



Policy or Procedure Subject: Code of Business Conduct and Ethics Manual		LC.PY.001r01
Department or Section: Compliance	Prior Issue Date: 4/30/2021	Issue Date: 6/15/2021
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Principle: This policy outlines where the Code of Business Conduct and Ethics Manual is located as a reference for all employees of Helix Diagnostics and how the manual, in its entirety should be referenced and accessed as needed.

This policy will define where the Code of Conduct attestation forms will be held in the event they need to be referenced for any reason.

Definitions:

- 1) **Code of Business Conduct and Ethics Manual** – The detailed document that guides Helix Diagnostics business activities from a Compliance perspective. All items in this manual are supported by numerous government regulations and governing bodies. This document is available to all employees of Helix Diagnostics as a reference.
- 2) **SharePoint** – This document shall be housed on the public “Helix Diagnostics” SharePoint site that is available to all employees of the organization.

Policy:

- 1) Any employee can access this Manual on the above referenced SharePoint page. Within the Manual, therein lies a (3) page Code of Business Conduct that all employees of Helix Diagnostics shall read and sign as an attestation to their understanding of the expectations of the Manual that lie within and their commitment to Helix Diagnostics to abide by those expectations put forth in the Manual document.
- 2) Signed Code of Conduct attestation forms will be placed in each employee file in the Human Resources department.
- 3) Any employee can seek further education on the Manual by communicating with the Deputy Compliance Officers of Helix Diagnostics at any time.
- 4) This Manual will reside in a location that is always available to employees of Helix Diagnostics to reference at any time.

Operations Dir: <i>Amber Macumber</i> Signed: <i>Amber Macumber</i>	<i>6-16-21</i>
VP Lab Ops: <i>Don Henderson</i> Signed: <i>Don Henderson</i>	<i>6/16/21</i>

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