



Employment Classification

Applicability: All US employees

Nature of Employment

Employment relationships between Definitive Healthcare and its employees are “at will.” The employment relationship may be terminated at any time by Definitive Healthcare or the individual, with or without cause or notice. Nevertheless, while it is under no legal obligation to do so, Definitive Healthcare provides notice of separation and a statement of the reason(s) for separation when Definitive Healthcare deems this is appropriate. Likewise, Definitive Healthcare requests that, while employees are under no legal obligation, they will do the same.

Employment Classification Policy

Individuals providing services to Definitive Healthcare are classified as either “regular” or “temporary”, “full-time” or “part-time”, “active” or on “leave of absence”, and “exempt” or “nonexempt”. Definitive Healthcare regularly reviews positions to ensure consistent classification all of its staff in accordance with relevant state and federal laws and to meet business needs.

Full-time and Part-Time Employees

For purposes of Definitive Healthcare’s welfare insurance plans, a “full-time employee” is employed and regularly scheduled to work 30 or more hours per week. A “part-time employee” is employed and regularly scheduled to work fewer than 30 hours per week. For all other purposes (e.g. retirement plans, compensation, vacations, holiday, sick days), a “full-time employee” is employed for and regularly scheduled to work at least the standard workweek for the applicable region and business unit (40 hours). A “part-time employee” is employed for and regularly scheduled to work less than the standard workweek for the applicable region and business unit.

Exempt and Non-Exempt Employees

The Fair Labor Standards Act (FLSA) sets forth various requirements applicable to the employment relationship, including minimum wage and overtime requirements. “Exempt” employees are not eligible for overtime pay under the FLSA. “Non-exempt” employees can earn overtime for hours worked in excess of 40 in a work week in accordance with state and federal regulations and Definitive Healthcare’s overtime policy.

Regular and Temporary Employees

A “regular” employee is hired for and employed in a position for which the company anticipates a continuing need, and which has been approved as a regular position. Usually, a “regular” employee is eligible for benefits in accordance with the terms of each policy or plan. A “temporary” employee is hired to do a specific job of reasonably predictable duration or to fill a temporary need or a need for which a regular position has not been approved. A “temporary” employee may be either full- time or part-time.

All information set forth within this document speaks only as of December 31, 2024 unless otherwise noted. Definitive Healthcare undertakes no obligation to publicly update this information, except as may be required by law.