

DWAYNE'S FRIENDLY PHARMACY **PROCEDURE MANUAL**

**Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly
Pharmacy**

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General Employment Policies

Introductory Statement

Welcome! As an employee of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy (the "Company"), you are an important member of a team effort. You will find your position with the Company rewarding, challenging, and productive.

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

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy and some individuals may supersede some of the provisions of this handbook.

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

It is obviously not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this manual change from time to time. Accordingly, the corporation must reserve the right to modify, supplement, rescind or revise any provision of this manual from time to time as it deems necessary or appropriate in its discretion. Employees will be advised of any changes that occur.

OPERATION PHILOSOPHY

The policies and procedures of our drug store are based on certain principles concerning how this business is to be operated. the following operation philosophies, therefore, serve as the basis in this store's management.

THE CUSTOMER

The customer is to be given the maximum service possible. Store employees are to treat the customer with respect and make every effort to provide assistance and answer questions.

QUALITY AND PRICE OF MERCHANDISE

The drug and non-drug merchandise carried in this store is only of the highest quality available. Our prescription prices are very competitive and on hundreds of items we do our best to have

the lowest prices.

QUALITY OF PHARMACY PERSONNEL

Only fully qualified pharmacists are hired.

Wages in this store are competitive and we do our best to attract personnel of the highest caliber.

ORIENTATION

Each new employee is scheduled for an orientation program in order to receive an introduction to the company, its history, its operations, its personnel policies, and a review of employee benefits. During this period employees are also asked to complete new-hire paperwork. In addition, employees will receive orientation to their departmental procedures and schedule a meeting with our Privacy Officer, Andrew Wilson, regarding the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

MINIMUM AGE REQUIREMENTS

All employees under 18 years of age must provide a work permit from their school and parents.

Anti-Harassment

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. Company policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. **All such conduct violates company policy.**

The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. Applicants, employees, unpaid interns, volunteers and independent contractors are all protected from harassment.

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

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

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

If you believe that you have been the subject of harassment or other prohibited conduct, bring

your complaint to your own or any other Company supervisor, the president or the personnel administrator of the Company as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors will refer all complaints involving harassment or other prohibited conduct to the personnel administrator, or Susan Wilson or Andrew Wilson. The Company will immediately undertake an effective, thorough and objective investigation of the allegations.

If the Company determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Company encourages all individuals to report any incidents of harassment or other prohibited conduct forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

At-Will Employment Status

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only Dwayne Wilson of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy has the authority to make any such agreement, which is binding only if it is in writing.

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

Progressive Discipline

Any violation of company policies or improper behavior or conduct may warrant disciplinary action or termination. Although the employment relationship may be terminated at will by the employee or the company, without following any formal system of discipline or warnings, the company often exercises its discretion to use a progressive discipline procedure to ensure a fair method of disciplining employees. When followed, the progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an opportunity to correct any problems. Normally, progressive discipline involves verbal counseling and one or more written warnings, before an employee is terminated. However, exceptions or deviations from the normal procedure may occur whenever serious offenses occur or whenever the company deems that circumstances warrant that one or more steps in the process be skipped.

EQUAL EMPLOYMENT OPPORTUNITY

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

All such discrimination is **unlawful**.

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

If you believe you have been subjected to any form of unlawful discrimination, submit a complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Office Manager. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

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

Any job applicant or employee who requires an accommodation in order to perform the essential

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

Right to Revise

This employee handbook contains the employment policies and practices of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the president of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy.

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

This handbook sets forth the entire agreement between you and Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

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

Hiring

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy. Your cooperation and assistance in performing such additional work is expected.

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Job Descriptions

Sales Clerk - duties involve customer service, operation of cash register, filing of customer prescriptions, checking in and stocking of merchandise and other tasks as assigned by Debbie Brown or Andrew Wilson.

Pharmacy Clerk - duties involve customer service, operation of cash register, filing of customer prescriptions, checking in and stocking of merchandise and communication with doctor's offices and health insurance personnel and prescription computer input. See Debbie Brown for the Pharmacy Clerk Procedure Manual.

Pharmacy Tech - Duties involve customer service, communicating with doctor's office and health insurance personnel, prescription computer input, retrieving and filing prescription drugs, operation of prescription "robot", writing up delivery/mailling prescriptions and merchandise, packaging prescriptions for Skilled Nursing Facilities and County facilities.

Pharmacy Technician Responsibilities and Requirements

No person shall perform the duties of a pharmacy technician, as outlined by the California State Board of Pharmacy, who does not possess a current license issued by the California State Board of Pharmacy.

All pharmacy technicians must wear a name tag, identifying them by name, and as a pharmacy technician. There shall be no more than two pharmacy technicians working for every one pharmacist on duty, except when preparing orders for skilled nursing facilities or home health. All pharmacy technicians must always be "neat" appearing and dressed according to the dress and grooming standards. The supervising pharmacist has the right at all times to dismiss a pharmacy technician from the pharmacy if he or she deems the performance, attire, attitude, appearance, or mental concentration to be substandard.

The duties of the pharmacy technician are only to be performed under the direct supervision of

a pharmacist. The pharmacy technician shall perform all duties directed by the pharmacist including, but not limited to, typing information into the computer, removing drugs from stock, counting, pouring, mixing pharmaceuticals operating the ScriptPro "robot", placing products in containers, affixing labels to containers, packaging and repackaging. All completed prescriptions will be checked by the pharmacist, and the prescription label will be initialed by the pharmacist.

Office Clerk - Duties vary as to specific area of expertise

Delivery Driver - Distribution and pick-up of prescription and pharmacy merchandise to customers homes and designated facilities. This also includes trips on Monday through Friday to Big Pine.

Please inform your friends and relatives that you cannot take time to talk with them while you are on duty. Ask your manager or supervisor to take a break and leave the store if you need to talk with a friend.

Another clerk should always perform a sale transaction for a friend of relative.

If a customer starts to give you a bad time in any manner, do not hesitate to call for a store manager or a pharmacist or request assistance from another more experienced clerk.

We rely on everyone to watch a certain part of the store and if an employee is talking with another employee or friend, this means customers and certain areas of the store may not be receiving your full attention.

At no time should the front of the store be left unattended. If the clerk in the front needs to leave the cash register area for any reason, another clerk should be called up to cover.

DWAYNE'S FRIENDLY PHARMACY EMERGENCY CONTRACEPTION POLICY

PURPOSE:

This policy will ensure that patients who request emergency contraception services from the pharmacy will always have access to the product.

OBJECTIVES:

Patients seeking emergency contraception from the pharmacy will always have access to these services, regardless of the personal beliefs/convictions of the Pharmacist-on-duty at the time.

PROCEDURE:

a) If pharmacists employed by the pharmacy are unable to provide emergency contraception to patients because of personal beliefs or concerns, they shall inform management of this issue. Pharmacists will be asked about this issue during training.

b) If there is no pharmacist present in the pharmacy who is willing or able to provide emergency contraception to patients, an off-duty pharmacist will be called in to work to perform this function. Home and cell phone numbers for all pharmacists employed by the pharmacy are posted.

c) If the pharmacist on duty who is unwilling or unable to provide emergency contraception cannot reach another pharmacist employed by the store, that pharmacist will refer the patient to another pharmacy which provides emergency contraception (Vons or Rite Aid)

New Hires

Completion of the introductory period does not entitle you to remain employed by Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

The first 90 days of continuous employment at Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with fellow employees and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 40 hours per week. Part-time employees are eligible for the following Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy benefits:

- sick leave

Compounded Drug Recall Policy

Purpose:

The purpose of this policy is to create a method for recalling compounded drugs (sterile or non-sterile). A recall will be initiated when a manufacturer recalls an ingredient used to compound a prescription, or if a compounded drug fails a quality assurance process designed to ensure integrity, potency, quality and strength. Every possible effort will be made to notify patients and retrieve recalled compounded drugs when subsequent verification demonstrates the potential for adverse effects to the patient with continued use of the product.

Procedure:

If a recall is necessary, a member of the pharmacy staff (pharmacist or technician/clerk-under the direction of the pharmacist) will contact the patient and make arrangements for retrieval of the product.

If a compounded drug is dispensed from inventory (i.e., previously compounded in advance to ensure continuity of care), the lot number on the stock container will be recorded on the prescription record in the pharmacy computer system. In the event of a recall, the compounding log will be reviewed to determine which lots need to be recalled by the pharmacy. then a report can be generated from the pharmacy computer system identifying patients who need to be notified.

When a drug product is compounded to meet the immediate needs of a patient, the manufacturer and lot numbers of the products used will be recorded on the original prescription, or the label portion kept for refill documentation. If a recall is necessary, a patient list can be created from the pharmacy computer system by drug name, patient name, date and prescription numbers. The information needed to determine whether or not that prescription is subject to recall (manufacturer/lot number) can then be retrieved from the pharmacy's paper record system (original Rx refill log).

Leaves of Absence

Civil Air Patrol Leave

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

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

Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

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

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

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

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

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

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

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

You may request leave for any of the following purposes:

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

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

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Jury Duty and Witness Leave

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy encourages employees to serve on jury duty when called. We offer no compensation for jury duty. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Fees Paid by the Court

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

Military Leave

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

Military Spouse Leave

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

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

Organ and Bone Marrow Donor Leave

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

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

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy requires that employees taking leave for organ donation use 48 hours of accrued but unused sick leave, and/or vacation. Employee can only accrue a maximum of 48 hours.

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy requires that employees taking leave for bone marrow donation use 48 hours of accrued but unused sick leave, and/or unused vacation.

Pregnancy Disability Leave

Any female employee planning to take pregnancy disability leave (PDL) should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider.
- If 30 days' advance notice is not possible, notice must be given as soon as practical.
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:
 - A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition.
 - The date on which the employee became disabled due to pregnancy.
 - The probable duration of the period or periods of disability; and
 - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable

accommodation or transfer.

- Leave returns will be allowed only when the employee's physician sends a release.
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation during a pregnancy disability leave.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage.

School Appearances Involving Suspension

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

Sick Leave

As of July 1, 2015, California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If you have any questions about paid sick leave, please contact Management or Human Resources.

Eligible Employees

Beginning July 1, 2015, all employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

However, employees are not eligible to take paid sick time until they have worked for the Company for 90 days from their date of hire.

Paid Sick Leave for Part-Time Employees

In accordance with California law, part-time employees (regularly scheduled less than 40 hours per week) accrue paid sick leave at the rate of one (1) hour for every thirty (30) hours worked.

Paid sick leave may be used for qualifying purposes, including diagnosis, care, treatment, preventive care, and care of a family member.

Employees may begin using accrued sick leave after ninety (90) days of employment.

Employees are encouraged to provide advance notice of the need for sick leave when foreseeable. When advance notice is not possible, employees must notify management as soon as practicable.

Unused paid sick leave is not paid out upon separation of employment. Accrual and usage are subject to applicable legal limits.

The Company will not retaliate against employees for lawful use of paid sick leave.

Carryover and Usage Limits (Part-Time Sick Leave)

Unused accrued paid sick leave will carry over from year to year as required by California law.

Accrual of paid sick leave will be capped at a maximum of eighty (80) hours. Once the cap is reached, no additional sick leave will accrue until the balance falls below the cap.

Employees may use up to forty (40) hours of paid sick leave per calendar year for qualifying purposes, in accordance with applicable law.

Paid Sick Leave for Full-Time Employees

Full-time employees receive Paid Time Off (PTO) in place of ongoing sick leave accrual. PTO may be used for vacation, personal time, illness, and other qualifying purposes. In addition to PTO, Sabrina Enterprises, Inc. provides an additional paid sick leave benefit to eligible full-time employees as described below.

Each calendar year, full-time employees will be awarded three (3) days (24 hours) of paid sick leave.

This additional sick leave benefit:

- Is provided in addition to PTO
- Is awarded annually at the beginning of each calendar year
- Does not carry over from year to year
- Must be used within the year awarded
- Is not paid out upon separation of employment

Nothing in this policy is intended to limit or interfere with employee rights under applicable paid sick leave laws.

Transfer from Part-Time to Full-Time Status

When an employee transfers from part-time to full-time status (defined as regularly scheduled forty (40) or more hours per week, unless otherwise designated by management):

- Accrual of paid sick leave will cease as of the effective date of full-time status.
- Any accrued paid sick leave earned while working part-time will remain available and will not be forfeited.
- Previously accrued paid sick leave will continue to be available for use in accordance with applicable law.
- Full-time Paid Time Off (PTO) benefits will begin immediately and will replace further sick leave accrual.
- No previously earned paid sick leave will be reduced, reset, or forfeited as a result of the change in status.

Previously accrued paid sick leave is in addition to any PTO benefits provided to full-time employees.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day with loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.

Paid Time Off (PTO)

Full-Time Employees

Full-time employees (regularly scheduled forty (40) or more hours per week, unless otherwise designated by management) are eligible for Paid Time Off (PTO).

PTO may be used for vacation, personal time, illness, medical appointments, family care, and other qualifying purposes. When PTO is used for qualifying sick leave purposes, it will be treated as protected sick leave under applicable California law.

First Twelve (12) Months of Employment

During the first twelve (12) months following an employee's first date of full-time classification, full-time employees accrue PTO at the rate of one (1) hour for every thirty (30) hours worked.

PTO accrued during this period:

- Is considered earned wages
- Carries over from year to year
- Does not expire
- Is paid out upon separation in accordance with California law

Upon completion of twelve (12) months of full-time employment, PTO accrual under this section will cease, and the employee will transition to the frontloaded PTO program described below. After transition to frontloaded PTO, employees will no longer accrue additional PTO based on hours worked.

Annual Frontloaded PTO (After First Anniversary)

Beginning on the employee's first anniversary and each subsequent anniversary, eligible full-time employees will receive annual frontloaded PTO as follows:

<u>Years of Service</u>	<u>Annual PTO</u>
1 Year	40 Hours
2 Years	80 Hours
3 Years	80 Hours
4 Years	80 Hours
5+ Years	120 Hours

Frontloaded PTO:

- Is granted annually on the employee's anniversary date
- Must be used within the year granted
- Does not carry over
- Is not paid out upon separation if unused
- Is separate from accrued PTO earned during the first year

Transfer from Part-Time to Full-Time Status

When an employee transfers from part-time to full-time status (defined as regularly scheduled 40 or more hours per week):

- PTO accrual will begin immediately upon full-time classification.
- Accrual of paid sick leave will cease as of the effective date of full-time status.
- Any previously accrued paid sick leave will remain available and will not be forfeited.
- Previously accrued paid sick leave will continue to be available for use in accordance with applicable law.
- Full-time PTO benefits will replace further sick leave accrual.
- No previously earned paid sick leave or PTO will be reduced, reset, or forfeited as a result of the change in status.
- Frontloaded PTO is based on the employee's first date of full-time classification and not original hire date.

Previously accrued paid sick leave is in addition to any PTO benefits provided to full-time employees.

Automatic Use of PTO for Unscheduled Absences

When an employee is absent from a scheduled shift, available paid sick leave or PTO will be applied to cover the absence in accordance with applicable law, unless the employee is approved for unpaid leave.

Employees may not decline the use of available paid leave for unscheduled absences without management approval.

Nothing in this policy is intended to interfere with employee rights under applicable leave laws.

Coordination with Paid Sick Leave

PTO provided under this policy is intended to satisfy the paid sick leave requirements of California law.

In addition, eligible full-time employees may receive supplemental sick leave benefits as described in the Sabrina Enterprises, Inc.'s Paid Sick Leave policy.

Victims of Crime Leave

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

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

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

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

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

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel; the time taken off is unpaid.

Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

Rehire and Break in Service Policy (PTO & Sick Leave)

Rehire and Break in Service

For purposes of Paid Time Off (PTO) and paid sick leave eligibility, an employee's service will be evaluated based on continuous employment with the Company.

Rehire Within Twelve (12) Months

If an employee is rehired within twelve (12) months of separation:

- Previously accrued and unused paid sick leave will be reinstated, as required by law.
- Previously accrued PTO that was paid out at separation will not be reinstated.
- The employee's prior full-time service toward frontloaded PTO eligibility may be credited at management's discretion.

Rehire After Twelve (12) Months

If an employee is rehired after twelve (12) months or more:

- The employee will be treated as a new hire for PTO eligibility purposes.
- Paid sick leave accrual will begin anew in accordance with Company policy and applicable law.
- Prior service will not count toward frontloaded PTO eligibility unless approved by management.

Breaks in Full-Time Status

If a full-time employee reduces hours and no longer meets the definition of full-time employment:

- Accrual of PTO will cease during the period of part-time status.
- The employee may resume paid sick leave accrual if classified as part-time.
- Previously accrued PTO and sick leave will remain available and will not be forfeited.

If the employee later returns to full-time status:

- PTO accrual will resume.
- A new full-time classification date may be established for purposes of frontloaded PTO eligibility, unless otherwise approved by management.

Seasonal and Temporary Employment

Seasonal, temporary, and on-call employees are not eligible for frontloaded PTO.

Such employees may be eligible for paid sick leave accrual in accordance with applicable law.

Time worked in a seasonal, temporary, or on-call capacity does not count toward full-time PTO eligibility unless approved by management.

Management Discretion

The Company reserves the right, in its sole discretion, to recognize prior service, adjust eligibility dates, or award additional PTO based on performance, business needs, or individual circumstances.

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Benefits

Benefits Overview

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have contact Susan Wilson.

The Company reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The Company offers the following employee benefits:

- Health Insurance - After three months of employment, a full time employee becomes eligible to apply for group health insurance. Our group health insurance is through Blue Shield of California. We pay the premium for the full time employee, however the employee may also apply for coverage for other family members and the additional premium will be deducted from the employee's paycheck, as per signed agreement between employee and employer.
- Retirement Plan (401 K Plan) - Please see Dwayne or Susan Wilson for details and requirements for an employee to become eligible for participation in the plan.
- Paid vacation Time off
- Mandatory paid sick leave under the Healthy Workplace Healthy Families Act: July 1, 2015

Lactation Policy

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

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

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

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

Workers' Compensation

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

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

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

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

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

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

The law requires Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Management

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

Names and Addresses Policy

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change.

Open-Door Policy

Suggestions for improving Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the Company. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation.
- If the problem persists, you may present it to the personnel manager, who will investigate and provide a solution or explanation. While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the Andrew Wilson. We encourage you to bring the matter to the personnel manager as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- If the problem is not resolved, you may present the problem to the president of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Performance Evaluations

Performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems within the discretion of Dwayne Wilson.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to Susan Wilson. You can obtain a form for making such a written request from the Susan Wilson.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

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

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employee Property [Copy]

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

It is the right of this Corporation to inspect lunch bags, other packages, and other personal areas at any given time. Please cooperate with us on this matter, as it may be done for your protection

Right to Random Drug Testing

Management also reserves the right to random drug test any and all employees at any time

Company Property

Bulletin Boards

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy maintains bulletin boards located Back Room.

Bulletin boards are used to provide information to employees concerning Need permission from Office Manager.

Employees may not post items on Company bulletin boards unless the following conditions are met:

- Postings may be made by Company employees only;
- The information to be posted must first be approved by the Susan Wilson;
- Postings are limited to 8.5 x 11 in size;
- Bulletin boards will be updated weekly; and
- Posted items will be dated and will be removed after one month.

Electronic and Social Media

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

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

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, Blackberries or smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

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

The following general policies apply:

- Computers and all data transmitted through Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy servers are Company property owned by the Company for the purpose of conducting Company business. These items must be maintained according to Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Company property may be removed from the premises.
- All electronic communications also remain the sole property of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy and are to be used for Company business. For example, email messages are considered Company records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy and remains the property of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy.
- Information stored in Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy computers and file servers, including without limitation All customer lists, vendor lists, research data, prescription information is protected as Company-owned property is profited from distribution outside the Company is the property of the Company and may not be distributed outside the Company in any form whatsoever without the written permission of the CEO Dwayne Wilson.
- Violation of any of the provisions of this policy, whether intentional or not, will subject Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy employees to disciplinary action, up to and including termination.

Monitoring of Company Property

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Company reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Company policy or any law occurs. E-mail may be monitored by the Company and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

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

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy management.

Prohibited Use

All existing Company policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Company assets or resources. It is a violation of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

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

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

workload, supervisors, or staffing.

Social Media

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy does not use nor does it condone the use of social media in the workplace for any purpose. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the Company deems to be social media, consult with the Andrew Wilson or Dwayne Wilson.

Use of Internet based programs such as Facebook, Linked In, and Twitter (this is not meant to be an exhaustive list) is a violation of Company policy and use of Company property (including computers or handheld devices) to access social media tools or programs during working time on the work premises can result in discipline up to and including termination.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information apply.

Nothing in the Company's social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Employee-owned Devices

Employee's own computers (including hand held devices) and electronic communications are not to be used during work time on the work premises. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, apply.

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software and vehicles, are Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reserves the right to inspect all Company property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Company property may be removed from the premises.

Company voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy may periodically need to assign and/or change "passwords" and personal codes for These communication technologies and related storage media and databases are to be used only for Company business and they remain the property of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy.

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the company voice-mail and email systems are subject to the same company policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

No personal locks may be used on Company-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a Company locker.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

POSTAGE MACHINE

Dwayne's Friendly Pharmacy operates a postage metering machine for store purposes only. We cannot use the postage metering machine for customers for non-pharmacy mail.

Operation of the postage machine is for trained employees only. If you need to weight or "stamp" out-going mail, please ask an employee experienced in the operation of the unit. If you notice a malfunction of the postage machine, please notify a supervisor.

PHOTOCOPIER

Dwayne's Friendly Pharmacy operates photocopy machines mainly for store use. Employees wishing to use the photocopier for personal use must get approval from management. Occasionally, we allow customers the use of the photocopier located behind the back cash register for a nominal fee. Only pharmacy staff are allowed to operate the photocopier.

FAX MACHINE

Dwayne's Friendly Pharmacy operates two facsimile machines. One is located in the pharmacy "case" and the other in the upstairs office. Please obtain permission from the Pharmacist or supervisor before using the FAX machines or giving out the number.

Guests and Visitors

Visits from friends and family are to be kept to a minimum, in order to preserve an appropriate work environment. It is extremely important that the impression left with Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy visitors is that of a professional organization with the highest standards of conduct.

Emergencies in which children must be in the office for an extended length of time are to be kept to an absolute minimum. The Company may not be used as a substitute for regular child care of employees' children. On those occasions when children are present, they should not be allowed to disrupt others in the office.

Your child is your responsibility and must be under your direct supervision at all times. If a child is ill, you must present a doctor's note to your immediate supervisor indicating the child is not contagious. Under no circumstances may children provide work for the Company, unless the child is hired as an employee pursuant to Company policies.

If you wish to bring a minor child to work and prior notice is possible, request from your supervisor and complete the *Guest and Visitors Request* form, which will be reviewed by Dwayne Wilson, Susan Wilson or Andrew Wilson. You should also use the *Guest and Visitors Request* form if you wish to bring your pet to work.

The Company reserves its right in its sole discretion to deny such a request for reasons including, but not limited to, the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.

Housekeeping

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

Keep materials and merchandise out of aisles.

Return tools and other equipment to their proper storage place after use.

Keep floors dry, avoid spilling liquids, wipe up all spills immediately.

throw trash and scrap in proper waste containers.

Pick up tripping hazards.

Do not let soft drink bottles, soiled clothes, etc. accumulate in work places.

All employees are expected to aid in keeping health facilities clean and in sanitary condition. Before eating, always thoroughly wash your hands after handling merchandise or money.

For re-ordering purposes, please notify office staff before housekeeping supplies are out of stock (paper towels, toilet paper, etc.)

Each worker should maintain good housekeeping within his or her work area, however a schedule for housekeeping duties is posted for cleaning the dishes in the sink and cleaning out the refrigerators.

Off-Duty Use of Facilities

Employees are prohibited from remaining on Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy property. Employees may not use parking areas specifically designated for customers, vendors, company vehicles, or reserved for managers. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy is not responsible for any loss or damage to employee vehicles or contents while parked on Company property or off site.

Prohibiting Personal Use of Company Cell Phone

Cell phones (including handheld devices and smart phones such as Blackberries and iPhones) may be provided to some employees to assist them in performing their job. Cell phones are company property. Data (including web browsing), messages (including voice mail, mobile email, and text messaging), and other stored electronic information is subject to monitoring and the employee does not have an expectation of privacy in the use of this Company property.

The Company may ask you to assign a password to your Company cell phone to prevent unauthorized access. This password does not affect the Company's ownership of the cell phone or ability to monitor the information.

Company cell phones must not be used in any manner that violates any other Company policy, including safety policies, confidentiality policies, and policies against discrimination and harassment.

Employees who are provided a Company cell phone may use it to send and receive occasional and limited personal communications. Any personal usage of a Company-issued cell phone must not interfere with the employee's work performance, take away from work time, or violate any Company policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. Employees are responsible for paying for additional time or data usage in excess of any rate plan maintained by the Company.

Smoking

Smoking is not allowed in any enclosed area of the facility.

Solicitation and Distribution of Literature

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

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

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

Prohibiting Personal Use of Company Cell Phone [Copy]

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are company property. Data (including web browsing), messages (including voice mail, mobile email, and text messaging), and other stored electronic information is subject to monitoring and the employee does not have an expectation of privacy in the use of this Company property.

The Company may ask you to assign a password to your Company cell phone to prevent unauthorized access. This password does not affect the Company's ownership of the cell phone or ability to monitor the information.

Company cell phones must not be used in any manner that violates any other Company policy, including safety policies, confidentiality policies, electronic and social media policies, and policies against discrimination and harassment.

Employees are prohibited from using Company-issued cell phones and any other Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy property to conduct personal business. Employees who are provided a Company cell phone may use the phone for personal reasons only in the case of an emergency. Other personal use is prohibited.

Prohibiting Personal Use of Company Cell Phone [Copy]

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are company property. Data (including web browsing), messages (including voice mail, mobile email, and text messaging), and other stored electronic information is subject to monitoring and the employee does not have an expectation of privacy in the use of this Company property.

The Company may ask you to assign a password to your Company cell phone to prevent unauthorized access. This password does not affect the Company's ownership of the cell phone or ability to monitor the information.

Company cell phones must not be used in any manner that violates any other Company policy, including safety policies, confidentiality policies, electronic and social media policies, and policies against discrimination and harassment.

Employees who are provided a Company cell phone may use it to send and receive occasional and limited personal communications. Any personal usage of a Company-issued cell phone must not interfere with the employee's work performance, take away from work time, or violate any Company policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. Employees are responsible for paying for additional time or data usage in excess of any rate plan maintained by the Company and unrelated to performance of job duties or following Company directions.

Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the Company in advance.

Conducting Personal Business

Employees are to conduct only Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Confidential Information

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

In the course of your work, you may have access to confidential information regarding Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy, its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties.

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

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy, which impairs an employee's ability to exercise good judgment on behalf of the Company, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Customer Relations

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

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

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

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

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

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

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

Dress Codes and Other Personal Standards

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

Because each employee is a representative of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

All employees required to wear uniforms provided by Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy must take care of their uniforms and report any wear or damage to their supervisors. Instructions regarding cleaning and maintenance of uniforms will be provided. Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor.

In the interest of presenting a professional image to our customers, we ask that all employees observe good habits of grooming. While at work, employees are expected to wear shirts and/or sweatshirts with the Dwayne's Friendly Pharmacy logo. The pharmacy logo must be showing at all times. It cannot be covered up by other clothing. Employees who do not follow this dress policy will be asked to leave work and return with appropriate attire and will be given a written warning. Such employees will not be compensated for the time away from work. A second infraction may lead to a suspension from work.

EXPECTATIONS:

Clothes must fit properly and must conceal undergarments at all times.

Closed-toe shoes must be worn at all times.

Shorts and miniskirts must be longer than your apron.

Excessive facial jewelry and body piercings are not allowed at work (except earrings and other exceptions to be determined

by Dwayne Wilson or Andrew Wilson.

Midriffs and lower body should not be exposed.

No visible tattoos are allowed.

THE FOLLOWING ARE EXAMPLES OF INAPPROPRIATE ATTIRE:

Attire that has writing, pictures or any insignias having to do with profanity, crudeness, sexual content, gang

affiliation, racial prejudice, ethnic prejudice, religious prejudice, drugs, alcohol, tobacco, violence, or hatred.

Hats, caps, head coverings and sunglasses unless previously authorized by a manager.

Clothing or jewelry with spikes or sharp edges

Belts not entirely in belt loops

Chains

See-through, sheer or fishnet fabrics

Jeans or pants that will not stay on at the waist without a belt

Jeans or pants that are oversized, ripped, torn or have holes

Jeans or pants that are worn low to reveal undergarments or bare midriffs

Short mini skirts and short shorts

No bra straps visible

Jogging or athletic type clothing

Flip-flop shoes or open toe style shoes (OSHA regulations)

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

Drug and Alcohol Abuse

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

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

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

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

Violation of these rules and standards of conduct will not be tolerated. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

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

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person

whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the ceo Dwayne Wilson may comment to news reporters on Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy policy or events relevant to Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy.

This policy does not limit an employee's right to discuss the terms and conditions of his or her employment, or to try and improve these conditions.

Off-Duty Conduct

While Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility.

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

Other Employment

While employed by Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy, employees are expected to devote their energies to their jobs with the Company.

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

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy explaining the details of the additional employment. If the additional employment is authorized, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy assumes no responsibility for it. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Political Activity

Many employees participate in political activities on their own time. Company time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy officially endorses or opposes any candidates for political office that Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy itself has not publicly announced. Company employees are entitled to their own personal position.

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

Prohibited Camera Phones

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy prohibits the use of personal cell phones in any area of the workplace ,except for work related business, if the phone also operates as a camera. Employees should not bring camera phones to the workplace.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Company's objectives. The following conduct is prohibited and will not be tolerated by Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

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

- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Prohibited Use of Company Cell Phone While Driving

In the interest of the safety of our employees and other drivers, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy employees are prohibited from using cell phones (including all smart phones) while driving on Company business and/or Company time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Company business and/or Company time. The Company recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving.

Violating this policy is a violation of law and a violation of Company rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and a violation of Company rules.

You must also safely pull off the road before conducting Company business.

Punctuality and Attendance

As an employee of Sabrina Enterprises, Inc, a CA Corp, dba Dwayne's Friendly Pharmacy, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

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

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

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 consecutive scheduled work days, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will consider that you have voluntarily abandoned or quit your employment.

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

STUDENTS WORKING ON A WORK PERMIT

If you do not attend school due to illness the day that you are scheduled to work, you are not allowed to work that day. Please notify Debbie Brown, Debra Wilson, Susan Wilson or Pat Thueson as soon as you know you will not be able to attend school.

Wages

Advances

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy permits advances against future wages as follows:

- To be determined by Dwayne Wilson

The advancement of wages must be paid back by cash, personal check or money order. The company will not deduct the advanced wages from future earnings. You will be required to sign a promissory note (loan agreement) before an advance is made.

Alternative Workweek

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy has implemented an alternative workweek schedule for the following work unit(s):

- Pharmacists

Work Schedule/Pharmacists

Some Pharmacists work 4 ten hour days or 5 eight hour days.

Weekly work schedules are prepared by the supervisors and given to employees well in advance

Holiday Time

Holiday time is only paid if an employee works on the scheduled holiday

Sick and Vacation Time

For employees working a 10-hour day, when absent for a full day, accrued sick or vacation time will be deducted in 10-hour increments. Otherwise, sick and vacation time may be taken in 1 hour increments. Option: For five day 8 hour schedules, if an employee is absent for a full day, accrued sick or vacation time will be deducted in 8 hour increments. Otherwise sick and vacation time may be taken in 1 hour increments.

Reporting-Time Pay

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will not pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the Company's power to control.

Expense Accounts

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reimburses employees for business expenses. To be determined by Susan Wilson each month. Employees who have expense accounts or who have incurred business expenses must submit required receipts and the Expense sheet request for reimbursement to Susan Wilson no later than by the end of the month of each month.

If you have any questions about the Company's expense reimbursement policy, contact Susan Wilson and Dwayne Wilson.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods. You are required to remain on the work premises during your rest break(s). You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

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

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

Timing of Rest Breaks

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

Your rest break will be scheduled by Debbie Brown, Andrew Wilson

Meal Period

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

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

The waiver must be in writing.

Timing of Meal Period

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

Your meal period will be scheduled by Debbie Brown or Andrew Wilson or Debra Wilson

Second Meal Period

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

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

Timing of Second Meal Period

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

Your second meal period will be scheduled by Pharmacist in Charge.

Recording Meal Periods

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

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

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

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

Please also refer to the Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy

Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Payment of Wages

Paychecks are normally available at the store or they are automatically deposited in the employee's bank account if they have signed up for automatic payroll deposit. . If you observe an error on your check, please report it immediately to your supervisor.

All employees of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy are paid two times monthly - on the 15th and last day of the month. If either day falls on the weekend or a holiday, then pay will be paid the Friday before.

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

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

Timekeeping Requirements

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

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

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

Employees also must record their time whenever they leave the building for any reason other than Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy business.

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

Please also refer to Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy's Meal and Rest Break Policy.

Work Schedules

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy is normally open for business between 8:00 am - 7:00 pm, Monday thru Friday: 9:00 am - 6:00 pm Sat.; 10:00am - 5:00 pm Sunday. Holidays: 10:00 am - 1:00 pm. and closed Christmas Day. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your supervisor, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Safety and Health

Employees Who Are Required to Drive

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

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of his or her job, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the general manager's office.

In compliance with Proposition 65, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

STATE DISABILITY INSURANCE

Employees who suffer a non-work related illness or injury may be entitled to State Disability Insurance (SDI). SDI benefits are paid by the State and are financed from mandatory payroll tax deductions from all employees' wages. Questions regarding SDI benefits can be directed to Susan Wilson in the Main Office.

GENERAL SAFETY RULES

You are expected to take the proper care of your safety and that of your fellow workers. If at any time there is anything you do not understand about your job, ask your supervisor. Do not experiment, shortcut job procedures, or in any way take chances. All accidents are preventable if each one of us will carry out our safety responsibility to the best of our ability.

Follow the safe job procedures established in the Security and Safety notebook. You are to perform only those jobs you have been assigned and properly instructed to perform.

Damaged equipment should be reported to your manager or supervisor immediately.

Please report unsafe practices or unsafe conditions to your manager or supervisor without delay.

Report all accidents to your supervisor immediately whether someone is hurt or not. In cases of injury, get first aid as soon as possible.

Do not allow equipment to operate unattended.

Horseplay, such as scuffling, fooling, playing practical jokes, or throwing articles at each other will not be tolerated.

No worker is permitted to make repairs on any electrical device or equipment unless authorized to do so. Electrical equipment is not to be tampered with in any way.

All workers are requested to walk - not run - while they are in the store.

Only a pharmacist, a pharmacy technician or a pharmacy clerk is allowed to work behind the pharmacy counter or handle any prescription merchandise.

Only authorized personnel can dispense medication. Never take any type of medication from any shelf to use for first aid.

Do not hesitate to caution a fellow worker when there is danger of being injured because of an unsafe practice.

IN THE EVENT OF A ROBBERY

In the event of a hold-up our primary concern is the safety of our employees and customers.

Robbery Awareness:

All staff involved in cash-handling, or in premises where drugs are stored, must follow store safety procedures as stated in the store procedure manual.

During a Robbery:

Keep calm and make no sudden movements.

Do what the offender(s) demands.

Memorize as many details about the offenders (s) as possible and note the method and direction of escape.

It is understood that each member of staff will experience a robbery differently and will cope with it differently.

After a Robbery:

Wait for the police to arrive. Help them as much as possible.

Do not discuss the events prior to being interviewed by the police.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: Conditions that excuse absence from work include: snow, road closure. If weather conditions prevent you from safely traveling to work, you must notify Dwayne Wilson or Jeff Brown by phone, if telephone service is functional, or by any other available means. Employees will not be paid when weather conditions prevent them from reaching the worksite. Absences will be unpaid or will be deducted from accumulated vacation time.
- In the event of a natural disaster, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact the office immediately, if possible.

Recreational Activities and Programs

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

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

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

Follow posted opening and closing procedures for the Pharmacy Counter and Front Register.

Daily checks before entering premises:

- Look for anyone loitering around

- Check for any signs of attempted entry

- If the premises are not secure, do not enter and advise the police immediately

Daily checks before leaving premises:

- Ensure that alarm is activated

- Check that no unauthorized person is still on the premises

- Securely lock the doors and windows

- Note if any person is loitering outside the premises, and if suspicious, advise the police immediately

- Secure the last door after exiting

Access to Premises

- Staff should be alert at all times to unusual activities inside and outside the premises

- Visitors should not be admitted to the private areas of the premises without suitable identification

There is an intruder alarm system on the premises

We have regular banking and have regular check-outs of the cash register. Cash is kept in a locked safe.

Keys to the store and files are only issued to authorized personnel.

Workplace Violence

Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy has adopted the following workplace violence policy to ensure a safe working environment for all employees.

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

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

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

You may report an incident to any supervisor or manager.

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

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

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

Termination

Employee References

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

By policy, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy also will inform prospective employers of the amount of salary or wage you last earned. as well as job performance.

Involuntary Termination and Progressive Discipline

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

Reductions in Force

Under some circumstances, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Company will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law). All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

EMPLOYEE PURCHASES POLICY & PROCEDURE

EMPLOYEE PURCHASES POLICY & PROCEDURE

EMPLOYEE PURCHASES

Store merchandise may not be held for a later purchase. All items must be charged to an employee account immediately, even if the employee is paying cash. Kodak pictures may only be charged at the front register.

PROCEDURE

Store merchandise must be brought to a register directly after being taken from the shelf. Pictures from the Kodak Kiosk must be taken to the front register for purchase after being printed. The items must be charged on the APOS register.

Employees may not ring up their own (or family member's) purchases.

If an employee wishes to pay with cash, a check or a credit card, two transactions will take place. The first transaction will charge the items to the employee account. The second transaction will be the payment to account with cash, a check or a credit card

After purchasing the items, the receipts must be stapled to an open bag containing the merchandise or pictures and taken into the compounding lab.

Debra, Kelliann, Andrew or a Pharmacist will check the merchandise, staple the bag and initial the receipt before the merchandise can leave the store.

Candy and food may be paid with cash and eaten in the backroom as long as the receipt is with it.

Employees will receive a 20% discount on all purchases except:

- Gift items designated by Susan Wilson (i.e.: high-ticket items)

- Items with a red price tag (sale discount has already been taken.)

- McKesson price tags with a number sign (#). Sale discount has already been taken.)

Prescriptions

Candy

Current Hallmark Keepsake Ornament

Employee discounts are for full-time employees and their immediate families living in their households. For Part-time employees, the discount is only for themselves.

All employee prescriptions will be directly charged to the employee's charge account (see below) and written up by a pharmacy tech or pharmacist.

EMPLOYEE CHARGE ACCOUNTS

Current employees may maintain a personal house charge account to be used for employee purchases, prescription and otherwise.

****Accounts should be paid in full every month****

Account balances should follow the following guidelines:

\$100 maximum for part-time employees

\$400 maximum for full-time employees

If your balance should increase to more than the maximum amount, please contact management to arrange for repayment options. Charge account balances can be taken directly from your paycheck. Please consult with Susan Wilson if you would choose this option.

A statement of account will be produced at the beginning of each month. If you wish to pay the account in full before the statements are printed, make your payment before the end of the month. Any outstanding balances will accrue a finance charge of 1 1/2 % per month or an annual percentage rate of 18% will be charged on all amounts 30 days or more past due (minimum of \$.50).

Rehired Employees

Rehired Employees

Please refer to Rehire and Break in Service Policy (PTO & Sick Leave) on page 39.

Assisting Patients with Limited or No English Proficiency

Assisting Patients with Limited or No English Proficiency

Purpose:

This policy will ensure that translation services are available to assist pharmacy staff in providing patient consultation and other services to people who are unable to, or have difficulty communication in English.

Objectives:

Pharmacy staff will have a method for communicating with and providing medication consultation to patients who have limited or no English speaking capabilities.

Procedure:

If a patient is unable to communicate in English, pharmacy staff will attempt to identify the language spoken by the patient. If necessary, refer the patient to the Notice to Consumers poster provided by the State Board of Pharmacy. Have the patient point to his/her language in the appropriate section on the poster.

Pharmacy staff may be available to assist in communicating with the patient in his/her language. Currently, we have several employees on staff fluent in Spanish. We also have a staff member fluent in German.

If a patient requires assistance in another language, or there is no staff available to assist the patient in his/her native language, call Language Line services at (800) 752-6096. Enter option 1, then the PIN number. Follow the instructions provided by the interpreter on the phone line. It will be necessary to pass the phone handset back and forth between the patient and pharmacist or pharmacy staff member. Do NOT use the speaker phone (in order to protect patient privacy).

LANGUAGE LINE SERVICES PHONE NUMBER: (800) 752 6096

pin number: 2522

Confirmation of Receipt

Confirmation of Receipt

I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook. The employee handbook is to be returned to Debbie Brown or Susan Wilson after I have read the handbook and signed the confirmation of receipt.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the president of Sabrina Enterprises, Inc., a CA Corp. dba Dwayne's Friendly Pharmacy, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the president has the authority to make any such agreement and then only in writing, signed by the president.

Employee's Signature _____

Employee's Printed Name _____

Date _____