

# EMPLOYEE HANDBOOK & CODE OF CONDUCT

Workforce Standards, Values, and Policies

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## 1. Welcome and Company Mission

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Welcome to Altnetix LLC. Our mission is to transform healthcare delivery through intelligent, secure, and compassionate technology. VitaAI exists to help clinicians spend more time with patients and less time on administration — while keeping every patient's data safe, private, and protected.

Every team member at Altnetix plays a critical role in fulfilling this mission. This handbook describes our values, policies, and expectations. It is not an employment contract but a guide to how we work together.

## 2. Core Values

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- **Patient First** — Every product decision, security control, and operational process is evaluated through the lens of patient safety and privacy.
- **Integrity** — We do what we say, say what we mean, and are honest with customers, regulators, and each other.
- **Accountability** — We own our outcomes and raise issues early rather than quietly accepting failure.
- **Security by Default** — We build security in, not on. Every feature considers privacy and security from day one.
- **Continuous Improvement** — We invest in our people, processes, and platform with the same energy we bring to building for customers.

## 3. Employment Policies

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### Equal Employment Opportunity

Altnetix LLC is an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, disability, age, veteran status, or any other protected characteristic under applicable federal, state, or local law.

### Work Hours and Remote Work

Core working hours are 9:00 AM – 5:00 PM ET. Flexible arrangements are available with manager approval. Remote work is permitted where consistent with role requirements and data security obligations. PHI must never be accessed on unsecured home networks without approved VPN.

### Time Off

Full-time employees are eligible for paid time off (PTO), observed federal holidays, sick leave, and bereavement leave as specified in their offer letters. PTO accrues monthly and may carry over up to 10 days annually.

## 4. HIPAA and Confidentiality Obligations

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All workforce members receive HIPAA Privacy and Security Rule training upon hiring and annually thereafter. Access to PHI is granted on a minimum-necessary basis. Violation of HIPAA obligations — including unauthorized access, disclosure, or improper handling of PHI — is grounds for immediate termination and may result in civil or criminal penalties.

## 5. Code of Professional Conduct

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- Treat all colleagues, customers, and patients with dignity and respect
- Avoid conflicts of interest; disclose any potential conflicts to management



- Do not accept gifts exceeding \$50 in value from vendors or customers
- Never represent personal opinions as Company policy without authorization
- Protect confidential business information, source code, and trade secrets
- Report suspected misconduct or ethics violations to management or the compliance email

## **6. Anti-Harassment Policy**

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Altnetix LLC maintains a zero-tolerance policy for harassment, including sexual harassment, bullying, discrimination, and hostile work environment conduct. All complaints will be investigated promptly and confidentially. Retaliation against anyone who reports a concern in good faith is strictly prohibited.

## **7. Social Media and External Communications**

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Workforce members may not post PHI, confidential business information, unreleased product details, or content that could harm the Company's reputation on social media or other public channels. Any media inquiry or request for public statement must be routed through Company leadership.

## **8. Reporting and Escalation**

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Security incidents, privacy breaches, ethics concerns, HIPAA violations, or violations of this handbook should be reported to: [compliance@altnetix.com](mailto:compliance@altnetix.com). Reports may be made anonymously. All reports are treated confidentially to the maximum extent possible.