer eligible for short-term disability benefits. Long-term disability benefits do not apply to any injuries that occur at the workplace which would be instead covered by the workers' compensation policy. This policy administers payment to the affected employee for 2-10 years following the incident.



401(k)

At this time BioVital Incorporated does not match any 401(k) contributions.

Remote Working

In the case that employees are forced to work from home BioVital Incorporated will take responsibility for providing our employees with the necessary equipment to complete their duties. While working remotely it is advised that a distraction-free environment is used and that the digital device policy is still upheld.

Company-issued Equipment

In the event that any employee receives company-issued equipment the equipment should not be used for any personal purposes and BioVital Incorporated has the right to monitor all activity on the device including e-mail messages, voice-mail messages, or phone calls.

Working Hours

BioVital Incorporated follows an eight hour, five day work week from Monday through Friday including a 30-minute lunch break.

Sick Days

Each employee at BioVital Incorporated is allowed up to 7 sick days per year for personal illnesses as well as the illnesses of family. Employees cannot be paid for unused sick days.

Medical Leave

As defined by the Family Medical Leave Act of 1993, eligible employees are able to take up to 12 workweeks of unpaid leave during a 12 month period to take care of a newborn child, ill family members, or to recover from serious illnesses that prevent the employee from effectively completing their work. During this 12 week period, BioVital Incorporated continues to provide benefits to the employee and the employee's position in the job is protected.

Holidays and Breaks

During holidays recognized by BioVital Incorporated exempt employees are entitled to the normal compensation that they would have received whether work is completed on the holiday or not and pay will be distributed in the workdays following the holiday.

All Holidays recognized by the Pennsylvania Public School system are recognized by BioVital Incorporated. This includes but is not limited to holidays such as the Fourth of



July, Christmas, and Thanksgiving. For more information regarding recognized holidays and breaks, you can visit the Pennsylvania School Calendar for 2020 through 2021.

Employee of the Month

Once a month an employee who exhibits outstanding work ethic, as well as performance, will be selected by the CEO and COO based on the employee's evaluations as well as visible contributions to the company. This employee will receive an immediate \$500 bonus and will be announced in the company newsletter.

Disciplinary Action

Disciplinary Action will be taken against employees that violate any unacceptable activities or behave in conduct that does not accurately reflect the wishes of BioVital Incorporated. Different disciplinary actions are set in place depending on the severity and frequency of the violation. At the most basic level of disciplinary action, an employee will receive a warning from their direct supervisor which will be documented and stored in their file. At the next level, the employee will have a formal conversation with their supervisor as well as a human resources representative to talk about fixing the error. After this comes reassignment. Reassignment is the next step because we want to put our employees in the best possible position for their success and the success of the company. As a last resort comes termination. This only comes about if the employee's supervisor believes that the situation cannot or that the employee does not attempt to fix the situation. Under normal circumstances, each of these disciplinary steps will be followed however any step can be skipped given the severity of the infraction and will be determined by the Director of Human Resources.

Termination

Employee termination should come after adequate notice and attempts to remedy a problem with an Employee including at least one conversation between the employee, the CEO, and the Director of Human Resources. However, BioVital Incorporated does hold the right to spontaneously terminate any at-will employee at the discretion of the Director of Human Resources and Chief Officers.



Terms Of Agreement

I, _____, verify that I have received and understand the handbook and how it applies to me. This is a signing agreement indicating my agreement to follow and adhere to all current and future policies and amendments.

Non-Disclosure Agreement

I understand that this employee handbook is confidential and is not to be shared with anyone. Similarly, all information that I gain while working for BioVital Incorporated is also confidential unless publicly accessible. The parties hereby agree to enter a confidential relationship with respect to the disclosure of all confidential information.

Employee Name (Printed): _____

Signature: _____

Date: _____



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