



## **WELCOME TO QUEST DIAGNOSTICS!**

Welcome to Quest Diagnostics! Congratulations on your career decision to join the nation's leading provider of diagnostic testing, information and services. The company strives to maintain our competitive position by employing highly qualified professional, scientific, and technical staffs and by providing excellent facilities, equipment, and working environments.

The first few days and months of your employment will be filled with opportunities to learn more about our company history, mission, values, your role, job responsibilities and the contribution you can make to impact the success of Quest Diagnostics. Each day presents new challenges and opportunities, and we sincerely hope that you will enjoy joining us in our efforts to achieve our mission. Also, throughout your employment, you will experience ongoing training to give you the best possible foundation for a successful career at Quest Diagnostics.

### **New Hire Orientation**

You will receive notice of the requirement to complete New Hire Orientation online training comprised of 4 Modules: Company Overview, Compliance, Benefits, and Blood Borne Pathogens. Your supervisor or manager will ensure you are scheduled to take this required training within the appropriate timeframes.

### **Day One**

Please be sure that you speak with your supervisor with regard to when and where you should report on your first day which could be different than your permanent work location schedule.

### **Items to Bring on your First Day**

For I-9 form requirements, bring with you any original and unexpired document/s to establish your identity and authorization work in the United States. If you choose a document from List "B" of the Acceptable Document List, it must bear a photograph. (An I-9 Acceptable Document List is provided via the online onboarding portal).

### **Dress Code**

Our standard dress code policy is business casual. Feel free to wear comfortable, presentable attire (No jeans, sweat suits or track suits allowed; scrubs are acceptable). It is recommended that you also bring a sweater or jacket as the facility may be cool in temperature. More information about proper attire in your work area will be addressed by your supervisor and our Environmental, Health, and Safety staff.

### **Transportation Reimbursement:** **Reimbursement – Mileage**

Except for an employee's commuting distance to his/ her regular place of business, the use of an employee's personal automobile for business purposes shall be reimbursed at a standard rate per mile in effect at that time. Mileage calculation will be the difference between the commute to new employee training minus the employee's commute to base work location. If employee's base work location is the same as the NEOP location, mileage will *not* be reimbursed.

For example, if the commute to an alternate place of business is 25 miles and the employee's commute to his/ her regular place of business is 10 miles, the employee is entitled to a reimbursement of the incremental 15 miles.

Mileage is based from main work address to the training location.

Employee (or supervisor) will print mileage reports from MapQuest.com or GoogleMaps.com to calculate the difference in mileage.

The reimbursement rate per mile changes from time to time in accordance with published tax rules and Company published guidelines and is designed to reflect the current costs of fuel.

#### **Hepatitis-B Vaccinations / TB Testing**

Quest Diagnostics offers the Hepatitis-B vaccination series to all employees. The series consists of 3 vaccines over a six-month time frame. Taking the vaccination is voluntary. If you have previously completed the vaccination series, we request that you bring any documentation indicating the dates you had the vaccines. Additionally, if you have had previous TB or PPD testing, please bring any info you have to EHS, as well as any questions you may have. Also, if you have had a skin test, have TB conversion data or BCG vaccinations; please bring those documents.