

7 Reasons To Join Our Team!



1. Excellence
2. Citizenship
3. Culture
4. Achievement
5. Success
6. Character
7. Protection

CME Enterprise is an ACCME-accredited medical education and communication company whose vision to be the most trusted leading provider of innovative, valuable, effective, and compliant expertise in research, development, and delivery of continuing education in the health sciences.

We value character and teamwork and are actively seeking dedicated, talented individuals who would like to make a difference in their daily work. If you are dynamic, motivated, and enjoy challenges, you will want to join our exciting and vibrant environment. Take a look on the following pages at the seven reasons our employees enjoy working at CME Enterprise.



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Excellence.

It's In Our Creed.

“Achieving excellence in a learning environment ensures the development and delivery of educational interventions of the highest quality and impact, and our teams are proud of their accomplishments every day.”

Bruce J. Bellande, PhD, FACME
President
CME Enterprise



Excellence Highlight

CME Enterprise's compliance program provides ongoing training and support for the staff to address daily issues and questions. All new employees attend compliance training as part of their orientation.

CME Enterprise is committed to excellence in all we do. We create a culture of excellence by hiring well-educated, highly proficient, and productive professionals and empowering them with opportunities for career advancement and continuous professional development.

The organization pursues and demonstrates continuous quality improvement in all its endeavors, including in the following areas:

■ Lean Six Sigma

CME Enterprise is committed to performance improvement—for clinicians and for ourselves. We practice the principles of Lean Six Sigma for Service Organizations every day and focus on efficiently producing quality education that adds value to practitioners and patients alike.

■ Project Management Institute

We stand out from the crowd because we follow the guidelines and best practices of the Project

Management Institute (PMI), an internationally recognized association for the project management profession. Our system of tools, techniques, resources, and procedures creates a methodology for success throughout the project life cycle.

■ Compliance Training

Our training program was instituted to ensure all employees understand and adhere to the stipulations of the FDA, OIG, AMA, ACCME, PhRMA, and AdvaMed. Further, our oversight committees ensure that work products comply with US laws, regulations, and associated policies, procedures, and contracts.

■ Six Disciplines®

Our partners know that change is constant—and we know it, too. That is why we adopt the strategies and directives of Six Disciplines, a business-excellence program that helps us achieve greater success through six practices: Strategy, Planning, Measurement, Execution, Learning, and Leadership.



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Citizenship.

It's In Our People.

“ I have always had a desire to give back to my community, and to have my personal goals supported by my employer makes the experience that much more rewarding. ”

Robyn Snyder
Manager of Activities
CME Enterprise



Citizenship Highlight

St. Mary's Child Center helps children at risk for social, emotional, economic, and environmental problems. CME Enterprise employees volunteer to read, play, and interact with the children.



Central to the core values of CME Enterprise is the belief that we must invest in our community. We demonstrate the principle that we are a “company that cares” by encouraging volunteerism and community involvement with a variety of charities and organizations.

More than 75% of our employees donate their time and efforts to charitable organizations and events. Our team members are encouraged to provide input on the selection of the programs and to take the lead in planning and implementing the outreach effort. Employees are also encouraged to participate on the boards of not-for-profit organizations and to provide leadership in our community.

Shown here are examples of citizenship demonstrated by our employees.

- Raising funds for research and to support those suffering from diseases such as breast cancer or diabetes through annual walks and bike rides

- Assisting with the construction of a house for a coworker through Habitat for Humanity
- Raising funds for the children of local firemen and policemen who have been killed in the line of duty through The Heroes Club
- Providing clothing, toiletries, and household goods for families in crisis through The Julian Center
- Adopting disadvantaged families during the holiday season to provide them with gifts and much-needed items
- Sponsoring “Shortzapalooza,” a shorts-at-work fund-raiser for back to school supplies for needy children in our city
- Raising funds and participating in the United Way Day of Caring for community seniors and a local day care providing repairs, painting, and general cleaning
- Loaning employees to serve on the boards of the Hamilton County United Way Campaign Committee and the Muscular Dystrophy Family Foundation



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Charitable contributions of time, talent, and resources by employees of CME Enterprise are regularly recognized by leading organizations, including the American Diabetes Association and United Way.

Culture.

It's In Our Foundation.

“*Career advancement is important to everyone, and at CME Enterprise helping employees grow and succeed is part of our culture.*”

Dan Sloan
Senior Medical Education Consultant
CME Enterprise



Culture Highlight

Improving health and productivity and increasing energy levels are the focus points of the “Biggest Loser” team contest [see Health and Fitness]. Our employees formed teams



to compete in the program. Media interest

included coverage by the Indianapolis NBC affiliate on the teams’ efforts to get in shape.

Many companies offer benefits, competitive salaries, and a comfortable work environment. But *great* companies like ours work hard to foster a positive company culture, one where employees feel part of a team and are empowered to make a difference in their daily work.

We’re creative when it comes to building and sustaining our culture. Shown here are programs we developed to do just that.

■ Career Development

From their first day, employees are immersed in a comprehensive training program aimed at fully preparing them to perform at an optimal level. Mentors provide coaching and support for those who are new to the company, new in a position, or wanting to further develop professionally. Ongoing training is offered to ensure continuing success. Career pathing models demonstrate the ample opportunities for upward mobility.

■ Team Environment

Each member of the team brings unique experiences and skills, and we openly encourage employees to be active members of their teams. Through focus groups, town halls, and shared learnings, we encourage open communication. Employees participate in team-building

activities such as volunteering, attending enrichment activities, competing in or attending sporting events, and much more.

■ Health and Fitness

We are proponents of balanced lifestyles, and we encourage our employees to participate in programs to improve their fitness, diet, and overall health. From a “Biggest Loser” contest for team-based weight reduction to charity walks, bike rides, and runs, our teams enjoy the benefits of taking action to achieve healthy lifestyles.

■ A Fun and Family Atmosphere

We are a family-oriented company with an emphasis on fun. Birthdays and anniversaries are celebrated, as are special events such as weddings and births. We set aside time to observe holidays throughout the year—from a pumpkin-carving contest to the annual Holiday Family Party to which employees’ families are invited to stop by for refreshments.

■ Wellness Room

Our Wellness Room demonstrates a commitment to provide a healthy, supportive work environment. It affords a secure space for those with health conditions, stress breaks, monthly visits by a massage therapist, and nursing mothers.



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Achievement.

It's In Our Aim.

“We all measure professional achievement in different ways, but I think the highest reward is when your peers recognize your personal or team contributions to a project's success.”

Sheila Robertson, MPH
Senior Manager
CME Enterprise



Achievement Highlight

Ten award categories were developed for the 2007 Awards Program to recognize individual and team achievements.

Recognizing and rewarding the outstanding performance of individuals and teams is an integral part of our corporate culture. CME Enterprise promotes a positive work environment that respects and recognizes individual as well as team contributions through a company-wide awards program. Employees nominate their coworkers in select categories on a quarterly basis to recognize outstanding performance and achievement. At the end of the quarter, the entire staff gathers to honor the award recipients and celebrate the completion of a successful season.

A four-step process is utilized to develop and implement the Awards Program:

1. *Awards Program Theme*
Each year, an annual awards program theme is selected based on strategic company goals and objectives.
2. *Nominating Procedure*
Employees submit nominations on the corporate intranet with examples of how a coworker has exceeded expectations.
3. *Committee Review*
Nominations are approved based on award criteria and how an individual's performance demonstrates excellence.

4. *Awards Celebration*
All staff gather to honor coworkers and teams for their successes and accomplishments followed by an employee appreciation lunch.

Examples of previous years' awards include the following:

- **Meet the Challenge Award**
Individual or team who successfully rebounded by facing and overcoming a challenging circumstance or a tough obstacle
- **Golden Coin Award**
Individual or team who finished the race having achieved accurate time tracking, billing, budgeting, editing, and/or templating
- **Route to Excellence Award**
Individual or team that went above and beyond to strengthen our reputation by demonstrating consistent quality, accuracy, and a dedication to training and development
- **Fast Forward Award**
Individual or team who took a calculated risk to successfully get ahead in the game through strategic thinking, increased efficiencies, and determination



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Success.

It's In Our Delivery.

“We have the in-house expertise to develop and deliver educational interventions of the highest quality, and this underscores my commitment to the team and organization.”

James Doane
Research Librarian
CME Enterprise



Success Highlight

CME Enterprise pursues and demonstrates continuous quality improvement in all its endeavors.

CME Enterprise is an award-winning solutions provider in the healthcare education arena. What sets us apart is knowledge and compliance: we are fully versed on the regulations that frame our industry, including those of the FDA, OIG, ACCME, AdvaMed, and others.

We deliver a full range of project support and production services in concert with an independent partner, ServicePoint Solutions, a division of DWA Healthcare Communications Group. Our combined teams' expertise spans the following areas:

■ Project Support

Our expert project managers work to ensure flawless, hassle-free deliverables—from planning through implementation—across multiple platforms, including live, audio, and print- and Web-based programs.

■ Multimedia and Design

The Multimedia and Design Services Department is expertly trained to transform scientific data into compelling presentation materials, specializing in high-end slide presentations and interactive media.

■ Marketing, Advertising, and Program Recruitment

Our teams offer the expertise necessary to design and execute intricate educational projects involving analytics, market research, and more.

■ Information Systems

The team members in Information Systems Services are experts with advanced training in multiple coding platforms and languages, as well as project management.

■ Copyediting

The Copyediting Department serves as an internal resource for writing, editing, proofreading, and overall quality assurance for CME Enterprise.

■ Information Technology

The Information Technology Services Department provides the technology infrastructure that CME Enterprise relies on to conduct its daily business.

■ Facilities, Fulfillment, and Hospitality

From shipping and receiving to facilities and hospitality management, the Facilities, Fulfillment, and Hospitality Services Department helps ensure flawless execution of our deliverables.



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Character.

It's In Our Motto.

“Raising the bar in healthcare education – that is our motto. We accomplish this through intelligence, of course. But it is the character of our people that allows it to happen.”

Deborah Wood
Chief Executive Officer
DWA Healthcare Communications Group and CME Enterprise



Character Highlight

We believe in recognizing and promoting employees who “live and breathe” our core values. Our most prestigious award is the H4S Award, which signifies that the recipient embodies the true meaning of character.

Our corporate culture is grounded in core values that we call the H4S. We promote these values as the foundation for our work and the manner in which we interact with customers and team members. When employees embrace the principles of H4S, we know it comes from character.

Honorable

- We exemplify ethical business practices
- We are 100% accountable and take responsibility for our actions
- We own up to our mistakes

Healthy

- We believe in growing our people through a work/family balance
- We are aligned and consistent in our mission, values, and methodology
- We insist on respect, trust, and professionalism for a healthy team
- We settle for nothing less than total wellness

Hungry

- We work hard so our clients receive the best results
- We are service driven, not sales driven
- We earn our business every day
- We fix it when it's broken

Humble

- We are not about our success; we are about our client's success
- We are not about individual performance; we are about team performance
- Our behavior is professional, respectful, and modest

Smart

- We are objective driven
- We partner with our clients
- We seek change to stay ahead
- We adapt to new knowledge and new roles to stay ahead



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Protection.

It's In Our Benefits.

“I enjoy working for a company that appreciates how health benefits make a world of difference for employees and their families.”

Leslie Doane

Director, Human Resources
DWA Healthcare Communications Group and CME Enterprise



Protection Highlight

Our generous paid time off benefits ensure that employees maintain a healthy balance in their work and personal lives.

We know our most valuable resource is our people: energetic, innovative thinkers who care equally about doing great work and developing a positive culture. To attract and retain a stellar workforce, we provide benefits that ensure a healthy work/family balance, top-quality health coverage, savings plans, and more.

Vacation/Sick/Holiday Time

- Two weeks paid vacation
- Five sick days per calendar year
- Seven paid holidays a year
- One discretionary “floating holiday”

Medical Insurance

Anthem Blue Cross/Blue Shield/Blue Access PPO gives employees the choice to use network or nonnetwork providers. Employee-only premiums are covered by the company at 80% and by the employee at 20%. Dependent coverage is available and employees cover their dependents at 100%.

Dental Insurance

- Employee-only premium covered by the company at 25%, employee at 75%
- Dependent coverage covered by employee at 100%

Life Insurance

- \$50,000 employer-sponsored term-life policy
- Accidental death and dismemberment coverage

Retirement

- Traditional 401(k) with pretax contributions
- Roth 401(k) with after-tax contributions
- Annual employer discretionary match

Flexible Spending Account

- Medical/dental (deductibles, copayments, lab fees, and unreimbursed doctor, hospital, dentist, and vision fees)
- Dependent care (child day care, nursery school, and custodial care for a disabled dependent)
- Other (approved, health-related expenses, such as prescriptions, over-the-counter medications, hearing aids, oxygen equipment, braces, ambulance costs, etc.)

Optional Benefit Plans

- AFLAC policies
- Long- and short-term disability Insurance, life insurance, cancer insurance, accident insurance, and hospital indemnity



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