Welcome

New Employee Package

System Services Information

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On behalf of the entire leadership team at Sharp HealthCare, Human Resources and Talent Management (HRTM) would like to welcome and thank you in advance for all that you do for Sharp HealthCare. Your presence is vital to ensuring that Sharp continues to provide the highest quality of care.

The materials contained in this welcome packet reflect the values, goals, and policies of Sharp HealthCare. Please review these materials carefully; it is our expectation that all members of Sharp's workforce, including contractors, are mindful of and practice our culture of the Sharp Experience at all times.

You are receiving a welcome packet tailored to new employees who work in Sharp HealthCare System Services, which includes Spectrum, Sharp Health Plan (SHP), Ruffin Road and Sharp Operations Center (SOC) locations. If you have questions about any of these materials or orientation sessions, please do not hesitate to ask Human Resources or your Helping Hand today. Additionally, entity leaders will also be available to answer questions should they arise in your assigned department.

Thank you again for your commitment to our patients and the community we serve.

All Staff Event

All Sharp employees are invited to attend the annual All Staff event held at the San Diego Convention Center. There are three sessions held to maximize participation and provide options to employees. Transportation is provided at various locations throughout the Sharp system. Register via Lawson under "Training ⇨ All-Staff" for both attendance registration and transportation. Dress code is business attire.

ATM

Cabrillo Credit Union ATM can be found near the lobby of the Spectrum facility.

Attire

Please refer to policy **Dress Code (Sharp HealthCare – Spectrum, Ruffin Road & Corporate Court Facilities), 04311** for more details. Individual departments at the Spectrum facility may opt for Casual Friday Wear (as defined in the policy) on Friday's only.

Car Wash

On Thursdays (weather permitting) you can get your car washed at Spectrum. Kar Tek Auto Detailing provides this service for Spectrum and Tech Way employees. Park your car in the line by the South gate entrance of Spectrum off Tech Way (either gates #4 or #5). Cars are washed near the maintenance building or near the rear of the parking lot. Provide Kar Tek your car keys, name and your extension. Once your car is sparkling clean they will contact you with the number you provided.

Commuter Solutions

Sharp Spectrum office is proud to participate in Sharp's Transportation program. The Spectrum building offers commuter parking spots for those who carpool or vanpool to and from work. The spots are located in the first row of employee spots at the front of the Spectrum building. Visit the Transportation page on SharpNET for commuter solutions, travel discounts and how to save on transportation.

Employee ID Badge

ID Badges are to be worn at all times. Contact the Security department if you do not have door access. Provide Security your 6-digit badge number which is located on the back of your badge.

If you lose your badge (notify Security ASAP) or need to update your information due to name or title change, you can go the badge office at Spectrum on Wednesdays from 9:00 a.m. – 1:00 p.m. to get a new badge. Access and Identification Request forms can be downloaded on SharpNET.

Day Porter

Day Porters provide custodial services for the building. Office area trash receptacles are emptied daily and common areas vacuumed on a regular basis.

- **Spectrum** - At Spectrum, if there is a spill that requires carpet cleaning, etc., please email the Spectrum.Concierge@sharp.com and they will notify the Day Porter.
- **Tech Way** – Please notify your Division Administrative Assistant and they will contact the Day Porter.

Dry Cleaning

Martinizing offers dry cleaning services to Spectrum, Tech Way and Ruffin Road employees. Any questions please contact Martinizing at (619) 507-5364.

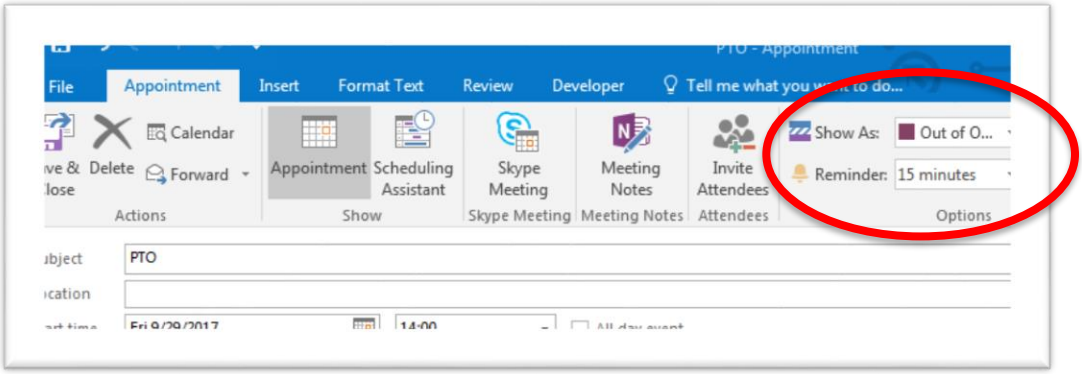
- **Spectrum** - Martinizing delivers dry cleaning to Spectrum on Mondays and Thursdays (subject to change due to holidays). See Spectrum Concierge for a form, place the form in a bag with your clothes, and leave it in the drop-off area located next to training room #175 and single stall restrooms on the first floor.
- **Ruffin Road** - Ruffin Road employees need to coordinate their account with Martinizing (pick up/drop-off with the vendor).
- **Tech Way** – Located in the mailroom at Sharp Health Plan. Pick up/drop-off is on Tuesdays and Fridays.

Email & Calendar

All emails are available in your inbox for 90 days unless you file them in an archive folder. Contact the Technical Assistance Center (TAC) to assist you in setting up your archive folders. There are no limitations on the number of archive folders you can have.

To access your work email from any device while off-site, employees can go to Sharp OWA (Outlook Web Access - email) at owa.sharp.com. A Multi-Factor Authentication (MFA) must be provided. What is MFA? Multi-Factor Authentication is system that requires more than one method of authentication to verify the user's identity. MFA is now required for Sharp users wishing to access OWA, API, and/or Lawson remotely.

Best practice is to make sure your calendar is current with your appointments. If you are going to be out of the office please be sure to activate your “Out of Office” message and create an appointment as “Out of Office” to avoid anyone from trying to schedule a meeting when you are not in the office. Make sure in the **APPOINTMENT** tab, under **OPTIONS** ribbon, **SHOW AS** drop-down menu is **OUT OF OFFICE** (purple) is selected for the calendar entry. See example below:



Employee Discounts

PerkSpot is a fun and easy way for employees to get discounts on a wide variety of products and services. It is a single destination for employee discounts available from local and national businesses. Benefits include:

- Exclusive discounts from local and national merchants
- Hundreds of discounts
- Accessible on any device and from anywhere
- Available to Sharp employee family members and friends

To create an account go to https://sharp.perkspot.com/register.

Engineering Support

- **Spectrum** - Should a Spectrum employee need engineering’s support for setting up a room, repair, removing furniture/file cabinets etc., please email the Spectrum.Concierge@sharp.com and let them know the following:
    - What’s Needed:
    - Location:
    - Need by date:
    - Contact:
    - Notes:

  You will receive a confirmation from the Concierge that includes a confirmation number. Note that engineering support is available until 2:00 p.m. Monday thru Friday.

- **Tech Way** – Please notify the Division Administrative Assistant and they will contact the Spectrum Concierge.

Food

Keep all food closed and in your drawer or cabinet. Please no odiferous foods at your desk.

- **Spectrum** - A cafeteria is located on the first floor at Spectrum. Hours are 7:00 a.m. – 3:30 p.m. Monday thru Friday. Refrigerators are located on each floor at Spectrum and a cleaning schedule is posted.
- **Ruffin Road** - Ruffin Road offers a Canteen Kiosk and VendiBean coffee.
- **SOC** - SOC employees are able to purchase pre-packaged snacks and refreshments at the vending machines located in the North/South lunchrooms.
- **Tech Way** - Tech Way employees are able to purchase pre-packaged snacks and refreshments at the vending machines located in the first and second floor lunchrooms. At Sharp Health Plan, Avanti Market is set up in the lunchroom and the Division Administrative Assistant can assist in setting up your account.

Gift Cards and Discounted Movie Tickets

Gift cards and discounted movie tickets are sold at the Spectrum Human Resources Lobby from 8:15 a.m. – 4:45 p.m. Monday through Friday. All proceeds benefit the System Services S.H.A.R.E. committee. Cash only, no refunds.

Heart Walk

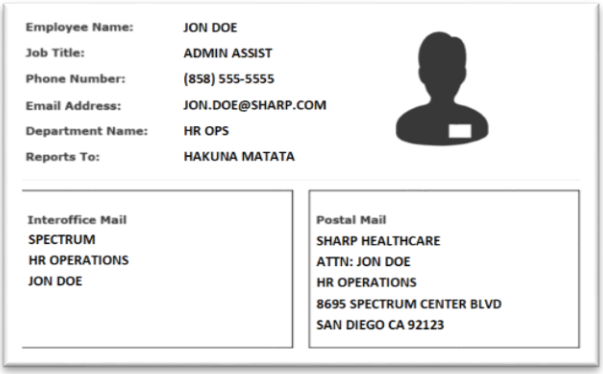
Heart disease is the nation's No. 1 killer of men and women. The American Heart Association's San Diego Heart and Stroke Walk raises funds to help fight this deadly disease. Sharp HealthCare has been the walk's top corporate fundraising sponsor for 29 years. Sharp employees, volunteers, affiliated physicians and their families raised more than $206,000 for the American Heart Association. Each entity has a fundraising goal established and coordinates efforts to achieve their goal. Examples of fundraising events are allowing employees to purchase Jeans Day stickers so jeans can be worn to work on the Thursday of payroll week, and vendor events where a certain portion of sales go towards Sharp's fundraising goal.

Hoteling Workstations

Spectrum offers several hoteling working stations for those employees who telework or work at other entities and can be found on the second floor. All hoteling workstations are first come first serve basis, however, there are two workstations setup with dual monitors that can be reserved by contacting Spectrum Room Scheduling at SpectrumRoomScheduling@sharp.com.

Interoffice Mail, Postal Mail & FedEx Services

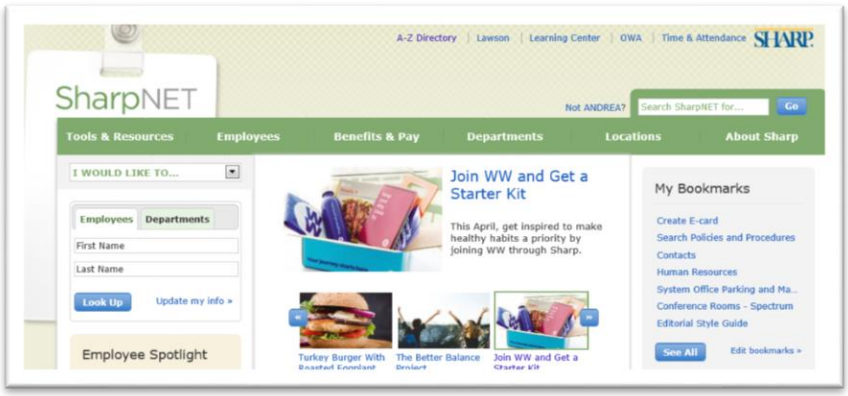
To send mail from one facility to another, you can use interoffice mail. Refer to SharpNET to "search" for an employee's interoffice mail address, email address, phone number, department, etc.



- **Spectrum** - The Spectrum mailroom is located in room #160. Mail pick up times are 10:00 a.m. and 2:00 p.m. FedEx pickup is 3:30 p.m.
- **Ruffin Road** - Ruffin Road employees drop off mail and FedEx with security at the front desk.
- **SOC** - SOC employee mail pick-up is at SOC-E, 7:30 a.m. and Noon, excluding holidays. A drop off bin is located at the Supply Cabinet. Package pick up and drop offs are at the Warehouse SOC-F 3572 Corporate Court.
- **Tech Way** – Sharp Health Plan mailroom is located behind the reception desk area. For FedEx services, please notify the Division Administrative Assistant.

Intranet

Sharp's intranet is called SharpNET. When you launch Internet Explorer your home page is set to SharpNET. There is a great deal of valuable information available by utilizing the "Search SharpNET for...". For example, you can search: benefit information, payroll calendars, looking up employees, policies and procedures, etc. In addition to searching for information, you can also access the following applications: Lawson, Learning Center, OWA, and Time & Attendance. Sharp wants it to be easy for you to access the programs you need while off-site, when and where you need them. You can access SharpNET, Lawson and Time and Attendance (API) from home. Employees can go to Sharp via your web browser: http://www.sharp.com/employees.



Lawson - Lawson is Sharp's employee portal. It is designed to help employees change and access their personal information, view PTO hours, view Sharp's Organizational Chart, review their annual compliance training and more. Commonly used information found in Lawson:

- **Review your employee information** (employee number and snapshot of your employment) select Bookmarks ⇨ Employee Self-Service ⇨ Personal Information ⇨ Employee Info ⇨ Employee tab

- **Review your pay checks** select Bookmarks ⇨ Employee Self-Service ⇨ Pay ⇨ Pay Checks
- **Update your work information** and or to have your picture displayed, select Bookmarks ⇨ Employee Self-Service ⇨ Work Information
- **View the Org Chart** select Bookmarks ⇨ Employee Self-Service ⇨ Employment ⇨ Org Chart

Learning Center - Sharp Learning Center is a learning management system that can manage, track and report on staff development, training and compliance throughout the organization. Upon logging into Sharp Learning Center, you will see the Student Interface screen, where you can view and take the computer-based learning (CBL) courses assigned to you. These courses will vary depending on your specific job requirements (e.g. compliance, annual safety and department specific education).

Outlook Web Access (OWA) – An alternative to viewing your email without having to launch Microsoft Outlook application.

Time & Attendance – Also referred to as API. Sharp's Time & Attendance system tracks the time an employee works. The system then calculates the pay, including overtime, shift differential and holiday pay. Employees can "clock" into the system using their employee badge with a badge reader, or by using the Quick Badge feature on their computer. Time & Attendance self-learning modules are available on SharpNET.

If at any time while in your internet browser you want to get back to the SharpNET homepage, select the home icon in the upper right corner and the webpage will be redirected to SharpNET.

Lactation Rooms

Lactation rooms are available for nursing mothers can be found at the following locations:

- **Spectrum** – Reserve a room by emailing SpectrumRoomScheduling@sharp.com, signing out a key in the HR Lobby, or by calling ext. 5460. Lactation rooms are semi-private and can be found in the following locations: #240, #241, and room #422.
- **Ruffin Road** – The private lactation room and reserved via Outlook email. In the directory, please search “Mother’s Room 202” and select as the recipient. A key can be signed out in the lobby.
- **SOC** – The lactation room is located at SOC-E, next to the South lunchroom/kitchen.
- **Tech Way** – Reserve the “Mom Room” by contacting the Concierge/Security on the first floor and they will provide you with the key.

Lost & Found

Items lost or found at the Spectrum facility should be reported to the front desk in the lobby and given to either the Security or Concierge on duty. Materials will be kept secured until they are returned to the owner (if known).

Phishing

Phishing scams are typically fraudulent email messages appearing to come from legitimate enterprises (e.g., your university, your internet service provider, your bank). These messages usually direct you

to a spoofed website or otherwise get you to divulge private information (e.g., passphrase, credit card, or other account updates). The perpetrators then use this private information to commit identity theft.

To report a phishing email click on the Phishing Button (when available) after you have highlighted the email in your inbox and watch it disappear. The email will be sent directly to the Risk Management team for evaluation. Keep your eyes out for the Phishing Button Icon shown above. If the phishing button is not available forward to:phishing@sharp.com.

Phone Instructions

Phone tutorials and user manuals can be found on SharpNET by searching "Telephone Information" located on the Information Technology page. Dial "9-1-area code" before dialing a phone number outside of Sharp. For emergencies call "9-9-1-1". To place a call to another Sharp facility, steering or network codes are used, instead of having to dial the area code and phone number. For example, if an employee from Sharp Chula Vista campus places a call to Spectrum they would dial "788" and the phone extension of the employee they are trying reach. Steering or network code numbers are found on SharpNET by searching "Steering/Network Codes" located on the Information Technology page.

Quarterly Leadership Development Sessions (LDS)

Sharp University hosts quarterly Leadership Development Sessions to provide Sharp leaders with system updates and opportunities for professional growth. The sessions are taught by internal and external speakers and subject matter experts in various fields. Leadership will receive an invitation prior to each session and register for a session via Lawson. Check SharpNET for dates or contact Sharp University.

Room Scheduling & Set-up Support

- **Spectrum** - Spectrum conference rooms are scheduled by contacting the HR Lobby Concierge. Send an email to SpectrumRoomScheduling@sharp.com with the following information:
    - Meeting Title:
    - No. of Attendees:
    - Date:
    - Meeting Time:
    - Room(s) Preference:
    - Contact:

  The following conference rooms are upgraded and have a computer/large screen should you need it for a webinar or vendor. Projectors can be checked out at the front desk Concierge if an upgraded room is not available. The capacity of each room is in parenthesis:

  #115 (15), #135 (20), #217(24), #226 (12), #324 (8), #326 (24) or #425 (10)

  More details can be found on SharpNET by searching "conference rooms".

  If your Spectrum or Tech Way meeting requires table or chair set-up (Auditorium or Tech Way), send an email to Spectrum.Concierge@sharp.com to submit a request for engineering set-up of tables/chairs. Include the following in your email request:

    - Meeting Title:

    - No. of Attendees:
    - Date:
    - Room Reservation Time/Meeting Time:
    - Room #(s):
    - Room Set-up preference: (Classroom, Auditorium, Rounds, etc.)
    - Contact:
- **Ruffin Road** - Ruffin Road conference rooms are reserved via Outlook as a "Resource".
- **SOC** - SOC conference rooms are reserved via Outlook.
- **Tech Way** – For internal conference rooms at Sharp Health Plan, reserve the rooms via Outlook or contact the Division Administrative Assistant. For Tech Way 124/125A, please contact the Division Administrative Assistant to confirm room scheduling at Tech Way.

Safety

Safety Culture at Sharp is committed to ZERO HARM. Some of the strategies used to get there include:

- Becoming a high-reliability organization (HRO). More information on our journey to becoming an HRO can be found at http://sharp.net.sharp.com/HRO.
- Incorporating principles of a Just Culture. A safe environment encourages reporting of mistakes and hazards. Knowing that employees will be managed in a fair and consistent manner when a mistake is made or are involved in an adverse event is essential to this safe culture. (https://www.justculture.org/getting-to-know-just-culture/)
- Adhering to the Professional Conduct policy: Everyone working at Sharp is expected to treat each other with respect, courtesy and dignity and conduct themselves in a professional, safe, and cooperative manner.

General Safety Awareness is a key component of personal safety. Being mindful of our own safety, as well as the safety of our fellow employees is expected. Be alert to potential hazards and bring them to the attention of leadership. Each site has a Safety Officer you can contact for issues related to employee safety and environmental hazards. If you experience a workplace injury, promptly report it to your manager/supervisor.

Fire Safety Program In the event the fire alarm sounds, all employees are expected to immediately evacuate the building and proceed to the predesignated evacuation assembly point. If you need assistance evacuating the building, please let your manager/supervisor know.

Do not use elevators during an evacuation.

To use a fire extinguisher for incipient fires, remember the acronym PASS:

P Pull the pin

A Aim at base of fire

S Squeeze the handle

S Sweep from side to side

Remember to never turn your back on a fire.

Scanning & Faxing

On the copier display select “Scan to Email” or “Scan to F Drive” to be begin scanning. Carefully pull out the keyboard tray located under the display and type your user name and password. Note: this will not log you out of your computer at your desk. Follow the prompts.

Options available when scanning are: Simplex (single sided) or Duplex (double sided), Resolution (varies depending on the quality you need), Compression should be set to JPEG (recommended to not change this setting). Select the checkmark icon to complete your request.

To send a fax you will enter “9”, “1”, area code and the number.

Security

Parking

California vehicles codes are applicable on Spectrum property. Employees must park in employee designated parking only. Vehicle speed limit is 5 MPH or as posted and vehicles must be parked between the lines.

- **Spectrum**, as part of SHC's All Ways Green initiative, four electric vehicle-charging spaces have been installed on the east side of the Spectrum building. Electric vehicles have priority for these spaces and must register their vehicle with security located at the concierge desk in the lobby.

The following areas are not to be used by SHC employees:

- Emergency areas (Red curbs)
- Loading dock areas (Vendor parking)
- Visitor parking area

Carpooling/Vanpooling

- **Spectrum** has designated parking spaces available. Carpooling requires two or more people per vehicle to qualify for the designated carpool space program. Carpool teams will be formed by interested employees by filling out the back of form and returning the paperwork to Spectrum Security. Spectrum Security will date stamp receipt of form. Designated car pool spaces are awarded on a first come first serve basis. Carpool teams will be placed on a waiting list if teams exceed the number of carpool spaces in the order they are received. One parking card will be provided to each carpool team. Carpool members with a parking card may park in the designated assigned spaces marked “carpool” located at the front of the building

Safety and Security

- Office theft is always a concern, regardless of where you work or with whom. Everyone can help reduce the chance of theft in the workplace by following these best practices on a daily basis:
- Always lock your valuables in your drawers and cabinets when you need to leave your workspace.
- Avoid leaving laptops in unlocked rooms, meeting areas or other unsecured areas.
- Never leave keys, money, checks or valuables of any kind out in plain view, in unsecured areas or in jacket or coat pockets.
- Pay attention to people who do not belong in the areas where you work or people without employee badges. Engage such people by saying, "Excuse me? You appear to be lost. May I help you?"
- If someone does appear suspicious, pay attention to what they are wearing and other personal characteristics in case a description needs to be provided to Security.

- Report suspicious people or activity to Security immediately. Give your name, department, phone extension, the location of the suspicious person and a description.
- “Tailgating”, sometimes referred to as “piggybacking”, is a physical security breach in which an unauthorized person follows an authorized individual to enter a secured premise. “Tailgating” is one of the most common security breaches in healthcare.
- All employees are reminded to wear their employee badges at all times. The badge needs to have the picture visible and be located between the neck and the waistline. If you see someone without a badge, politely ask them for it and thank them for making Sharp a Safer place to work, practice medicine and receive care.

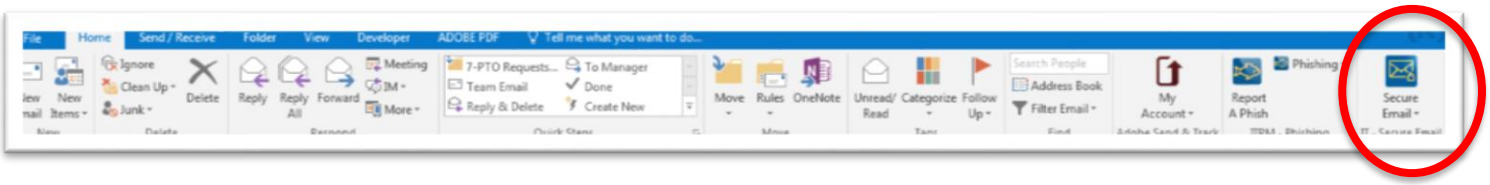
Sending Secured Email

Many federal and state regulations, as well as Sharp HealthCare policy, require secure transmission of sensitive data to external parties. Secure email transmission is easily be accomplished through Sharp’s Secure Email application.

For Outlook users, this function appears in the form of a button labeled “Send Secure” on the Outlook toolbar interface. Using the “Send Secure” button, instead of the standard “Send” button, notifies the e-mail system that this particular e-mail message needs secure handling.

Users who utilize https://owa.sharp.com to access their Sharp e-mail will NOT have a “Send Secure” button but can enter [sent secure] at the end of the subject line to activate the secure e-mail function.

The external e-mail recipients will receive an e-mail notification with a link telling them that they have a secure e-mail from Sharp. Clicking on the link allows them to access the message directly at a secure server with only one click after a simple registration process



S.H.A.R.E. Committee

The mission of the Sharp HealthCare Activities, Recreation and Events (S.H.A.R.E.) Committee is to serve Sharp employees through recognition programs and recreational events to enhance employee morale. Note that all sites may not have a S.H.A.R.E. Committee.

At Spectrum, some of the activities and programs under S.H.A.R.E. include the summer picnic, annual holiday party, holiday craft fair, Halloween costume contest and on-site vendors. Funds raised from S.H.A.R.E. events support future events for employees.

Sharp Best Health

Sharp Best Health encourages team members to incorporate healthy habits into their lifestyle by helping them attain personal health goals. The program consists of system-wide initiatives, wellness resources, and countless site-based wellness programs. Resources include annual biometric wellness screenings, free access

to a digital mindfulness training platform, and 50-66% subsidized Weight Watchers memberships. To learn more about these and other resources, go to Sharp Best Health on SharpNET.

Sharp Lends a Hand

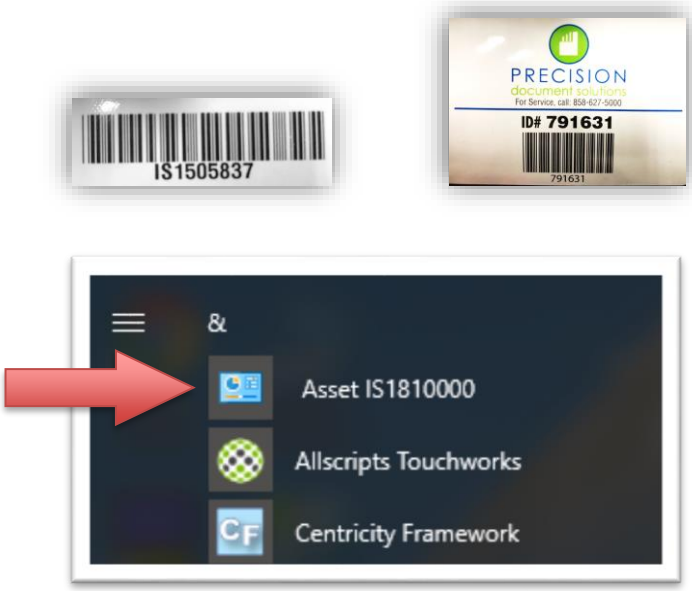
Since 2008, Sharp team members, family and friends have provided volunteer services for projects that improve the health and welfare of the San Diego community. Sharp Lends a Hand team members may pick volunteer t-shirts at Spectrum by going to the second floor and following the signs to the pick-up location. Sizes range from Child Medium to Adult XXXL.

Shredding

At all sites, documents that need to be shredded can be disposed of in the marked grey shred bin located in your office. Pick up days vary by location and are once a week.

Technical Assistance Center (TAC), Asset Tag Number, Toner and Printer Issues and Drives

The Technical Assistance Center (TAC) provides support for computers, applications, phones, scanners, and other equipment. Sharp equipment is identified with a white label and referred to as an “Asset Tag” (begins with IS before the numbers). Printers and copiers are identified with a “PRECISION” and ID number. Here are examples of an Asset Tag and Precision label:



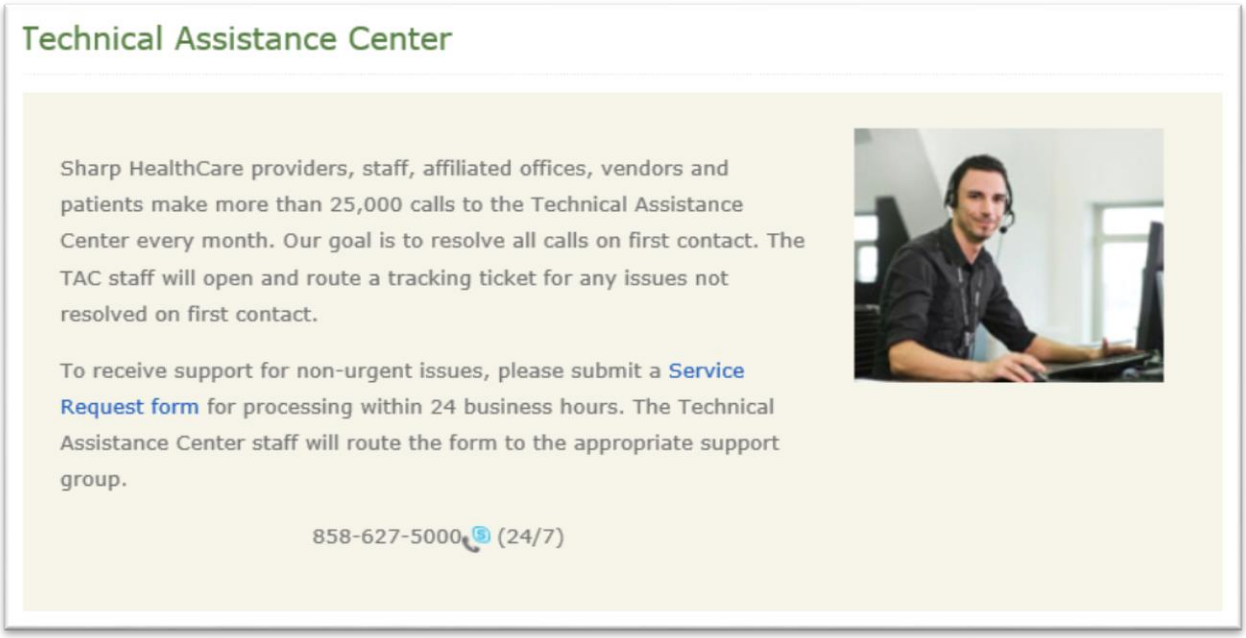
When you contact the TAC, you will be asked for your IS or Precision ID number. The IS number can be easily accessed via the Windows icon in the bottom left of your monitor. At the very top of the list you will find your IS number with the word “Asset IS” before it. A TAC agent will assist you to troubleshoot this issue or, in some instances, will remotely access into your computer via “Sharp Support”. If you need to order toner

for your printer or if your printer is not functioning properly, you may contact TAC or submit an online request.

TAC can be reached by calling (858) 627-5000.

OR

To receive support for non-urgent issues, you may submit a Service Request Form for processing within 24 business hours. TAC staff will route the form to the appropriate support group. You may also submit a ticket via SharpNET by going to the A-Z Directory ⇨ select "T" ⇨ select Technical Assistance Center (TAC) ⇨ select Service Request Form (in blue lettering).


Technical Assistance Center

Sharp HealthCare providers, staff, affiliated offices, vendors and patients make more than 25,000 calls to the Technical Assistance Center every month. Our goal is to resolve all calls on first contact. The TAC staff will open and route a tracking ticket for any issues not resolved on first contact.

To receive support for non-urgent issues, please submit a Service Request form for processing within 24 business hours. The Technical Assistance Center staff will route the form to the appropriate support group.

858-627-5000 (24/7)

Computer Drives

Each computer has an "F" drive and access to the "G" drive. The "F" drive is your own personal drive that will follow you wherever you log into the Sharp system. The "G" drive, also known as our "Global or Gibson" drive, is a shared drive among your department and or entity.

We Appreciate You (WAY Day)

Throughout the year Sharp shows their appreciation with a small token gift. Leadership team members rotate shifts in the morning to pass out the gifts to employees as they arrive to work.

Frequently Used Numbers

Contact	Title/Department	Email	Phone Number
Spectrum Concierge		Spectrum.Concierge@Sharp.com	(858)499-4000
Spectrum Lobby Security			(858)499-5711
Spectrum HR Lobby Concierge & Room Scheduling		SpectrumRoomScheduling@Sharp.com	(858)499-5460
Angela Athis	Director, Staffing Resources Network	Angela.Athis@Sharp.com	(858)499-5398
Anne Davis	VP, Workforce Support Services	Anne.Davis@Sharp.com	(858)499-5211
Cindy Ruiz	Director, Human Resources SCOR	Cindy.Ruiz@Sharp.com	(619)522-3748
Connie Duquette	Director, Human Resources SMMC	Connie.Duquette@Sharp.com	(858)939-3268
Debbie Birdsong	Manager, Workers Compensation	Debbie.Birdsong@Sharp.com	(858)499-5306
Debbie Mejia	Manager, Fleet & Patient Transport Services	Deborah.Mejia@Sharp.com	(619)740-3077
Dennis Kaskovich	Director, Security & Parking	Dennis.Kaskovich@Sharp.com	(858)499-5275
Don Carl	Director, Environment Health & Workplace Safety	Don.Carl@Sharp.com	(858)499-5180
Elmerissa Sheets	Director, Workforce Development and Recruitment Strategy	Elmerissa.Sheets@Sharp.com	(858)499-5267
Janet Villalobos	Director, Human Resources Systems Services	Janet.Villalobos@Sharp.com	(858)499-5291

Contact	Title/Department	Email	Phone Number
Kathryn Riggs	Manager, EAP	Kathryn.Riggs@Sharp.com	(619)681-0023
Leslie Thompson	Manager, Employee & Occupational Health	Leslie.Thompson@Sharp.com	(858)499-5264
Lisa Allen	SVP, Human Resources & Talent Management	Lisa.Allen@Sharp.com	(858)499-4133
Mariam Nawab	Director, Human Resources SRS	Mariam.Nawab@Sharp.com	(858)262-6420
Megan Spurling	Manager, Sharp Best Health	Megan.Spurling@Sharp.com	(858)499-5208
Pat Johnson	VP Compensation & Benefits	Pat.Johnson@Sharp.com	(858)499-5280
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