



## TECHNOLOGY STACK OPERATING POLICIES

I have received a copy of the SAM GROUP Technology Stack Operating Policies, and I am strongly encouraged to become familiar with all pertinent policies and procedures:

- None of these policies or any other SAM GROUP document(s) confers any contractual right of employment, either expressed or implied, and absolutely no guarantee or any fixed terms or conditions of employment are established.
- Your employment is not for any specific time and may be terminated “at will,” with or without cause and without prior notice by SAM GROUP, or you may resign for any reason at any time.
- All SAM GROUP regular full-time, part-time, contract or work-for-hire employees, and volunteers, interns, and management trainees are strongly encouraged to consistently act in compliance with all existing, and as established, future company policies.
- These policies are not intended to address the entire character and scope of possibilities, and is subject to change at any time, with or without notice, in whole or in part, at the discretion of SAM GROUP.
- All efforts employed by all regular full-time, part-time, contract or work-for-hire employees and volunteers, interns, and management trainees will consistently be true and correct in the performance of all essential job functions. Any misrepresentation, falsification, unauthorized destruction or concealment of any records/information, manual and electronic will be reason for non-consideration for employment, dismissal after hire, termination of work-for-hire agreements, and termination of status as volunteer, intern, or management trainee. Theft, fraud, forgery, dishonesty or intentional violation of SAM GROUP rules, internal controls, regulations or procedures is not acceptable and may be a violation of municipal, county, state and federal laws and may result in criminal prosecution.
- Questions about this Technology Stack Operating Policies or any SAM GROUP policy should be directed to your immediate supervisor.

We wish you great success toward achieving your career objectives with SAM GROUP and, equally important, helping SAM GROUP to consistently deliver truly exceptional patient care!

Please sign and date this receipt and return it to your immediate supervisor.

Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

c: HR / Employee File

## TECHNOLOGY STACK OPERATING POLICIES

AUTHORIZED SYSTEMS		VENDOR / DESCRIPTION	REFERENCE / TUTORIALS
1.	ASANA	Project Management (PM)	<b>How to Use ASANA</b> <a href="https://youtu.be/HGxzd-eaLWs">https://youtu.be/HGxzd-eaLWs</a>
2.	CRM	HubSpot - Customer Relationship Management (CRM)	<b>How to Use HubSpot</b> <a href="https://youtu.be/QKHc9T-Y3BM">https://youtu.be/QKHc9T-Y3BM</a>
3.	Microsoft Office 365 – Outlook	Email	<b>How to Use Office 365 - Microsoft Outlook Functions, Features, and Processes</b> <a href="https://youtu.be/EouigvzOb7A">https://youtu.be/EouigvzOb7A</a>
4.	Microsoft Office 365 – Office Suite	<b>Word</b> – Word Processing <b>Excel</b> – Spreadsheet, Data Analysis <b>PowerPoint</b> - Presentations	<b>How to Use Office 365 Suite</b> <a href="https://youtu.be/XGD0eGfKwIE">https://youtu.be/XGD0eGfKwIE</a>
5.	Microsoft Office 365 – OneDrive	Document Management, Storage, Sharing, and Remote Access	<b>How to Use OneDrive</b> <a href="https://www.youtube.com/watch?v=Xa-lx5bLF5o">https://www.youtube.com/watch?v=Xa-lx5bLF5o</a>
6.	Microsoft Office 365 – Teams	Instant Messaging (IM), Video Conferencing (Internal)	<b>How to Use Microsoft Teams</b> <a href="https://youtu.be/VDDPoYOQYfM">https://youtu.be/VDDPoYOQYfM</a>
7.	Zoom	Video Conferencing (External)	<b>How to Use Zoom</b> <a href="https://youtu.be/rA3ZsY2vJfw">https://youtu.be/rA3ZsY2vJfw</a>

### NOTE:

- A. The aforementioned are the only authorized and secure data systems to give and/or receive information by all regular full-time, part-time, contract or work-for-hire employees, and volunteers, interns, and management trainees of SAM GROUP.



- B. No other systems are supported, and use of such is a violation of company policy, and subject to disciplinary action, including termination.
- C. Access, passwords, and scheduling of in-person or remote video conferences are provided as required.
- D. Direct all questions to your immediate supervisor or project lead.