



# Employee Handbook

POLICIES AND PRACTICES

V.20250218



## Contents

Equal Opportunity Employment, Anti-Discrimination, Anti-Sexual Harassment, and Layoff Policies and Procedures .....	3
I. Equal Opportunity Employment Policy.....	3
II. Anti-Discrimination Policy .....	3
III. Anti-Sexual Harassment Policy.....	4
IV. Layoff and Reduction in Workforce Policy.....	5
V. Employee Responsibilities and Management's Role.....	5
VI. Policy Review and Amendments .....	6
Radiation Safety.....	6
Radiation Safety Policy for CT and MRI Machines .....	6
Radiation Safety Protocols .....	8
Training and Education.....	9
Radiation Safety Equipment: .....	9
Compliance and Inspections:.....	10
Conclusion.....	10

# Equal Opportunity Employment, Anti-Discrimination, Anti-Sexual Harassment, and Layoff Policies and Procedures

## I. Equal Opportunity Employment Policy

**Policy Statement:** DAS Medical Imaging is committed to providing equal employment opportunities to all employees and applicants. We prohibit discrimination on the basis of race, color, national origin, sex, gender identity, sexual orientation, age, religion, disability, genetic information, or any other characteristic protected by applicable law. We believe diversity is essential to the success of our organization and aim to create an inclusive and supportive work environment where all employees can thrive.

### Procedures:

- **Hiring and Promotion:** All hiring, promotion, and transfer decisions will be made based on merit, qualifications, and the needs of the company. All qualified applicants will be considered without regard to any characteristic protected by law.
- **Compensation and Benefits:** Employees will receive equal pay for equal work and fair access to benefits, regardless of their race, sex, age, religion, disability, or other protected characteristics.
- **Training:** The company will provide training on Equal Opportunity principles, including diversity and inclusion initiatives, for all employees to foster a respectful and inclusive workplace.

---

## II. Anti-Discrimination Policy

**Policy Statement:** DAS Medical Imaging is committed to maintaining a workplace free from discrimination, whether it be direct or indirect, based on race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, genetic information, or any other characteristic protected by law. We expect all employees to engage in respectful, inclusive behaviors that promote a positive and collaborative environment.

### Procedures:

- **Non-Discrimination in the Workplace:** Discrimination of any kind is prohibited. This includes, but is not limited to, discrimination in hiring, firing, promotion, compensation, or access to training and other employment opportunities.

- **Complaint Reporting:** Employees who feel they have been subjected to discrimination are encouraged to report it immediately. Complaints can be made directly to their supervisor, manager, or company owner. If the issue involves the supervisor, it should be reported to a higher authority or an alternate contact person.
- **Investigation and Resolution:** Upon receiving a complaint, the company will conduct a thorough investigation, maintaining confidentiality as much as possible. Any inappropriate behavior or practice will be addressed with appropriate corrective actions, which may include disciplinary measures, retraining, or termination.

---

### III. Anti-Sexual Harassment Policy

**Policy Statement:** DAS Medical Imaging is committed to maintaining a work environment that is free from sexual harassment. Sexual harassment is unacceptable and will not be tolerated under any circumstances. The company will take immediate and appropriate action to address complaints of sexual harassment to ensure a safe and respectful work environment for all employees.

**Procedures:**

- **Definition of Sexual Harassment:** Sexual harassment includes any unwelcome or inappropriate behavior of a sexual nature, including but not limited to sexual advances, requests for sexual favors, inappropriate touching, comments, jokes, or any behavior that creates an intimidating, hostile, or offensive work environment.
  - **Reporting Sexual Harassment:** Employees who experience or witness sexual harassment should report it immediately to their direct supervisor or another designated person (e.g., manager, HR representative, or company owner). Employees can also report concerns anonymously if preferred.
  - **Investigation:** Once a report is made, the company will conduct a prompt, impartial, and confidential investigation. The company will take appropriate action based on the findings of the investigation, which may include counseling, training, disciplinary measures, or termination of employment.
  - **No Retaliation:** Retaliation against anyone who files a sexual harassment complaint or participates in an investigation is strictly prohibited. Employees are encouraged to report retaliation immediately.
-

## IV. Layoff and Reduction in Workforce Policy

**Policy Statement:** DAS Medical Imaging recognizes that business needs may change over time and that, at times, layoffs or a reduction in workforce may be necessary due to operational needs, financial constraints, or other reasons. We are committed to conducting any layoffs or reductions fairly, with consideration for the well-being of affected employees.

**Procedures:**

- **Layoff Criteria:** Layoffs will be based on business needs and may include factors such as:
  - Performance
  - Skills and qualifications for available positions
  - Seniority (if applicable)
  - Operational requirements
- **Notice of Layoff:** Whenever possible, the company will provide reasonable advance notice of a layoff. The notice period will be based on business conditions and individual employment contracts (if any).
- **Severance and Benefits:** Where applicable, employees affected by layoffs may be offered severance pay or assistance in finding new employment. The company will comply with all applicable laws regarding severance and continuation of benefits.
- **Fairness and Transparency:** The decision-making process for layoffs will be transparent, and all affected employees will be informed of the reasons for their layoff in a respectful manner. Employees will have the opportunity to ask questions and seek clarity about the decision.
- **Assistance for Affected Employees:** The company may provide support, such as job search assistance or professional counseling, to help laid-off employees transition to new opportunities.

---

## V. Employee Responsibilities and Management's Role

**Employee Responsibilities:**

- Treat all colleagues with respect and dignity, adhering to the company's Equal Opportunity and Anti-Discrimination policies.

- Report any incidents of discrimination, harassment, or inappropriate behavior in a timely manner.
- Participate in training and initiatives aimed at fostering a respectful, inclusive, and non-discriminatory work environment.

**Management's Role:**

- Ensure that employees are informed of and understand the company's Equal Opportunity, Anti-Discrimination, Anti-Sexual Harassment, and Layoff policies.
- Lead by example by promoting diversity, inclusion, and respectful behavior.
- Respond promptly to any complaints or incidents of discrimination or harassment and take appropriate corrective actions.
- Maintain transparency and fairness in any decisions related to layoffs or workforce reductions.

---

## VI. Policy Review and Amendments

The company will review these policies annually or as needed to ensure compliance with current laws and best practices. Employees will be notified of any changes or updates to these policies.

## Radiation Safety

### Radiation Safety Policy for CT and MRI Machines

**Purpose:**

This policy establishes the radiation safety protocols for employees working with or around CT (Computed Tomography) and MRI (Magnetic Resonance Imaging) machines to ensure a safe working environment, minimize exposure to ionizing radiation, and protect the health and safety of employees, patients, and visitors.

**Scope:**

This policy applies to all employees working in departments or areas that utilize CT and MRI machines, including radiologists, technicians, engineers, and maintenance staff.

**General Safety Guidelines:**

## 1. Understanding the Machines:

- **CT Machines:** CT machines use ionizing radiation to create detailed images of the inside of the body. This radiation can be hazardous if not properly controlled.
- **MRI Machines:** MRI machines do not use ionizing radiation, but they use strong magnetic fields and radio waves, which require specific safety measures.

## 2. Radiation Exposure:

- **CT Machines:** Only authorized personnel who are properly trained in radiation safety should operate the CT scanner. Efforts should be made to minimize radiation exposure through proper technique, dose optimization, and patient shielding.
- **MRI Machines:** While MRI machines do not involve radiation, employees should be aware of the potential hazards associated with strong magnetic fields, including the risk of projectile accidents, burns, or malfunctioning medical implants.

## Responsibilities:

### 1. Radiation Safety Officer (RSO):

- Ensure compliance with all radiation safety standards and guidelines.
- Conduct regular radiation safety training and maintain radiation exposure records for employees.
- Perform regular audits to verify adherence to radiation safety protocols and ensure appropriate use of shielding.

### 2. Employees:

- **CT:** Employees must wear lead aprons, thyroid shields, and other protective equipment when working near the CT scanner, especially during patient procedures.
- **MRI:** Employees must ensure that all metallic objects (e.g., watches, jewelry, and medical devices) are removed before entering the MRI room to prevent injury from the magnetic field.



- Employees must follow all radiation safety guidelines and report any unsafe conditions or accidents to the Radiation Safety Officer immediately.

### 3. Supervisors:

- Ensure employees are properly trained and adhere to radiation safety protocols.
- Monitor the operation of the CT and MRI machines to ensure compliance with safety standards.

## Radiation Safety Protocols:

### 1. CT Safety Protocols:

- **Shielding:** Proper shielding (e.g., lead aprons, thyroid collars) should be worn by employees and patients when exposure is unavoidable.
- **Minimize Exposure:** Limit exposure time, increase distance from the source of radiation, and use the lowest radiation dose necessary for imaging.
- **Access Control:** Access to the CT room should be restricted to essential personnel only when the machine is in operation. Warning signs and lights should indicate when the CT machine is active.

### 2. MRI Safety Protocols:

- **Magnetic Field Awareness:** All employees must be trained on the dangers of the MRI machine's magnetic field and instructed to remove all metallic objects before entering the MRI room.
- **Screening for Implants:** Patients and staff should be screened for medical implants (e.g., pacemakers, cochlear implants) that may be affected by the magnetic field.
- **Zone Control:** The MRI suite should be divided into zones based on access and risk. Only authorized personnel should be allowed in Zone IV (the area with the strongest magnetic field).

### 3. Radiation Monitoring:

- **Personnel Monitoring:** Employees working with CT machines should wear dosimeters to monitor radiation exposure levels. MRI workers should also be regularly monitored for potential hazards related to the magnetic field.

- **Radiation Dose Records:** Radiation exposure records will be kept and reviewed annually to ensure compliance with safety standards.

## Training and Education:

### 1. Initial and Ongoing Training:

- All personnel working with CT and MRI machines must complete a mandatory radiation safety training program upon hiring and regularly thereafter (at least annually).
- Training will cover radiation safety principles, emergency procedures, equipment handling, and how to properly use protective gear.

### 2. Emergency Response:

- Employees must be trained on emergency procedures in the event of equipment malfunction, radiation leakage, or personal exposure. This includes the correct steps to take if a magnetic object is drawn into the MRI room or if there is a potential radiation overexposure.
- Clear communication protocols must be in place for responding to incidents or accidents involving CT or MRI equipment.

## Radiation Safety Equipment:

### 1. Protective Gear:

- Lead aprons, thyroid shields, and gloves must be worn when near the CT machine during operation.
- MRI workers should wear non-metallic clothing and remove any metallic items before entering the MRI environment.

### 2. Safety Barriers and Signs:

- The CT and MRI rooms should be equipped with clearly visible safety signs and barriers to alert personnel to potential radiation or magnetic hazards.
- Warning lights should be used to signal when the CT scanner is in use.

## Personal Protective Equipment (PPE) Guidelines:

- **For CT:** All staff should wear lead aprons, thyroid shields, and lead gloves during patient imaging or when working in proximity to the scanner.

- **For MRI:** Employees must ensure they remove all metallic objects (including jewelry, watches, and credit cards) before entering the MRI room.

### Compliance and Inspections:

- Regular inspections of both CT and MRI machines will be conducted to ensure they are functioning safely and within recommended safety standards.
  - Any deficiencies, malfunctions, or damages should be reported immediately, and corrective actions will be taken promptly.
- 

## Conclusion

At DAS Medical Imaging, we are committed to providing a fair, inclusive, and respectful workplace where all employees are given equal opportunities to succeed. Our policies against discrimination, harassment, and unfair treatment ensure that all individuals are treated with dignity and respect. Additionally, in the event of layoffs, we are committed to ensuring that the process is handled with care, transparency, and fairness for all employees.

The safety and well-being of employees, patients, and visitors are of paramount importance. All employees must adhere to this Radiation Safety Policy and follow all established protocols to ensure a safe working environment when operating or being in proximity to CT and MRI machines. Regular training, adherence to safety guidelines, and vigilant monitoring will minimize risks associated with radiation and magnetic fields.