



New Employee **Onboarding Guide**

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A Message from Our CEO



Hello and welcome!

On behalf of the Executive Leadership Team, thank you for joining us at Bioventus.

You are coming on board during an exciting time as we continue to expand internationally and enter new growth markets with our portfolio of products for bone healing, bone fusion, osteoarthritis, pain treatment, and surgical instrumentation.

Products from Bioventus help improve the quality of life for over a million patients every year and now, in joining our team at Bioventus, you are doing your part to help those people resume and enjoy active lives.

In the coming weeks, you will learn much more about how we work together to align our individual and team goals to achieve our mission through our specific annual objectives. In addition, you will hear more about our Culture Principles: Value Others, Improve Patient Lives, Learn and Grow, and Achieve Goals Together. These influence how we manage our day-to-day business, act with integrity, and support one another to create a positive and compliant culture.

Absorbing this information will help you better understand how you can be successful in your role and have a lasting impact at Bioventus!

We expect these first days will be a period of transition for you. The following information will assist with your onboarding process and familiarize you with our company. During this time, please feel free to ask your leader, a team member, an HR representative, or me for any help you might need.

Thanks again for choosing Bioventus, and we look forward to the energy you will bring to the company and to your future success here!

Sincerely,
Rob Claypoole
CEO, Bioventus

Introduction

Starting at a new company and in a new role requires a period of transition. We are aware that there will be a lot to take in during the coming months. Your successful onboarding at Bioventus will be a journey, so please ask for help along the way.

This guide will walk you through the next six months. It will provide useful information and suggest activities meant to establish a successful foundation for your career at Bioventus.

We are delighted to have you join the Bioventus team! Your contribution is important to ensure our sustained success and future growth. We hope that your career here will be a fulfilling one.



Onboarding Agenda

First Two Weeks (leader to customize this agenda accordingly).

Week 1	Activity
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Week 2	Activity
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

New Employee Checklist

1

Day 1: Welcome

You are here because we believe you can make a difference at Bioventus! Team up with your leader to identify the purpose of your work, how it fits into Bioventus' business objectives, and how you can begin making immediate contributions.

- Meet with your leader to review expectations, processes, systems, and priorities.
- Review "New Employee Onboarding Guide" with your leader.
- Call IT at (855) 284-8457 to set up your equipment. Set up workspace, check email, and explore Okta tiles.
- Meet your team.
- Accept meeting invite for New Hire Orientation.

2

Week 1: Getting Started

Your comfort level will increase each day as you meet more people, gain familiarity with your new surroundings, and begin to understand your responsibilities.

- Ensure you can log into the systems you need as applicable. Some examples are:
 - SAP
 - Concur
 - Business Card Portal
 - Bionet
 - LitStore
 - Motus
 - LinkedIn Learning
 - Biolearn
 - Workday
- Familiarize yourself with company policies, values, culture, and products.
- Review the Onboarding Hub (Okta Tile).
 - Watch patient testimonials
 - Review benefits
 - Watch MS Teams How-To
 - Explore ERGs
 - Explore Viva Engage
 - Sign Up for Product Training
- Review Bionet.
 - Order name tags (Sales)
 - Update your LinkedIn header image
 - Order business cards (Sales team)
 - Set up your signature in Outlook
 - Locate Policies, Forms, & Departments
- Apply for a Corporate Credit Card (if applicable).
- Confirm meetings are scheduled with key business partners (obtain list from manager).
- Start required Biolearn Trainings.
- Attend HR & Benefits Orientation.

3

First 30 Days: Integration & Understanding

Continue to develop in your new role, learn about the organization, build relationships, and ensure you've met your deadlines for benefits enrollment.

- Shadow experienced colleagues to learn about daily tasks and workflows.
- Attend new hire sales training (if sales).
- Add key dates, deadlines in Outlook (1:1 meetings with leader, weekly forecast, required reports, etc.) and attend new hire sales training (if sales).
- Complete benefit enrollment process in Workday.
- Complete 401k enrollment at www.401k.com.
- Familiarize yourself with company policies, product lines, and key stakeholders.
- Understand regulatory and compliance requirements in the medical device industry by participating in the compliance field sales training (if applicable).
- Work with your leader to determine your objectives and submit them in Workday.
- Review the performance management process with leader (your responsibilities, timeframes and measurements).
- Complete Biolearn trainings by specified deadlines.
- Request ongoing, meaningful feedback.
- Achieve a small goal.
- Complete the 30-day New Hire survey emailed from Glint.
- Review and work through your divisional road map (sales, if applicable).

4

First 60 Days: Active Participation & Skill Development

You should have a solid understanding of your role and actively contribute to your team's success.

- Attend virtual product portfolio training (if non-sales).
- Take on more responsibility within the role.
- Participate in team meetings and discussions.
- Complete a small project independently.
- Seek feedback from supervisors and peers.
- Identify areas for improvement and present findings to the team/manager.

- Identify areas for personal improvement and skill development.
- Continue to build relationships within the team.
- Attend a company Town Hall.

5

First 90 Days: Connection to Organization & People

In your first three months, you should become fully aware of your role and responsibilities, begin to act independently, and produce meaningful work. Establish partnerships with team members and business partners across the organization. Consider your role in the Bioventus culture.

- Refine your routine: weekly meetings, metrics, daily tasks.
- Complete product training and gain role specific product knowledge.
- Discuss key business contacts you've made with your leader.
- Find professional development opportunities.
- Review your initial objectives and discuss adjustments with leader, if necessary.
- Build vital interpersonal relationships and information networks.
- Take ownership of more complex tasks and projects.
- Demonstrate a thorough understanding of the role and its impact on company goals.

6

First 180 Days: Master & Leadership

You should be thoroughly engaged in your new role. You're able to utilize your skills and knowledge, contribute to team goals, and understand how your contributions affect Bioventus. Proactively think of ways to live out the Bioventus culture and share with your leader, team, and the company!

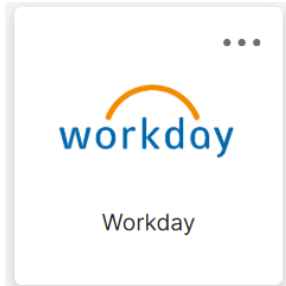
- Complete a project independently.
- Prepare for and participate in mid-year and annual performance process.
- Fully integrate into role and actively contribute to the company's goals.
- Reflect on your experiences at Bioventus. How have you valued others, improved patient lives, learned and grown, and achieved goals together?

Key Contacts

Accounts Payable	bioventusap@bioventus.com
Biolearn	biolearn@bioventus.com
Bionet/Corporate Communication	bioventus.news@bioventus.com
Compliance Alert Line	https://bioventus.alertline.com +1 (855) 311-4148
Concur (Internal Team)	bioventuste@bioventus.com
Corporate Credit Card	corporatecreditcard@bioventus.com
Corporate Office, Durham	+1 (919) 474-6700
Corporate Office, International	+31 (0) 23-554-8888
Corporate Office, Memphis	+1 (901) 341-2900
Customer Care International	+1 (800) 02-04-06-08
Customer Service USA	+1 (800) 836-4080 (press 3)
Employee Benefits	benefits@bioventus.com
Human Resources	hrteam@bioventus.com hrinternational@bioventus.com (International)
IT Help Desk	it_support@bioventus.com +1 (855) 284-8457
Payroll	bioventuspayroll@bioventus.com
Surgical Customer Care	+1 (800) 637-4391 BGS: cssurgical@bioventus.com USX: ultrasonics@bioventus.com
Travel & Entertainment Team	bioventuste@bioventus.com
World Travel (USA)	teamc@worldtravel.com +1 (877) 778-7048

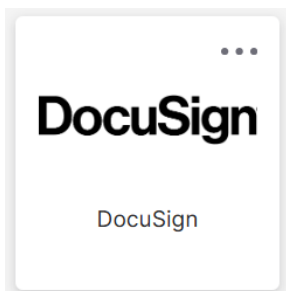
Okta Tile Descriptions

Below is a list of commonly used Okta tiles and their descriptions. Division-specific Okta tiles will be reviewed as a part of your specific training.



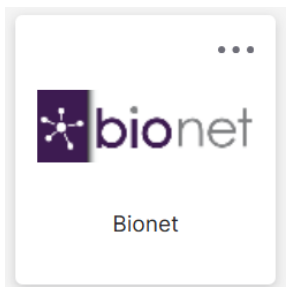
Workday:

Cloud-based software that provides human capital and financial management.



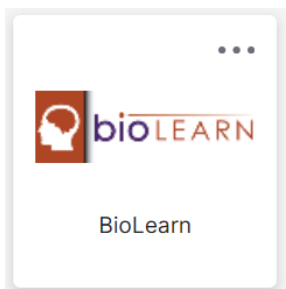
DocuSign:

An electronic signature platform that allows users to sign, send, and manage documents securely online.



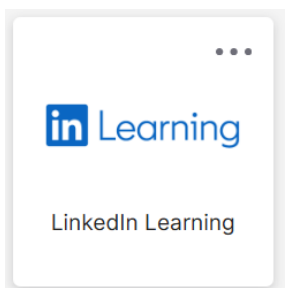
Bionet:

A secure website that facilitates the management and sharing of information within Bioventus.



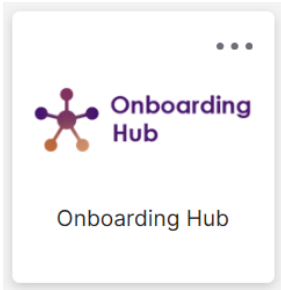
Biolearn:

An educational platform designed to provide learning resources, training modules, and courses for professionals in the biosciences and healthcare fields.



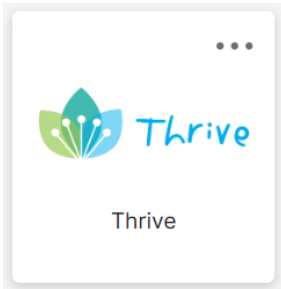
LinkedIn Learning:

Educational platform offering a wide range of video courses and training programs on various professional skills and topics.



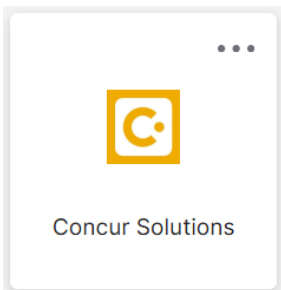
Onboarding Hub:

An intranet platform that streamlines the process of integrating new employees into Bioventus by providing resources, training, and information.



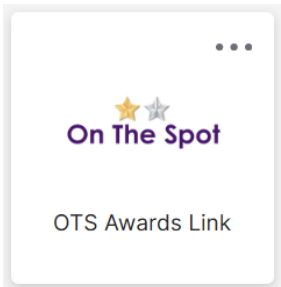
Thrive:

A well-being and mental health platform that offers tools, resources, and support to help individuals manage stress, build resilience, and improve overall mental health.



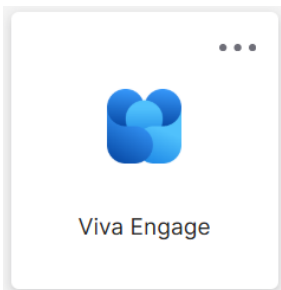
Concur:

Expense management and travel booking software that helps organization streamline expense reporting, manage travel bookings, and ensure compliance with corporate policies.



On the Spot:

A form used to recognize another for extra efforts performed to getting a job done.



Viva Engage:

A social networking platform designed for internal communication and collaboration within Bioventus that enables employees to connect, share updates, and work together on projects.

Other Useful Information: Acronyms

Acronym	Term	Acronym	Term
3PL	3rd-Party Logistic	COB	Close of Business
AAP	Australia, Asia & Pacific	COGS	Cost of Goods Sold
ABC	AmerisourceBergen Corp. (Distributor)	CRM	Customer Relationship Management
ABN Form	Advance Beneficiary Notice	CY	Current Year
AHT	Active Healing Therapies	D2S	Demand to Supply
AIP	Annual Incentive Plan	DAPA	Distribution and Pricing Agreement
AM	Area Manager, Surgical	DC	Distribution Center
AOB	Assignment of Benefits	DEI	Diversity, Equity, and Inclusion
AP	Accounts Payable	DME	Durable Medical Equipment
AR	Accounts Receivable	DO/DOF	Delivered Order/Form
ARS	Associate Reimbursement Specialist	DOD	Department of Defense
ASC	Ambulatory Surgery Center	DOH	Date of Hire
ASP	Average Sales Price	DoS	Director of Sales
AvKARE	Pharmaceutical Manufacturer	EBITDA	Earnings Before Interest, Taxes, Depreciation & Amortization
BC	Business Card	EC	EXOGEN Connects
BD	Business Development	EDI	Electronic Data Interchange
BGS	Bone Graft Substitute	EMEA	Europe, Middle East, and Africa
BI	Benefits Investigation	EOB	Explanation of Benefits
BI	Business Intelligence	EOD	End of Day
Bob-J	Business Objects (Sales Reporting)	EOM	End of Message
BP	Business Process	ERG	Employee Resource Group
BV	Bioventus	ERP	Enterprise Resource Planning
BV 360	Reimbursement Hub for AHT Orders	ESR	Executive Sales Rep
CBOC	Community Based Outpatient Clinic	FCM	Field Clinical Manager
CEU	Continuing Education Unit	FDA	Food & Drug Administration
CMN	Contract Management System	FICO	Finance Accounting and Controls
CMS	Certificate of Medical Necessity	FSAB	Field Sales Advisory Board
CMS	Contract Management System	FSS	Federal Supply Schedule

Acronym	Term	Acronym	Term
FTE	Full-Time Employee	PA	Patient Advocate
Fx	Fracture	PAF	Patient Assistance Form
H1	Half 1	PAIR Form	Patient Acknowledgement of Liability, Assignment of Benefits
H2	Half 2	PAP	Patient Assistance Program
HA	Hyaluronic Acid	PARS	Patient Authorization Reimbursement Specialist
HCP	Healthcare Professional	Payer	Insurance Carrier
IDN	Integrated Delivery Network	PCR	Patient Care Representative
IM	Inventory Management	PDP	Professional Development Program
IP	Intellectual Property	PNS	Peripheral Nerve Stimulation
IR	Internal Reimbursement	POA	Plan of Action
ISM	International Sales Meeting	PPY	Previous Prior Year
KOL	Key Opinion Leader	PRP	Platelet-Rich Plasma
KPI	Key Performance Indicator	PT	Pain Treatment
LAP	Life Assistance Program	PTO	Paid Time Off
LDP	Leadership Development Program	PY	Prior Year
LMN	Letter of Medical Necessity	QBR	Quarterly Business Review
MA	Market Access	QRM	Quarterly Regional Meeting
MM	Materials Management	R@R	Record to Report
MNF	Medical Necessity Form	RA/RAF	Return Authorization/Form
MOA	Mode (or Mechanism) of Action	RAM	Regional Accounts Manager
MOC	Memphis Operations Campus	RD	Regional Director, Surgical
MTF	Military Treatment Facility	RFP	Request for Proposal
NAD	National Account Director	ROI	Return on Investment
NAM	National Account Manager	SD	Sales & Distribution
NASHA	Non-Animal Stabilized Hyaluronic Acid	SDVO SB	Service-Disabled Veteran-Owned Small Business
NPI	National Provider Identifier	SECs	Sales Education Champions
NSM	National Sales Meeting	SMART	Specific, Measurable, Achievable, Realistic & Timely
O2C	Order to Cash	SOB	Statement of Benefits
OE	Order Entry	SOMOS	Society of Military Orthopedic Surgeons
P1, P2...	Accounting Periods	SOP	Standard Operating Procedure
P2P	Peer to Peer	SR	Sales Rep

Acronym	Term	Acronym	Term
SSR	Senior Sales Rep	VAMC	Veteran Affairs Medical Center
TAT	Turnaround Time	VISN	Veteran Integrated Service Network
TM	Territory Manager	WAC	Wholesale Acquisition Cost
TPR	Temporary Price Reduction	WHM	Warehouse Management
UVP	Unique Value Proposition	YOY	Year Over Year