



 MYRIAD GENETICS, INC.

## **EMPLOYEE MANUAL**

An Equal Opportunity Employer

**A Manual of  
Employee Benefits and  
Personnel Policies**

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Dear Employee:

We're very happy to welcome you to Myriad Genetics, Inc. and its wholly-owned subsidiary, Myriad Genetic Laboratories, Inc. Thank you for joining us! We want you to feel that your association with Myriad Genetics will be a mutually beneficial and a pleasant one.

You have joined an organization that has established an outstanding reputation as a publicly-held genomics company. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about Myriad's benefit programs, as well as the company policies and procedures. If anything is unclear, please discuss the matter with your supervisor, or a member of the Human Resources Department. Please read this manual carefully. We hope this Employee Manual gives you an indication of Myriad's interest in the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Additionally, we may change, modify, temporarily suspend or deviate from any of our policies and procedures, with or without notice, as may be necessary for our business needs. Reasonable efforts will be made to keep you informed through suitable lines of communication, including notices sent directly to you.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. Myriad is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at Myriad Genetics.

Sincerely,

Peter D. Meldrum  
President and CEO, Myriad Genetics, Inc.

## Introduction

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### What You Can Expect From Myriad

Myriad's established employee relations goals are:

1. Operate an economically successful business so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, contribution, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, disability or other category protected by law.
3. Pay all employees according to their value, effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions on an annual basis consistent with sound business practices.
5. Provide paid personal leave and holidays to all eligible employees.
6. Provide eligible employees with medical, disability, retirement and other benefits.
7. Provide employees an opportunity to discuss any problem with their supervisor and or the Human Resources Department.
8. Make prompt and fair adjustment of any complaints which may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and offices that are attractive, comfortable, orderly and safe.
12. Promote employees on the basis of their value, contribution, ability and merit, as appropriate positions become available.
13. Keep all employees informed of the general progress of Myriad as well as the company's overall aims and objectives.

## Introduction

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### **What Myriad Expects From You**

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom Myriad serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the success of Myriad as a whole. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the company overall, and personal satisfaction for you.

You are encouraged to take opportunities for personal development that are offered to you. This Manual offers insight on how you can positively perform to the best of your ability to meet and exceed Myriad expectations.

Remember, you help create the healthful, pleasant and safe working conditions that Myriad intends for you. Your dignity and that of fellow employees, as well as that of our clients, is important. Myriad needs your help in making each working day enjoyable and rewarding.

#### **How You Were Selected**

We carefully select our employees through written application, personal interview and reference checks. After all available information was carefully considered and evaluated, you were selected to become a member of our team.

This careful selection process helps Myriad to find and employ people who are concerned with their own personal success and the success of Myriad; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with Myriad and who can work well with our team.

#### **Introductory Period**

Your first ninety (90) days of employment at Myriad are considered an Introductory Period. This Introductory Period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job position, as well as becoming familiar with Myriad's products and services. Your manager will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a try-out time for both you, as an employee, and Myriad, as an employer. During this Introductory Period, Myriad will evaluate your suitability for employment, and you can evaluate Myriad's as well. At any time during this first ninety (90) days, you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not measure up to our standards, we may release you.

At the end of the Introductory Period, your manager will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that your employment is employment "at will" throughout the Introductory Period and beyond. That means that either you or Myriad may terminate the employment relationship at any time, with or without notice, and with or without reason. Completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

## Employment

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### **Confidential Information Policy**

Our associates and suppliers entrust Myriad with important propriety and confidential information relating to their businesses (“Associate and Supplier Information”). The nature of this relationship requires maintenance of confidentiality. In safeguarding the Associate and Supplier Information received, Myriad earns the respect and further trust of our clients and suppliers.

Myriad also gathers, creates and possesses important proprietary and confidential information relating to the operation of its own business (“Myriad Information”).

Your employment with Myriad assumes an obligation to maintain confidentiality of both Myriad Information and Associate and Supplier Information, even after you leave our employ.

Any violation of confidentiality seriously injures Myriad’s reputation and effectiveness. Therefore, please do not discuss Associate and Supplier Information, Myriad Information or Myriad business with anyone who does not work for us, including but not limited to spouse, parents, children and friends, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

If you are questioned by someone outside of Myriad or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that you may be required not to answer them under your employment obligations to maintain in confidence Associate and Supplier Information and Myriad Information. Instead, as politely as possible, refer the request to your manager, a member of the Human Resources Department, or an officer of the Company.

No one is permitted to remove or make copies of any Associate and Supplier Information or any Myriad records, reports or documents, outside the scope of an employee’s work responsibilities without prior management approval.

Violations of this policy are very serious and will lead to disciplinary action up to and including termination of employment.



## Employment

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### **Privacy and Security of Applicant's Personal Information Policy**

In compliance with the Utah Employment Selection Procedures Act, Myriad shall not request an applicant's social security number, date of birth, or driver's license number ("Personal Information") until we have extended a job offer or requested from the applicant permission to conduct a criminal background check, credit history, or driving record check.

We shall not use Personal Information obtained during the hiring process for any reason other than determining whether we will hire the applicant as an employee. Prohibited uses include marketing, profiling, or reselling the information. We shall keep confidential the Personal Information collected during the hiring process and shall restrict access to the information to those with a need to know it.

Unless otherwise required by law, Myriad shall not retain information collected about an applicant for more than 2 years if the applicant is not hired during the 2-year period. Destruction of Personal Information will be done in a secure manner that reasonably protects against public dissemination of the information.

This policy shall be made readily accessible to any applicant who wishes to see it before completing an application.

## Employment

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### **Outside Employment**

If you are employed by Myriad in a full-time position, Myriad will expect that your position here is your primary employment. Any outside employment must be reported to your direct supervisor as well as the Human Resources Department and must not interfere with your ability to properly perform your job duties at Myriad.

All employees sign an agreement which contains certain non-competition provisions, in which the employee agrees that during the term of his/her employment and for a limited time after termination of employment, he/she will not compete with Myriad either directly or indirectly in any area in which, during the term of his/her employment, the employee had substantive work responsibilities and access to use of Associate or Supplier Information and Myriad Information.

#### **Anniversary Date**

The first day you report to work is your “official” anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Manual.

#### **Business Hours**

Myriad’s regular operating hours are 8 A.M. to 5 P.M., Monday through Friday.

#### **Former Employees/Accepting Other Employment**

Depending on the circumstances, Myriad may consider a former employee for reemployment. Such applicants are subject to Myriad’s usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Myriad and must have provided at least two weeks advance notice of their intention to terminate their employment with Myriad. The hiring supervisor must obtain specific approval by the head of the Human Resources Department.

If you are a newly hired employee with Myriad, or an employee in a new position, we ask that you not seek a transfer until you have been in the position for 12 months. However, after nine months in the same position, an employee may inquire and apply for another position within Myriad. The effective date of the transfer will still be after 1 (one) year of employment in the previous position.

If you would like to apply for a new position, you should let your supervisor know of your intent, and then contact the Human Resources Department.

## Employment

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### **Equal Employment Opportunity**

Myriad provides equal employment opportunity for everyone regardless of age, sex, color, race, national origin, citizenship, religion, sexual orientation, disability, veteran status or other categories protected by applicable law.

If you are an individual with a disability or an individual with a sincerely held religious belief, and believe you need an accommodation in order to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment, you must let your manager or the Human Resources Department know as soon as possible. Myriad can then discuss with you the possibility and details of providing a reasonable accommodation to you.

#### **Proof of U.S. Citizenship and/or Right to Work**

Federal regulations require that all new hires complete and sign Federal Form I-9, Employment Eligibility Verification Form on or before their first day of work, and present documents of identity and eligibility to work in the U.S. on or before their third day of work.

#### **At Will Employment**

All employment with Myriad is “at will”, which means that the employment relationship can be terminated for any reason, with or without cause or notice, at any time, at the option of either Myriad or yourself. The at-will nature of your employment is not affected by any of the policies or practices in the Manual and cannot be modified by an oral promise from or oral statement by any supervisor or Myriad representative. Myriad’s President and CEO is the only company representative with authority to alter your at-will employment relationship, and may only do so in a written agreement that is executed by both you and Myriad’s President and CEO.

#### **Resignation/Exit Interview**

While we hope both you and Myriad will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with Myriad. If you anticipate having to resign your position with Myriad, we would appreciate you notifying your manager at least two (2) weeks in advance of the date that you must leave, submitting a letter of resignation to the Human Resources Department and setting up an exit interview with Human Resources. It is Myriad’s hope that all employees will have an exit interview with Human Resources before they leave Myriad. The exit interview is a time to discuss benefits, return your security card or keys and other Myriad property, plus discuss any other issues that are appropriate.

## Workplace Conduct

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### Progressive Disciplinary Action Policy

This policy covers how Myriad administers fair and consistent corrective action for unsatisfactory conduct and/or performance improvement.

We believe it is important to ensure that all employees are treated fairly and that corrective actions are prompt, consistent, and impartial. The primary purpose of corrective action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance going forward.

The ability to complete assigned job duties is only a portion of what is required in today's work environment. Myriad is dedicated to enhancing the shared values and related behaviors of its employees as well.

Generally speaking, Myriad subscribes to the theory of progressive discipline, where a specific course of progressive action is followed, consisting of constructive feedback, verbal warning, work plan/corrective action and termination. It is required that a Human Resources representative be involved when a performance problem needs to be addressed beyond constructive feedback.

In summary, the corrective action measures are as follows:

#### **Constructive Feedback**

If the manager begins to see potential issues with the employee's work performance, the manager should first offer constructive feedback. Frequently, coaching and counseling the employee can sufficiently improve performance concerns.

#### **Verbal Warning**

A warning is a documented conversation between the employee and his or her supervisor regarding a potentially serious situation. Warning memo(s) may be placed in the employee's personnel file if formal counseling is necessary. The manager should take this opportunity to coach and counsel the employee on the nature of the problem, recommendations on how to address it, and expectations regarding next steps.

#### **Work Plan/ Corrective Action**

The Work Plan is a documented record of a process between employees and their supervisors to discuss the reasons for initiating counseling and to establish corrective measures. The Work Plan typically documents corrective measures with actions and corresponding dates for completion. If an employee corrects his or her performance problem during this period, the employee may be taken off the Work Plan.



#### **Termination**

If the employee's performance issue(s) persist and/or escalate, the supervisor may notify the Human Resources Representative of his or her intent to terminate the employee. At this point in time, appropriate steps are then taken to terminate the employee's employment.

By using progressive discipline, we hope that most employee problems can be corrected at an early state, benefiting both the employee and Myriad. However, using progressive discipline is not always appropriate. Myriad, in its sole discretion, may at times determine that immediate termination of employment is warranted, or that certain progressive disciplinary action steps should be modified or skipped. Nothing in this policy is intended to change the employee's at-will employment status; Myriad at all times retains the right to terminate employment with or without cause or notice.

## Workplace Conduct

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### Progressive Disciplinary Action Policy

We expect each person to act in a mature and responsible way at all times. However, to avoid confusion, some of the more obvious unacceptable activities are noted below. Engaging in these activities will result in disciplinary action, up to and including termination of employment. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, or any other workplace activity, please see your manager or a member of Human Resources for guidance. This list is not meant to be exhaustive and the absence of an action or activity from this list does not mean that participating in that action or activity will not result in disciplinary action. In accordance with your at-will status, all employees remain subject to termination any time with or without cause or notice.

- Willful violation of any company rule; any action that is extreme in nature and is obviously detrimental to Myriad's efforts to operate profitably.
- Willful violation of security or safety rules or failure to observe safety rules or Myriad safety practices; failure to wear required safety equipment; tampering with Myriad equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except use and possession of medications prescribed by a physician which does not substantially impair work performance.
- Possession of firearms, weapons or explosives on company premises or while on duty except that this ban does not extend to the transportation or storage of a firearm in a motor vehicle on Myriad's Utah property designated for motor vehicle parking if (1) the employee is legally permitted to transport, possess, purchase,, receive, transfer that firearm, and (2) that firearm is locked securely in the motor vehicle or in a locked container attached to the motor vehicle while the motor vehicle is unoccupied.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing Myriad; fighting, or horseplay or provoking a fight on company property, or negligent damage of property.
- Insubordination or refusing to obey instructions issued by your manager pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the work premises at any time, for any purpose.
- Engaging in an act of sabotage; willfully or negligently causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.

## Workplace Conduct

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### Progressive Disciplinary Action Policy

- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises, unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
- Dishonesty; falsification or misrepresentation on your application for employment or other work records; falsifying sick or personal leave; falsifying reason for a leave of absence or other data requested by Myriad; falsifying expense reports; alteration of Company records or other company documents.
- Violating your nondisclosure agreement; giving confidential or proprietary Myriad information to third parties or to unauthorized Myriad employees; working for a competing business while a Myriad employee; breach of confidentiality of personnel information.
- Gossiping and/or spreading rumors; engaging in behavior causing discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on company property.
- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your manager; mistakes due to carelessness or failure to get necessary instructions.
- Any act of unlawful harassment, whether based on sex, race, color, national origin, citizenship, religion, age, disability, disabled status or other category protected by law.
- For non exempt employees, leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your manager; stopping work before time specified for such purposes.
- Sleeping on the job; loitering or loafing during working hours.
- Use of company telephone for long distance personal calls or excessive use of company telephone for local personal calls.
- Smoking in restricted areas or in any Myriad facility.
- Creating or contributing to unsanitary conditions.
- Failure to report your own absence or late arrival; excessive absence or lateness.
- Obscene or abusive language toward any manager, employee or client; indifference or rudeness towards a client or fellow employee; any disorderly/antagonistic conduct on company premises.
- Failure to immediately report damage to, or an accident involving company equipment.
- Eating food and beverages in undesignated areas.
- Use of copy machine or Myriad postage for personal use.
- Alteration of your own timesheet or records or attendance documents; altering another employee's timesheet or records.

A grievance procedure allows employees an opportunity to voice concerns they may have. The purpose of this policy is to provide an avenue for the identification and solution to certain problems. A grievance is considered to be a disagreement, conflict or dispute concerning the interpretation, application or enforcement of established policies, rules and regulations which cannot be resolved informally. A grievance cannot be resolved unless it is brought to someone's attention. Following are the three steps you take in presenting grievance:

Step 1. Personally present the grievance to your supervisor. Your grievance does not have to be in writing. Talk your problem over with your supervisor honestly and sincerely. Your supervisor will respond to your grievance in a timely manner.

Step 2. After discussing the problem with your supervisor (or in lieu of discussing the problem with your supervisor if you feel that doing so is ill-advised or problematic), if you are of the opinion a fair solution has not been achieved, you may consult verbally with your Department Manager. The Department Manager will communicate a decision with you promptly.

Step 3. If, after discussing the problem with your Department Manager (or in lieu of discussing the problem with your Department Manager if you feel that doing so is ill-advised or problematic), you are still of the opinion a fair solution has not been achieved, you may present your problem to the Human Resources Department. The Human Resources Department will investigate the problem and will communicate a decision with you promptly. Depending on the seriousness of the complaint the Human Resources Department, in its discretion, may involve the Legal Department, Vice Presidents or the President and CEO of the Company.

The Grievance policy is not intended to be used for reporting unlawful discrimination or harassment. To raise such concerns, please follow the reporting mechanism in Myriad's Workplace Harassment Policy.

If you ever have any other problems or concerns not covered by this grievance policy, you may contact the Human Resources Department for consultation.

Myriad believes that a healthy and productive work force, safe working conditions free from the effects of drugs and alcohol, and maintenance of the quality of products produced and services rendered by Myriad are important. The abuse of drugs and alcohol creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased productivity, and decline in the quality of products and services. Therefore, Myriad has established the following drug policy to encourage safety, productivity, security and efficiency.

#### **Prohibitions**

Employees may not manufacture, distribute, dispense or possess illegal drugs or alcohol at the workplace. Employees may not be under the influence of illegal drugs or alcohol during employment hours, and may not be significantly impaired in the performance of their job duties by other medications, whether obtained by prescription or over-the-counter. No employee shall perform safety sensitive functions while using any medication, prescribed or over-the-counter, that his or her doctor or pharmacist has advised may impair his or her ability to safely perform task at issue. Accordingly, an employee using such medication and faced with the requirement to perform such tasks must notify his or her manager promptly of the situation rather than undertake the task.

Employees must notify Myriad immediately of any conviction by a court of a substance abuse charge, whether conviction was by trial or by plea of guilty or nolo contedere.

#### **Testing Circumstances**

All employees and prospective employees who have been conditionally offered employment are subject to drug and alcohol testing. Myriad may require the collection and testing of samples in the following circumstances: (1) in the ordinary course of hiring; (2) in the ordinary course and scope of employment offsite, or in incidents of workplace theft; (3) when Myriad has reasonable cause to suspect possible individual impairment; and (4) on a random basis to encourage and maintain the safety of Myriad's employees. Employees will be tested in accordance with Myriad's policy and procedures for drug and alcohol testing.

#### **Consequences for Violating This Policy**

Failure or refusal to comply with Myriad's alcohol and drug policy, or a verified or confirmed positive test result that indicates the use of illegal drugs or the abuse of alcohol or prescriptive drugs, or a conviction of a substance abuse charge, will subject the employee to disciplinary or rehabilitative actions, which may include the following:

1. a requirement that the employee enroll in a Myriad approved rehabilitation, treatment, or counseling program, which may include additional drug or also suspension of the employee with or without pay for a period of time;
2. termination of employment;
3. refusal to hire a prospective employee; or
4. other disciplinary measures in conformance with Myriad's usual procedures.

Myriad Genetics is committed to providing a work environment that is free from all forms of unlawful discrimination and harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, veteran status or any other legally protected characteristic will not be tolerated. Myriad provides ongoing harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment. This policy applies to all employees, interns, seasonal workers and contractors.

Harassment includes unwelcome conduct that is based upon, or directed toward someone because of sex, race, color, national origin, age, religion, disability, sexual orientation, veteran status or any other basis protected by law. Such unwelcome conduct constitutes harassment when:

1. The employee must submit to conduct as a condition of employment;
2. The employee's submission to or rejection of the conduct is used as a basis for an employment decision affecting that employee; or
3. The conduct substantially interferes with the employee's work performance or creates an intimidating, hostile or offensive work environment for the employee.

Harassing conduct comes in many forms and includes, but is not limited to, the following behavior:

1. Verbal conduct such as sexually charged comments or requests for sexual favors, epithets, derogatory comments or slurs relating to an employee's sex, race, color, religion, national origin, age, disability, veteran status or any other basis protected by law.
2. Visual conduct such as posters, photography, cartoons, drawings or gestures relating to an employee's sex, race, color, religion, national origin, age, disability or any other basis protected by law.
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of an employee's sex, race, color, religion, national origin, age, disability or any other basis protected by law.

Please note that both men and women can be sexually harassed. Also note that the harasser does not have to be of a different gender, race, religion, national origin, age, disabled status or veteran status than the person being harassed, in order for harassment to occur. Note also that harassment can come from a supervisor or manager, a fellow employee, a customer or a vendor/supplier.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be ineffective or problematic to contact that person, you should immediately contact your Human Resource representative or any other member of management or the Legal Department.

The Company will not retaliate against anyone who comes forward under this policy, or who participates in the Company's investigation into such a complaint. The Company will take all complaints involving unlawful harassment or retaliation seriously, will investigate them promptly, and will take appropriate corrective action. Confidentiality will be preserved to the extent possible.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment or retaliation must immediately advise their Human Resource representative, or any member of management or the Legal Department so it can be investigated in a timely and confidential manner.

Anyone who is found to have engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.



In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by Myriad, and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in Myriad and its employees. It not only insures the loyalty of longtime capable employees, it also helps to attract talented newcomers who can help Myriad grow. Myriad will periodically review the benefits program and will make modifications as appropriate to the company's condition.

#### **Eligibility for Benefits**

If you are a full-time employee, working 30 hours or more each week on a regular basis, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

All employees are eligible to participate in the Company's annual summer picnic and holiday party.

Myriad observes the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Memorial Day
6. 4th of July
7. 24th of July
8. Labor Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Only regular full-time employees are eligible for holiday pay. You are not eligible to receive holiday pay if you are a part-time employee or a temporary employee.

### **Holiday Policies**

We schedule all national holidays on the day designated by common business practice.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

### **Working during a Holiday**

All non-exempt Myriad employees who are required to work during a holiday will be paid at time and one-half, plus receive their eligible Holiday pay.

## Benefits

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### Health Insurance

The employee's portion of the insurance premiums are deducted before tax. (Employee insurance premium rates are provided during New Employee Orientation and Open Enrollment periods.) Upon your date of hire for regular full-time employment you are eligible for coverage.

The following benefits are provided, as defined and limited in the literature provided to eligible employees by Myriad:

- Medical Health Care Coverage for Employee and Dependents
- Dental Care Coverage for Employee and Dependents
- Short Term/Long Term Disability Coverage
- Group Term Life Insurance
- Accidental Death & Dismemberment Insurance
- Elective Life Insurance Coverage
- Employee Assistance and Wellness Program
- Section 125 Cafeteria Plan
- 401k Plan
- Tuition Assistance Program

Myriad offers insurance coverage to you at competitive rates, deducted from your paycheck on a semi-monthly basis. Detailed information on rates and coverage will be given to you at new employee orientation, or can be obtained from the Human Resources Department.

In the event of your termination of employment with Myriad or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage (COBRA) under our health insurance program for a limited period of time at your or their own expense. Consult the Human Resources Department for details.

#### **Health/Dental Insurance**

Many health insurance plans and options can be confusing and complicated. That is why Myriad has taken the time to carefully review the coverage and plans available. We have selected two health insurance plans and one dental insurance plan that we feel provide the best coverage for our employees at the lowest cost to employees. Health insurance information is provided to all new regular full-time employees during orientation and to current employees during open enrollment meetings. Refer to the literature provided by our insurance company for additional details on your health/dental coverage.

#### **Basic**

If you are a regular full-time employee of Myriad, you will be provided Life Insurance coverage through our Group Life Insurance. The insurance premium is paid for by Myriad, and benefits are payable in the event of your death from any cause, at any time or place, while you are insured. Payment will be made in a lump-sum or in installments to the beneficiary, as designated by you. If you are married, your spouse is covered for \$2,000 of life insurance, and your dependents are also covered for \$2,000 worth of life insurance. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Human Resources Department. Please see the Human Resources Department for more information on coverage amounts.

#### **Elective**

As a regular full-time employee, you may also elect more life insurance than Myriad provides. You will pay the premiums for elective life, and the cost is based on age, salary, and other factors. You may also elect additional coverage for you spouse and children.

## Benefits

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### **Employee Assistance /Wellness Program**

The **Employee Assistance Program** (EAP) encourages individuals to seek assistance for any issue or concern, before the problem becomes a crisis. You can talk to your EAP counselor confidentially about things such as, anxiety, depression, emotional conflicts, grief, stress, change, marital conflicts, parenting, substance abuse and gambling addictions.

Features Include:

24 Hour Crisis Support, 7 days a week, 365 days a year Always Confidential Three FREE face-to-face counseling visits per problem

### **Wellness Program**

The Wellness Program provides personalized preventive health, education, referral services and wellness coaching to help you develop a healthier lifestyle. Wellness coaches provide assistance with weight management, smoking cessation, fitness and exercise. Wellness Coaching's services are voluntary and free of charge to you.

Please see Human Resources for more detailed information regarding the Employee Assistance and Wellness Programs.

## Benefits

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### **125 Cafeteria Plan**

Myriad Section 125 Cafeteria Plan allows tax-free savings on insurance premiums, child care, and medical expenses not covered by insurance. Information on this program will be given to you during New Employee Orientation, or can be picked up at the Human Resources Department.

## Benefits

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### **401k Plan**

Myriad matches 50% of your 401(k) deferrals to a maximum match of 4% of your base pay. You may defer up to 50% of your gross pay by payroll deductions. The 2011 maximum deduction is \$16,500. If you are age fifty or older you may contribute a maximum of \$22,000 for the year 2011. No vesting period is required. There are multiple funds to choose from. Detailed information on the 401(k) program will be provided during open enrollment periods and is also available from the Human Resources Department.

The Utah Workers' Compensation Law is a no-fault insurance plan which is supervised by the State of Utah and one hundred percent (100%) paid for by Myriad. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation. The Human Resources Department can assist you with questions and the administration of the Worker's Compensation Program.

#### **Who Is Covered?**

Every Myriad employee is protected by Workers' Compensation.

#### **What Is Covered?**

Any accidental injury is covered if it is caused by your job — not just serious accidents, but even first-aid type injuries. Illnesses may also be covered, if they're related to your work. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital, that's covered.

#### **When Am I Covered?**

Coverage begins the first minute you're on the job and continues anytime you're working for Myriad. You don't have to work a certain length of time, and there's no need to earn any minimum amount of wages before you're protected.

#### **How Do I Get The Benefits?**

All injuries, no matter how slight, must be reported immediately to your manager to assure consideration under Workers' Compensation Insurance, should complications develop later. Your manager will see that you receive medical attention.

Tell your manager what, where, when, and how it happened — enough information so that he or she can complete the necessary reports. In an emergency, you should go directly to one of the medical facilities nearby. Later, you may be required to furnish your manager with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key. Insure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.



#### **Family Medical Leave Act**

##### Basic Leave Entitlement

FMLA requires Covered Employers to provide up to 12 weeks per year of unpaid, job-protected leave to Eligible Employees for the 4 following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job

Myriad is a Covered Employer and provides FMLA leave for these purposes. Myriad calculates the 12 month period in which leave for the above purposes may be taken on a "from first leave basis", meaning that the 12 month period is measured from the first date the employee takes FMLA for the year.

Spouses who are both Eligible Employees and both work for Myriad may be limited to a combined total of 12 weeks of leave in a 12 month period if the leave is taken for reasons 2 or 3 above.

#### **Military Family Leave Entitlements**

Eligible Employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain Qualifying Exigencies. Qualifying Exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits Eligible Employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period ("Covered Servicemember FMLA Leave"). A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the member's military duties, for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The 12-month period for Covered Servicemember FMLA Leave begins on the first day of leave, and ends 12 months later.

## Time Away From Work

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### Federal Family and Medical Leave

Spouses who are both Eligible Employees and both work for Myriad may also be limited to a combined total of 26 weeks of Covered Servicemember FMLA.

#### **Benefit and Protections**

During FMLA leave, Myriad must maintain your health coverage under any “group health plan” on the same terms as if you had continued to work. While you are on FMLA leave, Myriad will continue to pay its portion of group health and dental insurance premiums and you must continue to pay your portion monthly. If your FMLA leave is unpaid due to the exhaustion of your accrued paid leave benefits, please contact the Human Resources Department in advance of your FMLA leave, or as promptly thereafter as possible, to make appropriate insurance payment arrangements. Failure to follow the payment arrangement will result in a lapse in coverage until you return to work.

Your use of FMLA leave cannot result in the loss of any employment benefit that you accrued prior to the start of your leave. However, paid leave benefits do not accrue while you are on FMLA leave and if you are on an unpaid leave you will not receive holiday pay.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. (See Return to Work section below.)

#### **Eligibility Requirements**

Employees are Eligible Employees and may take FMLA leave if (1) they have worked for Myriad for at least one year as of the time leave is to commence, (2) they have worked at least 1250 hours over the 12 months immediately prior to the start of the FMLA leave, and (3) at least 50 employees are employed by Myriad within 75 miles of the employee’s worksite.

#### **Definition of a Serious Health Condition**

A Serious Health Condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevent your qualified family member from participation in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or 1 visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition or continuing treatment.

## Time Away From Work

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### Federal Family and Medical Leave

#### Use of Leave

You do not need to use the FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. While on FMLA leave, you must periodically contact your manager about your status, including your intent to return to work. A call in schedule will be arranged after you notify us of your need for FMLA leave

You must make reasonable efforts and work with your manager to schedule leave for planned medical treatment so as not to unduly disrupt Myriad's operations. Leave due to qualifying exigencies may also be taken on intermittent basis. To better accommodate your foreseeable intermittent or reduced schedule leave, Myriad may temporarily transfer you to another job with equivalent pay and benefits.

#### Substitution of Paid Leave for Unpaid Leave

Under the law, employees may choose or employer may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. Myriad has chosen to require employees to substitute accrued paid leave for unpaid FMLA leave for the first 40 hours of your leave. In other words when you have an FMLA qualifying condition your leave will be counted against your 12 weeks of FMLA leave, or, if applicable, your 26 weeks of Covered Servicemember FMLA Leave, and will simultaneously be counted against your accrued paid leave (first 40 hours). An exception to this is in the event of leave due to a work related injury or illness, in which case other paid leave, will not be used for any day for which Worker's Compensation benefits are paid.

#### Employee Responsibilities

You must provide at least 30 days advance notice of the need to take FMLA leave when your need for leave is foreseeable. In the case of a Qualifying Exigency, you must provide as much notice as is practicable. When 30 days notice is not possible, you must provide notice as soon as practicable and generally must comply with Myriad's normal call- in procedures. In any situation in which you give less that 30 days notice when 30 days notice is required, Myriad may require you to explain the reasons why giving 30 days notice was not practicable.

Notices of your need for FMLA should be given to Human Resources. As with other leaves at Myriad, the leave request should be in writing (you may find the applicable forms on the intranet). If you are unable to give Myriad notice yourself, have a responsible person or family member contact the Human Resources Department on your behalf within the required time-frame.

## Time Away From Work

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### Federal Family and Medical Leave

Employees must provide sufficient information for Myriad to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. It is not enough simply to tell the Human Resource Department that you or your family member is “sick”. Sufficient information may include that you are unable to perform job functions, your family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the Human Resources Department if the requested leave is for a reason for which FMLA leave was previously taken or certified. Myriad may make reasonable inquiries of you regarding your leave request such that it is able to determine whether the leave is FMLA qualifying, and if it does, you must respond to those requests.

You also may be required to provide a certification and periodic recertification support the need for leave (see Certification, 2<sup>nd</sup> and 3<sup>rd</sup> Opinions, and Recertification’s section below).

Once you have given notice of your need for FMLA leave, you must advise HR as soon as practicable if the dates for your scheduled FMLA leave change, or your leave period is extended, or if the timing and duration was initially unknown and then become known.

#### **Consequences of Insufficient Notice by Employee**

If you fail to give notice that is adequate to inform Myriad that your leave is qualified FMLA leave, or you fail to respond to Myriad’s reasonable inquiries regarding your leave request such that Myriad is unable to determine whether the leave is FMLA qualifying, your leave request may be denied.

If your need for leave is foreseeable at least 30 days in advance and you fail to give 30 days notice, Myriad may delay your FMLA leave until 30 days after the first date you gave notice. If your need for leave is foreseeable fewer than 30 days in advance and you fail to give notice as soon as practicable, Myriad may delay FMLA coverage by the additional days of notice that should have been given.

In the case of unforeseeable leave, if you fail to comply with Myriad’s usual and customary notice requirements without unusual circumstances that justify your failure to comply, Myriad may delay or deny your FMLA leave.

#### **Certification, 2<sup>nd</sup> and 3<sup>rd</sup> Opinions, and Recertification's**

Upon Myriad's request, you must timely provide (1) a certification from a certified health care provider sufficient to support your FMLA leave request for your own Serious Health Condition, (2) a certification from a certified health care provider sufficient to support your FMLA leave request for your care of your family member with a Serious Health Condition, (3) a certification from you sufficient to support your FMLA leave request for a Qualifying Exigency, (4) a certification from you sufficient to confirm your covered family relationship to a seriously ill or injured servicemember that you are seeking FMLA leave to be with subject to an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA), or (5) a certification from a military health care provider sufficient to support your FMLA leave request for leave to care for the serious injury or illness of a covered servicemember. Myriad will provide you with the appropriate certification forms.

In the case of foreseeable leave, you must return any required certification form before your leave begins. If that is not possible, or in cases of unforeseeable leave, any required certification form must be returned within 15 days after Myriad has requested certification.

Returned certification forms must be completely and sufficiently filled out. A certification form is incomplete if one or more applicable entries is blank. A certification form is insufficient if the entries are filled out but are vague, ambiguous or nonresponsive.

You have the option to provide a complete and sufficient certification form to Myriad yourself, or to provide whatever authorization is needed for your health care provider to release a complete and sufficient certification form to Myriad to support the FMLA request. In all events, however, Myriad must receive the required certification form from you or your health care provider within the timeframes mentioned above.

**2<sup>nd</sup> and 3<sup>rd</sup> Opinions.** In some circumstances involving your own Serious Health Condition or the Serious Health Condition of your family member, Myriad may ask you to obtain, at the company expense, a medical certification from a second or third health care provider. To facilitate this, you are obligated to authorize your health care provider to release all requested and relevant medical information to the designated second or third opinion provider. Any such additional certification must be returned within 15 days after Myriad has requested it.

#### **Recertifications**

In some circumstances, Myriad may ask you to recertify, at your own expense, a Serious Health Condition. Any such certification must be returned within 15 days after Myriad has requested it.

#### **Consequences of Failure to Comply with Certification Requirements**

If you fail to timely provide a certification, your FMLA leave may be delayed until the certification is provided. Your complete failure to provide a certification may result in your FMLA leave being denied.

All certifications must be complete and sufficient. If your certification is incomplete or insufficient, Myriad will notify you of that, and of what additional information is needed. You will have 7 days to cure the problem. If after 7 days you have not supplied a complete and sufficient certification form, Myriad may deny your FMLA leave.

If you are asked to provide a 2<sup>nd</sup> or 3<sup>rd</sup> opinion and you don't authorize your health care provider to release all requested and relevant medical information to the designated opinion provider, your FMLA leave may be denied.

#### **Return to Work**

You are expected to return to work on the workday following the date designated as the end of your FMLA leave. If you don't return to work on that return date, Myriad will assume you have voluntarily resigned.

Upon your return from FMLA leave, you will be returned to the same position that you held when leave commenced, or to an equivalent position with equivalent pay, benefits, and working conditions. An exception to this may occur in the event that you are a "key employee" whose job restoration would cause Myriad substantial and grievous economic harm. If you are a key employee, Myriad will notify you of that in connection with your FMLA leave. Please note, however, that you have no greater right to a job when you return from leave than if you had been continuously employed during the FMLA leave period. When you return from FMLA leave, you will have the same level of benefits you had when you began leave, minus any benefits used during the FMLA leave.

#### **Fitness for Duty**

If your FMLA leave was for your own Serious Health Condition, you may be required, at your own expense, to provide a fitness for duty certification before you can return to work.

## Time Away From Work

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### Federal Family and Medical Leave

The Fitness for duty certification will only concern the particular health condition for which you took FMLA leave, and may require information about your ability to perform the essential functions of your job. If Myriad is going to require a fitness for duty certification from you, Myriad will tell you that, and will provide more information to you about your fitness for duty certification obligations in the notice you receive from Myriad when it designates your leave as FMLA leave (see Employer Responsibilities section below).

If you do not submit a required fitness for duty certification to Myriad on or before your designated return date, Myriad may delay your job restoration until such time as you do supply the fitness for duty certificate. Except in the case of intermittent or reduced scheduled leave, if you do not provide either a fitness for duty certificate or a new medical certification for a Serious Health Condition by the time your designated FMLA leave ends, your employment may be terminated.

#### **Employer Responsibilities**

Under the law, covered employers must inform employees requesting leave whether they are eligible under FMLA, if they are eligible, the employer's notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer's notice must provide a reason for the ineligibility. Myriad will provide you with appropriate Notices of Eligibility and Rights and Responsibilities that meet these requirements.

Under the law, Covered Employers also must inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the employee. Myriad will provide you with appropriate Designation Notices that meet these requirements.

#### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Myriad fully intends to comply with its requirements under the FMLA. Myriad specifically prohibits the unlawful behavior stated above. Therefore, if you believe you have been subjected to such behavior, you must promptly report the situation to Myriad's Human Resources Department, which will investigate the situation and take appropriate correct action

#### **Enforcement**

Under the law, an employee believing that he or she has been subjected to an act made unlawful by the FMLA may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.



## Time Away From Work

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### Unpaid Leave of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Myriad, but may not wish to submit your resignation. Under appropriate circumstances, and with the approval of your supervisor, the relevant executive, and a Human Resources Representative, you may be eligible for an unpaid leave of absence.

An unpaid leave of absence may be granted for a minimum of three days and a maximum of three (3) months. Such leave is granted in a full block, and is not reduced schedule intermittent leave. Up to two days of unpaid leave may be granted solely by your supervisor in a six month period.

You must apply in writing for an unpaid leave of absence, setting forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with Myriad. Submit your application to your manager, who will bring your request before the appropriate members of management for approval.

Personal Leave will not accrue for the duration of your leave. If your unpaid leave of absence (but not FMLA or STD leave) exceeds 30 days, you will be responsible for paying both the employer and employee portions of the premiums for your group health insurance and other insurance coverages and that of your dependents while on leave.

When your leave expires, Myriad will evaluate whether there is a vacant position available for which you are qualified and the best candidate. If no such position exists, your employment will be terminated. There is no guarantee of reinstatement to employment following your leave.

Subject to state or federal law which may apply (for example, the Family Medical Leave Act), leave will be granted only when operating conditions at Myriad permit. The needs of Myriad will determine if the employee is allowed out on unpaid leave. You must adhere to all the requirements set forth in the following sections. Failure to do so may result in alterations of your employment status or termination of your employment with Myriad.

## Time Away From Work

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### Short Term/Long Term Leaves of Absence

#### Benefits During Leaves Of Absence

After 12 workweeks of a Leave of Absence you will be required to apply for Long Term Disability benefits. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence. Employees eligible for Short Term Disability benefits will receive the applicable pay percentage for the length of your disability as defined by your medical doctor up to 12 workweeks. You must separately apply, and be approved, for short term disability benefits. (Please see Short Term Disability Insurance, for more information).

The amount of Short Term Disability pay you are eligible for is determined by your length of employment as follows:

<u>Length of Service</u>		<u>Benefit</u>
0 to 1 year	=	25% of pay
1 to 2 years	=	50% of pay
2 to 3 years	=	75% of pay
3 +	=	100 % of pay

#### **STD Benefit**

If you are a regular full-time employee of Myriad Genetics and are unable to work on a short term basis due to an accident or illness supported by written documentation from your Medical Doctor you are eligible for up to twelve workweeks of Short Term Disability benefits per twelve month period, not to exceed twelve workweeks per medical condition to help cover your lost wages. There is a five (5) day consecutive waiting period, where you must be unable to work due the same disability, before Short Term Disability pay begins. You must use any accrued Personal Leave Time, up to forty hours, during the first five (5) days of Short Term Disability Leave. If you do not have personal leave time available the first five (5) days it will be unpaid. Personal Leave Time will not accrue for the duration of your leave.

#### **Paying for Health and Dental Insurance While on STD**

If you are on an approved medical leave of absence and are receiving Short Term Disability (STD) benefits, Myriad will continue to pay it's (employer's share) of health and dental insurance premiums for you and your dependents, for a maximum of 12 weeks. Your (the employee's) portion of health & dental premiums will be deducted from your STD pay. If you are on unpaid leave under the FMLA and are not receiving Short Term Disability benefits, you will be required to pay the employee portion of your health and dental premiums. If you do not return to work for at least 30 days after taking paid disability or FMLA leave, you may be required to reimburse Myriad for the premiums it paid to continue your medical coverage while you were out on leave.

#### **LTD Benefits**

If you are a regular full-time employee of Myriad and are unable to work on a long term basis due to an accident or illness supported by written documentation from your Medical Doctor, you may be eligible for long term disability benefits to help cover your lost wages. LTD benefits pay a percentage of your wages up to a monthly maximum, and they begin after a 90 day waiting period. No premiums are paid by the Employee Please see Human Resources for more details.

#### **Paying for Health and Dental Insurance While on a Longer Leave or LTD**

If you are on a personal/unpaid leave of absence (but not FMLA or STD leave) for longer than 30 days, you will be responsible for paying both the employer and employee portion of the premiums for your coverage and that of your dependents while on leave. If you are on a Long Term Disability/Unpaid Leave of Absence (already exhausted 12 weeks of STD/FMLA) any health and dental coverage will be at your own expense and through COBRA. Failure to apply for COBRA or to satisfy your premium payment obligations under COBRA may result in loss of insurance coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please contact Human Resources for more details.

## Time Away From Work

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### Disability Benefits

Note: Your insurance benefits will terminate when the underlying insurance policy terminates, when you fail to make an agreed contribution to premium when due or when you cease to be eligible for coverage under the terms of our group insurance programs, which in the case of group health insurance is, when you cease to be employed as a regular full-time employee. The Human Resources Department has information concerning continuation coverage of group health insurance (COBRA coverage) and will send that information to you when you experience a qualifying event that triggers COBRA coverage.

## Time Away From Work

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### Returning From a Leave of Absence

If possible, you should notify your manager at least two (2) weeks prior to your expected return date that you intend to return from a leave of absence. If Myriad has eliminated or filled your position while you were on leave, you may be assigned to an open position for which you are properly qualified, at the compensation normally paid in that open position. If no such position exists, we will terminate your employment. Please note that state or federal law may provide you greater rights depending on the reason for your leave of absence (for example, leave under the FMLA). Please be sure to review your individual circumstances with the HR Department.

If you do not return from a medical leave of absence on the day indicated in the application or in any approved extension, you will be considered to have voluntarily resigned your employment. Or if you notify Human Resources of your intent not to return to work, we will consider your last day to be when you officially notified Human Resources.

While on an approved Family Medical Leave Act leave or Short Term Disability leave, if you notify Myriad of your intent not to return to work, your last day of employment will be considered the date on which you officially notified Human Resources. Or if you do not return to work as indicated on your leave application, we will consider you to have voluntarily resigned your position.

## Time Away From Work

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### **Other Employment**

If you accept any employment or go into business while on a leave of absence, it could jeopardize your employment status with Myriad.

#### **Military Leave of Absence**

Any member of the uniformed services or a reserve component of the armed forces of the inactive duty training, or state active duty shall upon request be granted an unpaid leave of absence from employment, but, with limited exceptions, of not more than a total of five (5) years during the course of his/her employment with Myriad. Participation in public ceremonies and parades and other duties in the service of the state, when participated in under instructions of the commander-in-chief, shall be deemed military duties of the National Guard for which a leave of absence shall be granted.

In the case of Military Leave that does not exceed thirty (30) days in a single stretch, Myriad will continue to contribute to the cost of employee benefits. In the case of Military Leave that causes an employee to be absent for more than thirty (30) days at a time, Myriad contributions to benefits will cease, but employees may elect to continue benefits, such as health-plan coverage, at their own cost.

Myriad will not discriminate in employment or take any adverse employment action against any person because that person is eligible for and takes Military Leave. Employees out on Military Leave will be entitled to the reemployment rights as provided by law. Generally hospitalization incidental to the training, you shall be permitted to return to the same or an equivalent position to that which you held at the commencement of leave, and will have the same seniority, status, pay, and vacation you would have had as an employee if you had not been absent for military purposes. Nonetheless, you must be qualified for the position for which you are eligible. If needed, Myriad will make a reasonable effort to help you become qualified.

Upon completing military service, you must return to work or apply for reemployment in a timely manner. In the case of Military Leave that does not exceed (30) days, you must return to work at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safety travel home plus an eight-hour rest period. For Military Leave of more than thirty (30) days but less than 181 days, you must submit an application for reemployment within fourteen (14) days of release from service. For Military Leave of more than 180 days, you must submit an application for reemployment within ninety (90) days of release from service.

Requests for military leave should be made in writing, if at all possible, as soon as practicable after receipt of the military orders, and should be submitted to your manager with a copy of those orders.

## Time Away From Work

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### **Jury Duty**

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, Myriad will permit you to take the necessary time off and assist you in avoiding any financial loss because of such service. Myriad will pay you your regular wages for the time you are required to be in court, up to 5 days. Please present a statement of jury service and jury pay to the accounting department in order to receive your regular wages. The statement and check for jury service is issued to you by the court.

You must notify your manager within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work.



#### **Lunch/Dinner Period**

If you work longer than four (4) hours, you will be required to take at least a half hour unpaid lunch period. The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your manager will give you your lunch period schedule.

You may leave the premises during your lunch period. It is important to return to work on time at the end of your lunch period.

#### **Lunch Room Facility**

For your convenience and comfort, Myriad provides a lunch room equipped with vending machines, seating, microwave ovens and a refrigerator for employees who want to bring their lunch from home. This area is for everyone's use. It is your responsibility to do your share in keeping this facility clean and sanitary. Please clean up after yourself.

If for any reason the machines are not functioning properly or you are dissatisfied with the service, please report the condition to the facilities manager. Please remember to use containers with reliable seals and label your food with your name and date. The refrigerator is cleaned out weekly.

#### **Nursing Mother Breaks**

Non-exempt employees who are nursing mothers are permitted to take unpaid breaks as reasonably necessary to express breast milk, and will be provided with a private area for doing so. If you have such a need, please speak with your manager or the Human Resources Department to make appropriate arrangements.

## Time Away From Work

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### **Inclement Weather**

In the event the State of Utah declares Salt Lake City in a state of emergency due to snow conditions, Myriad employees will not be required to come to work, or may leave work early, and will be paid their regularly scheduled hours.

Myriad has the highest concern for employee safety both coming to and leaving work. If an employee feels a situation is unsafe, he/she should contact their supervisor immediately and request personal leave time for the hours they need to be away from work. For employees not eligible for personal leave time, they should request leave without pay.

## Time Away From Work

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### Paid Time Off Policy

Time off for any reason during a working day will count against your allotted personal leave time. Depending on the circumstances, it may also count against your FMLA leave entitlement, if any. Once you have used all of your earned personal days, you will not be allowed to take any additional time off, unless you are eligible for additional leave under FMLA, Military Leave laws or other laws, or your additional leave is approved in unusual circumstances by your supervisor. Up to two days of additional unpaid leave may be granted solely by your supervisor in a six month period. If you need additional personal leave time beyond what your supervisor has granted, please see the Human Resources Department for the proper documentation. You can apply for an Unpaid Leave of Absence. Please see Unpaid Leave of Absence for more details.

Personal Leave Time is a benefit of employment, not a form of compensation, and is meant to be used for vacations, sickness, funeral leave, to take care of sick family members, or any other use the employee wishes.

Only regular full-time employees are eligible for paid personal leave. You are not eligible for paid personal leave if you are a part-time or temporary employee.

#### Accumulation Rights

Personal leave time accrues each pay period and is placed in your Personal Leave Account. An employee may carryover up to 1.5 times their annual accrual rate each year on their anniversary date. Any overage on that date will be forfeited.

#### Amount of Personal Leave

Regular full-time employees accrue personal leave on a pro rata basis during each pay period. The personal leave accrual rate is based on your length of employment, as follows:

<b>Years of Employment</b>	<b>Total Accrual Per Year (weeks)</b>
One to five (1-5)	3
Six to ten (6-10)	4
Eleven – Fifteen (11-15)	5
More than 15	6

#### Payment In Lieu Of Personal Leave

No additional wages or salary will be paid to you in lieu of personal leave. Employees are not allowed to “cash out” their personal leave time.

Personal leave is accrued by pay period, beginning at your hire date, or date of regular full-time employment with Myriad. Employees are not allowed to carry negative balances. Any unused personal leave will be paid out in full at termination or if your employment status changes to part time. If you haven't been employed by Myriad for at least one year your personal leave time will be prorated and paid out at your current salary rate.

Every effort will be made to grant you your leave at the time you desire. However, personal leave cannot interfere with your department's operation and therefore, unless it is being used in conjunction with FMLA leave, it must be approved by your manager at least one (1) month in advance.

If a company-paid holiday falls during your scheduled vacation period, you will receive holiday pay, and not have the holiday deducted from your personal leave time.

Myriad has developed policies that attempt to reasonably insure that wages and salaries are competitive to those of other employees with similar jobs in our industry. Our wage and salary policy is designed to attract and retain the best-qualified people available.

To carry out this policy, we annually compare our wage and salary policy with industry rates for similar positions using appropriate published information from sources like nationwide and statewide business organizations, local chambers of commerce, state and national organizations, various management reports, and various local, state and federal agencies.

You are employed by Myriad and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

Myriad is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Human Resources Department immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Myriad is ordered to make such deductions. Some states may require other payroll deductions.

It also may be possible for you to authorize Myriad to make additional deductions from your paycheck, such as for the employee stock purchase plan, 401(k) plans, etc. Contact the Human Resources Department for details and the necessary authorization forms.

#### **Direct Deposit**

It may be possible for Myriad to deposit your paycheck directly into your savings or checking account at a participating bank. Please visit Oracle Self Service on the intranet for more details. If direct deposit is used, Myriad will not be responsible for fees or delays attributable to your bank in the Direct Deposit process.

Although it is understood that a wage garnishment can happen to anyone, employees are strongly encouraged to work out any financial problems before this situation occurs. Garnishments cause considerable paperwork and expense for Myriad Genetics. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your manager or the Payroll Department immediately. Myriad will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

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Myriad's leave policy does not allow for "comp time". Hourly employees will be paid for any time worked at the end of the pay period in which it is worked. Salaried employees cannot "bank" extra hours worked in order to extend personal time off in the future.

#### **Non-Exempt Overtime Policy**

If you are a non-exempt employee and you perform overtime work, you will be paid one and one-half (1 ½) times your regular wage for any time over forty (40) hours per week that you work. If, during that week, you were away from the job because of paid or unpaid personal leave time, short term disability, a job related injury, or jury duty, those hours **not** worked at the Company will not be counted as hours worked for the purpose of computing eligibility for overtime pay. If during the week, you were away from the job because of a Myriad paid holiday, those holiday hours **will be** counted for the purpose of computing eligibility for overtime pay.

For Example:

If an hourly employee took 8 hours of paid personal leave time on Monday, worked 32 hours Tuesday through Friday, and is required to work 4 hours on Saturday, the employee will be paid their regular wage for hours worked on Saturday.

However, if an hourly employee did not work on Monday due to a Company Paid Holiday, worked 32 hours Tuesday through Friday, and is required to work 4 hours on Saturday, the employee will be paid time and one-half (1 ½) for hours worked on Saturday.

**Please remember, all overtime hours must be approved in advance by your supervisor.**

Although unapproved overtime hours will be paid to you, they will result in disciplinary action up to and including termination of employment.

Myriad employee's are paid semi-monthly. Pay periods are:

1st - 15th and  
16th - end of month

Hourly / Non-Exempt Personnel and Salaried / Exempt Personnel:

You are paid for the current pay period. Pay checks are delivered to your company mailbox within 5 (five) to 7 (seven) days after the end of the period. **Direct Deposits** are also typically made within 5 (five) to 7 (seven) days from the end of a pay period.

Changes will be made and announced in advance whenever Myriad holidays or closing interfere with the normal payday.

Shift Differential for Second or Third Shift

Myriad will pay a second or third shift differential as follows:

**2nd Shift Differential** - Only fulltime non-exempt employees required to work a full shift (6 hours or more) beginning between the hours of 3pm and 7pm, will receive a \$.75 shift differential for all hours worked after 3pm. Once a fulltime employee begins their 2nd shift, all hours worked will be paid at the second shift differential. Shift differential is only paid for actual hours worked.

**3<sup>rd</sup> Shift Differential** - Only fulltime non-exempt employees required to work a full shift (6 hours or more) beginning between the hours of 7pm and midnight, will receive a \$1.50 per hour shift differential for all hours worked after 7pm. Once a fulltime employee begins their 3<sup>rd</sup> shift, all hours worked will be paid at the third shift differential. Shift differential is only paid for actual hours worked.

By law, we are obligated to keep accurate records of the time worked by “nonexempt” employees. This is done by electronic documentation. Myriad requires time allocation on a time sheet by the “exempt” employees for the purpose of accounting for time off and Department resource allocation.

For nonexempt employees, your time sheet is the only way the payroll department knows how many hours you worked and how much to pay you. All employees are required to keep their supervisor advised of their departures from and returns to the premises during the work day.

You are responsible for your time sheet. Remember to punch in and out of work, including your lunch periods. If you make an error on your time sheet, your manager must make the correction.

No one may record hours worked on another employee’s time sheet. Tampering with another’s time report is cause for disciplinary action up to including dismissal, of both employees. Do not alter another person’s record, or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your manager immediately.

#### **Time Sheets and Supervisor’s Approval**

Time sheets should be completed by the employee and approved by each employee’s supervisor prior to being submitted to payroll for processing. When a supervisor is aware that he or she will not be available to review and approve time sheets for their employees, the supervisor should make arrangements through the payroll department and with their own supervisor to perform the approval procedure. Supervisors must not approve blank time sheets for their employees to submit in their absence. Falsifying or knowingly approving an incorrect time sheet will result in disciplinary action up to and including termination.

#### **Time Sheets (Late)**

Every effort is made to remind you and your supervisor when your time sheets are due including email alerts and a Payroll schedule that can be found at [iwww.myriad.com](http://iwww.myriad.com). If you fail to submit your time sheet by the scheduled time and day, your pay will either be delayed until the following payday or you have the option to pay a \$50.00 administration fee and receive a manual paycheck. Failure to timely submit accurate time sheets causes extra administrative work for Myriad and will not be tolerated. Employees who do not get their time sheets in on time will be subject to disciplinary action up to and including termination of employment.

#### **Security**

Maintaining the security of Myriad's buildings is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep your personal belongings properly secured.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- Shut doors found open after working hours.

#### **New Employees**

Your direct supervisor will issue your card key on your first day of employment. The card keys are checked out in your name and under no circumstances should be loaned out to anyone. The card keys are necessary to enter high security doors throughout the building. You will also be required to use your card key to enter the gated parking lots.

#### **Building Access**

Employees should not give visitors or other employees access to secured areas or to the building. Certain areas of the building are restricted to authorized personnel only. Access to areas employees work in is allowed Monday through Friday 6:00am to 6:00pm

#### **Temporary Security Cards**

It is important that each employee have their security card with them at all times. If an employee forgets to bring their security card, a temporary card can be checked out for one day only. Please contact your supervisor when you arrive for access into your work area and then submit a Building Help Ticket to obtain a temporary card. Temporary cards must be returned every day by 5:00 pm.

#### **Lost or Stolen Cards**

Lost cards or keys should be reported immediately by submitting a Help Desk Ticket. The lost card will be canceled and a new card issued. The cost for a new card is \$25.00.

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Myriad activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your manager immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your manager or department head may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk — don't run.
- Use stairs one at a time.
- Report to your manager if you or a coworker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Wear or use appropriate safety equipment as required in your work.
- Avoid "horseplay" or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Wear appropriate personal protective equipment, like shoes, gloves, goggles, etc., in designated areas or when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.

These rules are not all-inclusive. Employees are expected to pay attention to safety and use safe practices in all situations. Failure to adhere to these safety rules, or engaging otherwise in unsafe behavior, is serious misconduct and will result in disciplinary action up to and including termination.

#### **Email**

Email is our “official” way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is sent regularly. Please form the habit of reading the email regularly so that you will be familiar with the information available on it.

#### **Computer Software (Unauthorized Copying)**

Myriad does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the users’ right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as \$100,000, and jail terms of up to five years. Anyone who violates copyright laws in connection with their employment at Myriad will be subject to disciplinary action up to and including termination of employment.

#### **Property & Equipment Care**

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Myriad. If you find that a machine is not working properly or in any way appears unsafe, please notify your manager immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

### **Theft**

Property theft of any type will not be tolerated by Myriad. We consider property theft to be the unauthorized use of company services or facilities or the taking of any company property for personal use. No item purchased or supplied by Myriad should ever be removed from company premises without express authorization of your immediate manager and the proper paper work associated with the situation. This rule applies to all company property including tools, computers, and even pens and paper. Your manager has been given detailed instructions on the circumstances in which he or she can authorize you to borrow company equipment or to take samples of your work home.

Unauthorized possession or removal of company property is a very serious offense. Employees violating this policy will be subjected to disciplinary up to and including dismissal and prosecution.

### **Restricted Areas**

In the interest of safety and security, certain portions of Myriad's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. Employees not authorized to enter these areas may not enter. Violators of this policy will be subject to disciplinary action up to and including dismissal.

### **Return of Company Property**

Any Myriad property issued to you must be returned to Myriad at the time of the termination of employment, or whenever it is requested by your manager or a member of management. You are responsible to pay for any lost or damaged items.

### **Violations of Policies**

You are expected to abide by the policies in this Manual as well as any other policies and standard operating procedures (SOP's) which are adopted by Myriad from time to time. You can access these policies and SOP's at Myriad's intranet site. It is your obligation to familiarize yourself with the policies. Failure to follow Myriad's policies will lead to appropriate disciplinary action up to and including termination of employment. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Workplace Conduct" in the "Employment" section of this Manual. This list is not to be considered all-inclusive.

#### **Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. Myriad is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Personal leave and FMLA leave have been provided for these purposes.

If you are unable to report to work, or if you will arrive late, please contact your manager immediately. If you know in advance that you will need to be absent, you are required to request this time off directly from your manager. To the extent permitted by law, he or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform Myriad of an unexpected absence or late arrival, ask for your manager directly. Notifying the Front Desk Operator or a fellow-employee is not sufficient. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your manager is not available when you call, you may leave the information with another manager in your Department. Be sure to speak to someone; leaving a voice mail message is not adequate.

In most cases, absence from work for three (3) consecutive days, without notifying your manager or the Human Resources Department will be considered a voluntary resignation.

If you are absent because of illness for three (3) or more successive days, Myriad may require that you submit written documentation from your doctor on your medical condition and the cause of your absence. You may not be allowed to return to work if you do not provide requested medical and fitness-for-duty information.

To the extent permitted by law, your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

#### **Attendance**

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work station until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your work station, please let your manager know where you are going and how long you expect to be gone.

Be aware that, to the extent permitted by law, excessive time off will lead to disciplinary action up to and including dismissal.

#### **Excessive Absenteeism or Lateness**

In general, a pattern of absence will be considered excessive, and the reasons for the absences may come under question.



It is acceptable to give tours of the building to family members and friends if accompanied by the employee during non-work hours. Children below the age of 12 are not allowed in the laboratory areas, including hallways where specimens are present.

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times — it is a required safety precaution.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

#### **Education/Tuition Assistance Program**

Myriad offers a program of tuition reimbursement for employees who wish to continue their professional development through formal education. This benefit is offered to full time employees who have been employed for at least 6 months prior to taking the course. Classes must be approved in **advance**, must be related to your employment with Myriad, and you must receive a grade of B or better. If courses are offered on a pass/fail basis only, a passing grade will qualify for reimbursement.

1. The education/course must be related to your employment with Myriad.
2. Course work must be from an accredited college or university.
3. Once the course is successfully completed with a B or better, transcripts and receipts should be submitted.
4. Reimbursement is available for the cost of tuition and fees for the class. Books, course materials, travel, meals, supplies, etc. will not be reimbursed and are the responsibility of the employee.
5. Employees are eligible for tuition reimbursement for up to one course per semester or quarter. The reimbursement amount for each course is limited to \$1,200.
6. An employee may only be reimbursed for one course per semester or quarter. Reimbursement cost of the class/classes is limited to \$2,400 per employee per calendar year.
7. None of the above restrictions apply to education or training undertaken at the request of the Company.



At the time you are hired, you are classified as either regular full-time, part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Manual apply only to regular full-time employees. All other policies described in this Manual and communicated by Myriad apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “nonexempt” (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your manager. All Myriad employees are employed “at will” and may resign or be terminated without cause or notice.

#### **Exempt” And “Nonexempt” Employees**

At the time you are hired, all employees are classified as either “exempt” or “nonexempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess forty hours (40) per work week. These employees are referred to as “nonexempt” in this Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See “Wage & Salary Policies” in the “Compensation & Performance” section of this Manual for a full description of overtime payment policies.

“Exempt” employees are managers, executives, supervisors, professional staff, technical staff, outside sales representatives, officers, directors, owners and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

#### **Full-Time Employees**

An employee who works at least thirty (30) hours per week on a regular basis is considered a full-time employee.

#### **Part-Time Employees**

An employee who works less than a regular thirty (30) hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Manual, except to the extent required by provision of state and federal laws.

#### **Temporary Employees**

From time to time, Myriad may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. The temporary position does not carry a guarantee of employment during or beyond the specific period or project. The employee is at all times an “at will” employee.

Normally, a temporary position will not exceed six (6) months in duration. Summer employees are considered temporary employees. If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual.

No animals are allowed in any Myriad building, or anywhere on the work premises, either during the day or evening, or under any circumstances what so ever. Any employee seen with an animal in any Myriad building will be subject to disciplinary action.

As a general policy, a job applicant will not be considered for employment at Myriad Genetics if a member of the applicant's immediate family (e.g. Spouse, parent, child, sister, brother, in-laws, etc.) is employed at the Company, except under unusual circumstances. The hiring supervisor must obtain specific approval by the CEO and President for Myriad Genetics and the Executive Officer in charge of the open position.

Members of an employee's immediate family who are currently employed by Myriad may not supervise, or be supervised by, the family member. Also, two members of the same family should not report to the same supervisor. Current employees have an obligation to report to Human Resources any nepotism relationship that arises after commencement of employment. The Company reserves the right to reassign work duties/positions based upon the nepotism relationships that occur after an employee is hired by the Company.

You must have your manager's verbal approval prior to incurring an expense on behalf of Myriad. To be reimbursed for all authorized expenses, you must submit an expense report through the Oracle Database. Your manager will then review the electronic report and approve. After submitting the report you must send all original receipts related to the expense to the Accounts Payable Department. Please submit your expense report each week, as you incur authorized reimbursable expenses.



### **Compensation Reviews**

Myriad generally conducts compensation reviews annually following performance reviews. Wage or salary increases typically go into effect on July 1.

### **Performance Reviews**

Your manager is continuously evaluating your job performance. Day-to-day interaction between you and your manager should give you a sense of how your manager perceives your performance.

However, to avoid haphazard or incomplete evaluations, Myriad generally conducts a formal review once a year for each employee.

Formal performance and compensation reviews will generally be conducted in the Spring of each year. Additionally, new employees are generally reviewed after a ninety (90) day period. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, your manager will consider the following things, among others:

- Attendance, tardiness, initiative and work effort
- Knowledge of your work
- Attitude, willingness, and teamwork
- The quality and quantity of your work
- The conditions under which you work

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to help you improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals of your job. This is a good time to discuss your interests and future goals. Your Manager is interested in helping you to progress and grow in order to achieve personal as well as work-related goals — perhaps he or she can recommend further training or additional opportunities for you.

The task of handling personnel records and related personnel administration functions at Myriad has been assigned to the Human Resources Department. Questions regarding insurance, wages, and interpretation of policies may be directed to the Human Resources Department.

#### **Your Personnel File**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your manager and the Human Resources Department as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under Myriad's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since Myriad refers to your personnel file when we need to make decisions in connection with promotions and transfers, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

While you are a Myriad Employee, you may see information which is kept in your own personnel file if you wish by contacting members in the Human Resources Department.

#### **Unemployment Compensation**

Myriad pays a percentage of its payroll to the Unemployment Compensation Fund according to Myriad's employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible. Myriad pays the entire cost of this insurance.

#### **Social Security**

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Myriad is required to deduct this amount from each paycheck you receive. In addition, Myriad matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.