



TISSUE ANALYTICS

SIMPLIFYING WOUND CARE

Hiring and Personnel Background Check Policy

Version: 1.0

Effective Date: 11/20/16

A handwritten signature in black ink, appearing to read "J Budman", is positioned below the effective date.

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Disclaimer: This policy was created by Tissue Analytics, Inc. for the sole use of its employees and clients.

Overview

Maintaining robust hiring and background check policies is tantamount to Tissue Analytics, Inc.'s (TA) success. TA ensures that all of its employees have a well-referenced background without a criminal record.

Purpose

The purpose of this policy is to establish standards for the base hiring practices of all TA employees. Effective implementation of this policy will optimize company function and minimize risk of employee-related issues.

Scope

All employees, contractors, consultants, temporary and other workers at TA and its subsidiaries must adhere to this policy. This policy applies to employees or contractors employed by TA.

Policy

4.1 General Requirements

4.1.1 All potential employees must have a criminal background check prior to being hired by TA. TA does not employ any individuals with a criminal record.

4.1.2 All potential employees of TA must present at least one positive reference letter prior to being hired.

4.1.3 All TA employees must be legally eligible to work in the United States based on citizenship or visa status.

4.1.4 TA retains records of all employee hiring decisions and will present documentation of these decisions to the client site upon request.

Policy Compliance

5.1 Compliance Measurement

The Information Security team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Information Security team in advance.

Related Standards, Policies and Processes

Definitions and Terms

Revision History

Date of Change	Version Number	Responsible	Summary of Change