



EMPLOYEE'S CONTRACT

About us

Sanford Health, one of the largest health systems in the United States, is dedicated to the integrated delivery of health care, genomic medicine, senior care and services, global clinics, research and affordable insurance. Headquartered in Sioux Falls, South Dakota, the organization includes 44 hospitals, 1,400 physicians and more than 200 Good Samaritan Society senior care locations in 26 states and nine countries. Nearly \$1 billion in gifts from philanthropist Denny Sanford have transformed how Sanford Health improves the human condition.

Sanford Health includes:

- 44 medical centers
- 482 clinics
- More than 200 senior living facilities
- 190,000 Sanford Health Plan members
- 48,622 employees
- 1,382 physicians, 973 advanced practice providers and 9,703 registered nurses delivering care in more than 80 specialty areas.

Sanford Health is excited to be on a journey of tremendous growth and momentum.

With our vast geography, cutting-edge medicine, sophisticated research, advanced education and our own health plan, we are unique in what we do and how we do it.

Through relationships built on trust and successful performance and a vision to improve the human condition, Sanford seeks to make a significant impact on health and healing.

With a commitment to diversity and inclusion, our journey as an organization includes continually building on the diverse talents, experiences and beliefs of our employees, as well as the patients and communities we serve.

SANFORD HEALTH EMPLOYMENT FORM 2022

(Fill in the blanks and amend the areas of the contract as you so wish.)

The Regulations and Conditions of Employment as set out herein will be deemed to constitute a "Contract of Employment", in fulfillment of current employment legislation. All Employees will be required to sign at the space provided at the end of these conditions, agreeing to adhere to the Company's Conditions of Employment.

Date of Commencement: _____

Place of Work: *The Employee shall be based for the time being at work from home (Home based)*

Job Function: _____

Training Period: A training period of two (2) weeks will be applied to train new employees on how to use the company's equipment effectively and efficiently.

Hours of Work: Flexible Time scheduled.

Salary: The pay is \$30 per hour & after training, it is \$35 per hour.

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Confidentiality: The Employee will not, during or at any time after the termination of your employment, disclose to any person or persons (except to senior Employees of the Company) nor use for your own benefit any confidential information that you may receive or obtain in relation to the affairs of the Company or its Clients.

Compliance

Compliance with our rules is mandatory. You are expected to be familiar and comply with the rules in the performance of your duties (your code of conduct will be sent to you). As well, you are expected to understand your obligations under Sanford Health policies. On an annual basis all employees and members of the Board are required to sign an Annual Acknowledgement of Corporate Policies form. Those of us who fail to abide by the Code and Sanford Health policies will be subject to disciplinary action, up to and including dismissal or prosecution.

Use of equipment and software from home

Our equipment and software form the backbone of our registry services and our operations infrastructure. Every effort should be made to protect Sanford Health working equipment and associated software from various threats to their security such as accidental or deliberate destruction of data or equipment, interruption of service, disclosure of confidential information, theft or corruption of data. Any security concerns with respect to our systems or software, or any viruses or data network attacks, weaknesses or unexplained system changes should immediately be reported to the HR. Our affiliated vendors will have them fixed as soon as possible.

Conduct with customers

Serving customers is the focal point of our business. Our customers deserve the highest quality service and standards in all transactions. Provide our customers with value and deal with them fairly. Act with integrity and do everything possible to provide great service to our customers, either directly or by supporting the work of other individuals or business units.

Do not make promises that you or Sanford Health cannot keep.

SANFORD HEALTH EMPLOYMENT FORM 2022

Use of Sanford Health property

Employees working from home are responsible for ensuring that:

- Sanford Health assets are protected and not used for personal use unless otherwise authorized;
Sanford Health intellectual property is subject to copyright and is not reproduced, distributed or altered without authorization;
- \ • As far as practicable, contracts are put in writing; and

I agree to be bound by the regulations and conditions of employment as contained in the foregoing.....

Name _____

Sign: _____

Date: _____

Year Founded: June 21 1894

CEO: Bill Gassen

Headquarters: Sioux Falls, South Dakota.

Signed


