



Employee Program

HEALTH ACCOUNT



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SIRIUSMEDx
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Preamble

This program is part of an effort to improve the working conditions of SIRIUSMEDx employees. Since employee health and safety is a major concern of the management team and the Board of Directors, it was obvious that additional efforts should be made to improve the quality of life of employees at work and in their personal lives. This program will be updated annually to meet the growing needs of the human beings that make up the company.

Definitions

Employee	An individual who is bound by an employment contract with the company. This definition includes managers, caregivers and administrative employees. Subcontractors or self-employed workers are not covered by this definition.
Full time	An employee who works a minimum of 35 hours per week for more than 6 months in the reporting period.
Part-time	An employee who works less than 35 hours per week for more than 6 months in the reporting period.
Manager	An employee with a managerial role in the company. These include, but are not limited to, directors, vice-presidents and the president of the company.
Nursing staff	Refers to an employee who has a clinical role within the organization in more than 50% of the reporting period. These include, but are not limited to, physicians, nurses, nurse practitioners, paramedics and first responders.
Administrative employee	An employee who works mainly at the head office or performs administrative, logistical or operational tasks for more than 50% of the reference period.
Reference period	For the purposes of this program, the reference period is the fiscal year from December 1 ^{er} to November 30.

In the interest of brevity, the masculine gender is used. However, the masculine gender used also includes people of female gender or who identify themselves as such.

Eligibility

In order to be eligible for the SIRIUSMEDx Health Account Program, the employee must meet the following:

- Meet the definition of an employee
- Have performed more than 300 hours of work during the reference period
- Be employed by the company at the time of claiming monetary amounts
- Have a regular assignment for more than 75% of the reference period

Health account manager

The person designated as responsible for the implementation, maintenance and management of this program is the person responsible for human resources. The current program manager is :

Mr. Philippe-Olivier Belcourt
Vice President and Chief Administrative Officer
pobelcourt@siriusmed.com
514-509-2112 ext. 102

Health account administration

The health account is administered by administrative employees assigned to manage accounting and payroll. These individuals will not have access to confidential or medical data of employees when making claims. Claims will be forwarded directly to the responsible person for approval in accordance with this program. If there is any doubt about the eligibility of an expense, the health account manager may consult the medical director or any other health professional who has a duty to respect professional secrecy and act with confidentiality.

The employee is responsible at all times for the portions reimbursed and the amounts used in the health account.

Reimbursement process

In order to be reimbursed for an eligible expense, the employee must submit his or her request using the form provided in the appendix along with the invoice or any other supporting document. Reimbursement will be made via the payroll service within 30 days of receipt by the person responsible for administration. The residual bank will be accessible from each employee's pay statement and will be renewed according to the amounts granted by management at the beginning of the reference period.

The reimbursed portion of eligible expenses belongs to the employee requesting reimbursement (partial or total) only if the terms of this program are met.

Eligible expenses

The following list is not exhaustive, however it highlights the most common expenses that can be submitted for reimbursement. It should also be noted that expenses that have been reimbursed by private group insurance or by government insurance (RAMQ) will only be reimbursed for the portion not covered by another plan (co-insurance). Eligible expenses include, but are not limited to:

Health care costs

- ✓ Prescription drugs;
- ✓ Hospitalization (room);
- ✓ Ambulance;
- ✓ Support stockings;
- ✓ Rehabilitation or convalescence center;
- ✓ Corrective shoes;
- ✓ Treatment for alcoholism, drug addiction, compulsive gambling or any other addiction;
- ✓ Eye examination;
- ✓ Wheelchair;
- ✓ Glucometer or similar device;
- ✓ Professional care by a nurse or nursing assistant;
- ✓ Orthotics, prosthetics or other;
- ✓ Oxygen therapy;
- ✓ Insulin pump;
- ✓ Orthopedic shoes;
- ✓ IUD or other contraception;

Other professional care

- ✓ Chiropractor;
- ✓ Acupuncturist;
- ✓ Dietitian;
- ✓ Occupational therapist;
- ✓ Osteopath;
- ✓ Physiotherapist;
- ✓ Podiatrist;
- ✓ Sports therapist;
- ✓ Physical rehabilitation therapist;
- ✓ Massage therapist (following injuries and recommended medical treatment);
- ✓ Speech and Language Pathologist;
- ✓ Guidance counselor, psychoanalyst, psychologist, psychotherapist and social worker;
- ✓ Glasses (with prescription);

Dental expenses

- ✓ Preventive expenses (examination, X-rays, polishing, scaling, sealants...)
- ✓ Basic restorative expenses (restoration, oral surgery, anesthesia...)
- ✓ Major restoration costs (endodontics, root canal treatment, periodontics, prostheses...)

Other eligible expenses

- ✓ Registration fees for a sports or physical activity center
- ✓ Registration fees for a sports team
- ✓ Private trainer or course fees in physical activity or physical health

Supporting documents

The employee must provide an invoice at all times with the following:

- Date
- Name of the professional or organization
- Services rendered with applicable fees
- Taxes (and numbers), if applicable
- Total

The employee must also, upon request from the Health Account Manager, provide any other relevant supporting documentation to receive reimbursement. These documents can be transmitted via email and can include: prescriptions, reports, photos, visit certificates, etc.

Unused amounts

At the end of the reference period, the sums not used by the employee (up to 50% of the amount provided) will be paid into an RRSP in the employee's name via a cheque addressed to the financial institution responsible for its administration. With the exception of the reimbursements provided for in this program, the amounts are non-cashable and non-transferable.

Recourse

If the health account manager refuses to process a reimbursement, the aggrieved employee may appeal the decision to the company president. This appeal is final and cannot be appealed.

Appendix: Health Account Reimbursement Request1

Name	
First name	
Job Title	
Date of request	

Date of service	
Type of service	
Company/Professional	
Description	
Amount before taxes	
Amount after taxes	

I certify that the information contained above is true and correct, and complies with the Health Account Program.

Employee Signature: _____ Date : _____