




MORPH EMPLOYEE HANDBOOK

2024-2025

 **MORPH
PROVIDER
NETWORK**

770-243-5753 

www.morphwellnessmd.com 

@morphwellnessmd 




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MORPH CODE OF ETHICS

This code establishes the values and guidelines by which Morph employees navigate all workplace activity, from customer interactions, to internal company relationships.

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Welcome to The Morph Provider Network

As founders, we are pleased to welcome you to our growing family. At Morph, we are not just a health and wellness organization; we are a community driven by a shared passion for transforming lives. Our journey began with a vision to redefine healthcare through a holistic approach and stems from our firsthand experiences in transformation. We have chosen to optimize healthcare that integrates cutting-edge research, compassionate care, and a commitment to excellence.

At the core of our mission is the belief that every individual deserves the opportunity to achieve their best self. By providing an elite patient experience led by our board-certified physicians and practitioners, we aim to deliver the highest quality, research-based medicine. We emphasize preventative health and total wellness, guiding each of our patients through their own metamorphosis toward the ultimate results they desire.

We encourage you to embrace our mission and Code of Ethics wholeheartedly and to contribute your unique talents and perspectives to our shared goals. This handbook serves as a compass, guiding us to uphold the highest standards of integrity, compassion, and ethical conduct in every interaction and decision, towards our patients and our team. Together, we can make a profound impact on the lives of our patients and our community.

Thank you for joining the Morph Provider Network. We look forward to achieving great things together.

In optimal health,

Dr. David & Caitlin Lawrence
Founders, Morph Provider Network



MORPH PROVIDER NETWORK

CODE OF ETHICS

OBJECTIVE

Morph Provider Network adopts this Code of Conduct and Ethics Policy to ensure orderly operations and provide the best possible work environment. Morph Provider Network expects employees and others who are engaged to provide services, such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, Morph Provider Network complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

ACCOUNTABILITY

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact proper management personnel. Morph Provider Network takes seriously the standards set forth in this Code.

CONFIDENTIAL INFORMATION

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of the company without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, is strictly prohibited. An integral part to Morph Provider Network business success is our protection of confidential company information, as well as nonpublic information entrusted to us by our patients and other business partners. Confidential and proprietary information includes such things as pricing and financial data, patient information and demographics or nonpublic information about other companies, including current or potential supplier and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and prior proper authorization.



PROCEDURES

Morph Provider Network is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of Morph Provider Network rules of conduct. This list is not intended to be exhaustive:

- Theft or inappropriate removal or possession of company property, whether physical or digital
- Willful destruction of company property
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Sexual or other unlawful harassment
- Using excessively abusive, threatening or obscene language
- Sabotaging another's work
- Making malicious, false and harmful statements about others
- Publicly disclosing another's private information
- Unauthorized disclosure of business "trade secrets" or confidential information such as marketing materials, business plans, and patient data
- Falsifying company records or reports or medical documentation, including one's time records or the time records of another employee

DISCRIMINATION

Morph Provider Network is committed to a work environment in which all individuals are treated with respect and dignity. Discrimination based on any of the following characteristics are prohibited:

- Race
- Color
- Religion
- National origin
- Age
- Disability
- Alienage
- Any other characteristic protected by law



HARRASMENT

Morph Provider Network expects any interaction with Independent Contractors, employees, and suppliers during the performance of services to be professional, respectful, and in compliance with all applicable laws.

Prohibited harassment includes, but is not limited to, the following:

- Unwanted sexual advances or requests for sexual favors
- Sexual jokes and innuendo
- Verbal abuse of a sexual nature
- Commentary about an individual's body
- Sexual prowess or sexual deficiencies
- Insulting or obscene comments or gestures
- Display or circulation of sexually suggestive material
- Other physical, verbal or visual conduct of a sexual nature

PROVIDE QUALITY SERVICE

Morph Provider Network is committed to providing quality services and expects contractors providing services under an agreement with the Company to meet our expectation that every individual we serve, regardless of age, the complexity of the condition, service type, or setting in which the services are provided, can expect:

- Services that reflect the individual's preferences, goals, and unique needs and that maximize opportunities for success
- Assistance in coordinating services and establishing collaborations to optimize the ability to prosper in the medical and telehealth community, in turn ensuring the highest standard of patient care
- Safety and security in the medical Telehealth platforms
- Support to exercise rights, make informed choices, and to accept personal responsibility
- Meaningful work, productive activity, or appropriate educational opportunities
- To be always treated with respect and dignity






MORPH EMPLOYEE BENEFITS

Benefits package information for
Providers, full and part-time staff,
and scribes.

For benefit questions, contact
Operations Manager Kayla Nielsen at
Kayla@morphwellnessmd.com

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PROVIDER BENEFITS



Tier One:

0-25 Active Patients

Benefits includes:

- TICDT - \$150 Product Credit per Pay Period
- TIEMP - 30% Off Additional Products
- *Credit for Provider ONLY. Credit must be used before additional product discount applies. Discount applies to provider and spouse or significant other. Not applicable on labwork and other exclusions may apply.





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PROVIDER BENEFITS



Tier Two:

26-100 Active Patients

Benefits includes:

- T2CDT - \$350 Product Credit per Pay Period
- T2EMP - 40% Off Additional Products
- *Credit for Provider ONLY. Credit must be used before additional product discount applies. Discount applies to provider and spouse or significant other. Not applicable on labwork and other exclusions may apply.





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PROVIDER BENEFITS



Tier Three:

100+ Active Patients

Benefits includes:

- T3CDT – \$500 Product Credit per Pay Period
- T3EMP – 50% Off Additional Products
- *Credit for Provider ONLY. Credit must be used before additional product discount applies. Discount applies to provider and spouse or significant other. Not applicable on labwork and other exclusions may apply.





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EMPLOYEE BENEFITS



Employee:

Each employee pay rate is negotiated and stated in their individual contracts.

Benefits includes:

- EMPLY – 30% Off Staff/ Employee Discount (Spouse or Significant other Included. Any other immediate family member falls under EMFAM discount. EMFAM only applies to parents, children, siblings, and in-laws. Not applicable on labwork and other exclusions may apply.)

