



Rewarding HealthyHabits, LLC dba HealthyHabits
Policies and Procedures

Version 1.0.2021

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I. INTRODUCTION

A. WELCOME!

Welcome to Rewarding HealthyHabits, LLC dba HealthyHabits (the “Company” or “HealthyHabits”). We are excited that you have chosen to embark on this journey with us.

Our hope is that you will grow and develop during your time with the Company. Every day, your work should be rewarding, challenging, and enjoyable. We plan to show you the highest level of care and concern and in turn, we have faith that you will treat each other and our clients with the same kindness and respect.

Thank you for entrusting us with your career. We promise to do our best every day.

B. PURPOSE OF THIS HANDBOOK

Employees are encouraged to familiarize themselves with the content of this Handbook, for it will answer many common questions concerning your employment. **This Handbook is not a contract, and nothing contained in this Handbook is an enforceable promise of any kind.** Rather, this Handbook was designed for your convenience to tell you about the current policies, benefits, rules, and procedures that apply to our operation. It is intended solely for informational purposes and as guidance. This Handbook and the policies and statements it contains may be revised by the Company at any time, for any reason, without prior notice.

This Handbook supersedes and/or modifies all pre-existing Handbooks, rules, benefits, policies and procedures, whether written or otherwise.

C. EMPLOYMENT AT-WILL

In the State of Florida, your employment with the Company is considered “at-will” and “right to work”. At will means that your employment has no definite term; and right to work means that your employment cannot be affected by your decision to join, or refuse to join, a labor union. No representative or employee of the Company may alter or amend this policy, other than the Managing Member(s) who may do so only in writing.

D. A BRIEF HISTORY OF THE COMPANY

Rewarding HealthyHabits, LLC dba HealthyHabits was established to provide affiliates, employers, and members access to a comprehensive benefits platform designed exclusively to promote and support overall health and financial wellness. Developed by Justin B. Perun, a payment industry systems and technology veteran, Justin and his team of industry experts bring decades of experience across various disciplines as they work to bring healthcare affordability and financial wellness to millions of individuals and families.

E. MISSION STATEMENT

HealthyHabits mission is to help individuals and families never have to delay or say no to medical care due to cost.

F. EMPLOYEES TO WHOM THIS HANDBOOK APPLIES

This Handbook applies to all employees. To the extent that there are policies that apply only to a particular group of employees, we will notify those employees. If you have any questions about it, please feel free to contact Justin B. Perun, who will be happy to assist you.

II. ABOUT YOUR EMPLOYMENT

A. EQUAL EMPLOYMENT OPPORTUNITY

We are proud to be an equal opportunity employer. It is our policy to provide equal employment opportunities to all qualified applicants and employees without regard to their race, color, religion, sex, sexual orientation, marital or civil union status, age, national origin, ancestry, disability, handicap, citizenship, military or veteran status, genetic information, order of protection status, pregnancy, childbirth, or related medical conditions, gender, gender identity or expression, or on any other basis prohibited by law. It is the policy of the Company to maintain a work environment free of unlawful discrimination for all employees and to ensure equal employment opportunity in all personnel actions and procedures, including, but not limited to, recruitment, hiring, training, transfers, promotions, compensation, benefits, and all other terms and conditions of employment.

If you feel that you have been discriminated or retaliated against in any respect, you should immediately bring the matter to the attention of management through the complaint procedure contained in this Handbook, or by approaching any member of management with whom you would feel comfortable discussing your complaint. All complaints will be thoroughly investigated, and corrective action will be taken to remedy the situation if it is appropriate to do so. Employees who violate this Policy will be subject to discipline, up to and including discharge for the first offense, when deemed appropriate by management. No employee will be retaliated against in any manner for complaints or reports that are made under this policy. You can also be assured that we will attempt to keep your complaint or report confidential to the extent that it is appropriate to do so.

B. ACCOMMODATION POLICY

The Company makes reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. The Company, when necessary and required, provides reasonable accommodations to employees who are disabled, become disabled, and who are affected by pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. The Company prohibits discrimination based on pregnancy or disability. Therefore, the Company will not refuse to hire, segregate, or take any other employment action with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure, or the terms, privileges, or conditions of employment based on pregnancy. The Company will work with our employees who request an accommodation or make us aware of a medical issue impacting the employee's ability to perform the essential functions of the job. The type of accommodation possible depends upon each person's unique set of circumstances and the needs of the business. Any applicant or employee who requires an accommodation to do a job should submit a written request to Human Resources.

The Company will not require an employee affected by pregnancy to take a leave of absence

(against the employee's wishes) if another reasonable accommodation can be provided to the known medical conditions related to the pregnancy or childbirth of that employee. Further, the Company will not fail or refuse to reinstate an employee affected by pregnancy to her original job or to an equivalent position with equivalent pay, seniority, and benefits upon her signifying her intent to return to work or when her need for reasonable accommodation ceases, unless the Company can demonstrate that the accommodation would impose an undue hardship on the Company's operations.

The Company will attempt to make reasonable accommodations for an employee's observance of religious holidays and sincerely held religious beliefs. If you desire a religious accommodation, you are required to make the request in writing to your supervisor or the Managing Members(s) as far in advance as possible. Employees should feel free to go directly to the Managing Members(s) at anytime.

C. OUR POLICY AGAINST HARASSMENT

We believe that our employees should be able to work in an atmosphere free from all forms of harassment. Therefore, it is our policy to prohibit all types of harassment, including but not limited to harassment based on: race, color, religion, sex, sexual orientation, marital or civil union status, age, national origin, ancestry, disability, handicap, citizenship, military or veteran status, genetic information, order of protection status, pregnancy, child birth or related medical conditions, gender, gender identity or expression, or any other basis prohibited by law. This policy extends to each and every level of our operations. Accordingly, harassment, whether by a fellow employee, a client, a guest, or a member of management, will not be tolerated. Activities of this nature are unlawful and serve no legitimate purpose; they have a disruptive effect on your ability to perform your job and they undermine the integrity of the employment relationship.

Harassment is verbal or physical conduct relating to an individual's sex, sexual orientation, race, color, religion, national origin, gender, gender identity or expression, age, disability, citizenship, marital status, pregnancy, child birth or medical-related condition, veteran status or other protected status when this conduct: (a) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Some examples of conduct that may constitute prohibited harassment include: slurs, jokes, cartoons, stereotypes, statements, etc. based upon race, color, religion, sex, sexual orientation, marital or civil union status, age, national origin, ancestry, disability, handicap, citizenship, military or veteran status, genetic information, order of protection status, pregnancy, child birth or related medical conditions, gender, gender identity or expression, or any other basis prohibited by law.

Specifically, acts considered to constitute **SEXUAL HARASSMENT** include, but are not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) an individual's submission to or rejection of such

conduct is used as a basis for an employment decision affecting that individual; or (c) the purpose or the effect of such conduct is to substantially interfere with the affected individual's work performance or to create an intimidating, hostile or offensive work environment. Some examples of unwelcome behavior that can be construed as sexual harassment include, but are not limited to: sexual advances; propositions; sexually suggestive gestures; sexual jokes; off-color language; vulgar language; touching; physical assault; possessing, distributing or posting sexually explicit or suggestive magazines, pictures, posters, objects or material; derogatory comments about gender; references to a person's body parts, requests for sexual activity; and/or sexually explicit conversation.

Although the above defines "unlawful" harassment, it is also a violation of this policy to commit or engage in any unprofessional or inappropriate conduct based on any protected characteristic, whether or not such conduct rises to the level of "unlawful" harassment.

We take allegations of harassment very seriously. If you believe that you are the victim of harassment by anyone (including Supervisors, co-workers, clients, or visitors), you should do the following:

1. If possible, document or otherwise record each incident of alleged harassment, in writing, including the date, time, place, what was said or done, and the surrounding circumstances.
2. If you are comfortable doing so, clearly, and directly communicate to the offending individual that his/her conduct is unwelcome, and request that the offensive behavior stop.
3. At the same time, you should immediately bring the matter to your Supervisor. If your Supervisor is somehow involved in the harassment, or if you are uncomfortable talking to him/her, you should report this matter directly to Justin B. Perun.

Supervisors **must** report immediately to Justin B Perun , any incidents that they hear about or observe that may constitute a violation of this policy, and any complaints by employees.

For additional information regarding employee rights and responsibilities, please see our poster called "Equal Employment Opportunity is the Law." No Supervisor has the authority to condition any tangible job benefit on an employee's putting up with or agreeing to any conduct that may violate this policy. If an employee believes that he or she has been deprived of any job benefit or that he or she has been threatened, he or she should immediately report it to one of the individuals listed above.

Because of their sensitive nature, all complaints of harassment will be investigated with care, and the privacy of the complaining person and the person accused of harassment will be respected to the extent possible. The Company will actively investigate all harassment complaints,

and if it is determined that a violation of this Policy has occurred, management will take appropriate disciplinary action against the offending party, up to and including termination of employment.

Retaliation against any person who has complained about harassment, filed a charge of harassment, or who otherwise participated in an investigation of harassment will not be tolerated. Furthermore, no Supervisor or Managing Member has the authority to require you to tolerate or agree to any conduct that violates this policy in order to receive any job benefit, including compensation, duties, assignments, promotions, etc. Such activities are unlawful and will result in severe discipline, up to and including termination of employment.

D. COMPLAINT PROCEDURE

HealthyHabits believes that our employees are our most important resource. We believe that open communication within an atmosphere of mutual trust is therefore of prime importance in developing this resource and creating a positive work environment. Realizing that effective communication is always a two-way street, the Company has an “open door” philosophy to create a work environment where employees and management are comfortable discussing any problem, complaint, suggestion, or question. As part of this policy, we have developed the procedure set forth below for handling any complaints, problems, or concerns you may have:

1. If possible, first speak to your immediate supervisor. You may put your problem or complaint in writing, or your supervisor may ask you to do so. An investigation will be made, and you will get an answer as quickly as possible.
2. If you are not satisfied with your supervisor’s answer, or if you do not get an answer, tell him/her that you would like one of the Managing Members of the Company to review your complaint.
3. If you are still not satisfied with the answer you receive from step 1 or step 2 above, you may request that the matter be reviewed by an Executive Member of the Company.

This procedure is not designed to discourage you from talking to anyone in the Company at any time. Rather, it is simply a way to ensure that complaints and problems are dealt with in a prompt, orderly, and consistent fashion. The initial communication of an employee’s complaint, problem, or concern must be communicated to a Company official within a reasonable time of the occurrence. Any complaint submitted more than five working days after the occurrence will be difficult to investigate, so employees are advised to make a complaint within this time-frame.

In addition to your own problems and concerns, we encourage you to follow these procedures whenever you learn of a violation of Company rules and policies.

No one who comes forward under this procedure will be retaliated against or suffer any

negative consequences, no matter how their complaint or problem is resolved.

E. CATEGORIES OF EMPLOYMENT

Employees are categorized into one or more of the following categories:

- Full-Time - Employees who are regularly scheduled to work forty (40) hours or more per week.
- Part-Time - Employees who are not regularly scheduled to work forty (40) hours or more per week.
- Regular - Employees who have successfully completed their Orientation Period and whose employment is not limited to a specific period of time or purpose.
- Non-Exempt - Employees who are legally entitled to overtime premium pay.
- Exempt - Employees who are not legally entitled to overtime premium pay.

F. ORIENTATION PERIOD

If you are a new employee, the first ninety (90) calendar days of your active employment will be considered an Orientation Period. This period will give you time to become acquainted with your job and give us an opportunity to fairly evaluate your progress, and potential as a new employee with our Company. Former employees who have been rehired after separation from the Company for any reason must begin their employment with an Orientation Period and will be considered new employees for purposes of employee benefits. The Company reserves the right to accelerate or lengthen this Orientation Period in the event it is necessary. Of course, always your employment continues to be at-will and right to work, both during and after the Orientation Period.

At the beginning of your Orientation Period, you will be asked to fill out all forms required of new employees, if and to the extent you have not yet completed them already (W-4, I-9, etc.). These forms are required under government rules and relate to such matters as tax reporting, immigration law compliance, etc. You will be told about your wages or salary, and how and when you will be paid.

G. PERSONNEL RECORDS

We maintain personnel records for every employee for several reasons, such as: to send you mail, to properly maintain your benefits, to compute your payroll and appropriate deductions, to plan for emergencies, and otherwise comply with various state and federal laws and regulations. It is important to both you and the Company that your personnel records are kept accurate and up to date. Therefore, we ask that you immediately update your HealthyHabits personnel records if there are any changes in the following information:

1. Your address, email address and telephone number;
2. Your marital status;
3. Your name;
4. The person you designated to be notified in case of an emergency;
5. The status of your W-4 exemptions;
6. Your number of dependents; and
7. Your immigration status (if your eligibility for employment in the United States is affected).

All such information will be treated as highly confidential and will be available only to those people with a need or right to know the information.

III. YOUR BENEFITS AS AN EMPLOYEE OF THE COMPANY

A. MEDICAL INSURANCE

Certain regular full-time employees may be eligible to participate in the Company's medical benefit plan, pursuant to the medical benefit plan's eligibility terms, effective on the first day of the month coincident with or next following your completion of the orientation period. The Company pays a significant portion of the cost of the insurance, and employees who desire coverage must also contribute toward the cost. The cost varies depending on the type of plan and coverage selected by the employee.

Eligible employees will receive booklets (e.g., a summary plan description) which more fully describe these benefits, including information concerning eligibility requirements, deductibles, co-payments, and when you become eligible for these benefits. Please make sure to read this information carefully. If you have any questions, feel free to ask Paul M. Alfonso.

The Company reserves the right to amend or terminate its insurance plans in whole or in part, at any time, with or without notice. If there is a conflict between this handbook and/or the summary plan description(s) and/or the plan document(s) regarding HealthyHabits insurance program(s), the plan document(s) shall control.

B. DENTAL INSURANCE

Certain regular full-time employees may be eligible to participate in the Company's dental benefit plan, pursuant to the dental benefit plan's eligibility terms, effective on the first day of the month coincident with or next following your completion of the orientation period. The Company pays a significant portion of the cost of the insurance, and employees who desire coverage must also contribute toward the cost. The cost varies depending on the type of plan and coverage selected by the employee.

Eligible employees will receive booklets (e.g., a summary plan description) which more fully describe these benefits, including information concerning eligibility requirements, deductibles, co-payments, and when you become eligible for these benefits. Please make sure to read this information carefully. If you have any questions, feel free to ask Paul M. Alfonso.

The Company reserves the right to amend or terminate its insurance plans in whole or in part, at any time, with or without notice. If there is a conflict between this handbook and/or the summary plan description(s) and/or the plan document(s) regarding HealthyHabits insurance program(s), the plan document(s) shall control.

C. RETIREMENT BENEFIT

The Company currently doesn't offer a retirement benefit at this time.

D. WORKERS' COMPENSATION

Employees are required to report injuries promptly. The Company recognizes that employees will not always recognize that they are injured immediately or that certain injuries only occur over a period of time. When an employee determines that he/she has been injured at a later date, the employee should report the injury promptly after discovery. No employee will be disciplined for reporting an injury in compliance with these requirements. No supervisor or manager may discourage an employee from reporting an injury

E. HOLIDAYS

Active, regular full-time employees who are not commissioned sales employees will receive time off with pay (based on a normal straight-time workday, not to exceed eight hours) on each of the following holidays when they fall on a regular workday:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

The Company reserves the right to choose the date on which a holiday will be celebrated. Should you need to take time off for holidays not listed above (a religious observance, for example) such time off may be granted (without pay) and/or you may use vacation days for this purpose. In the event that an observed paid holiday falls within a scheduled vacation period, an employee will be granted an alternate day of vacation at a later date. All such time off must be previously arranged with and approved by your Supervisor.

F. VACATION

If you are an active, full-time salaried employee who is not a commissioned salesperson, you will be entitled to take vacation time as described in this policy.

After six (6) months of active, full-time salaried employment, you are eligible to take fifteen (15) days of vacation time per calendar year.

If you are an hourly employee eligible for vacation, you will receive vacation pay based upon your normal hourly rate of pay at the time the vacation is taken, times the average hours worked per week in the prior anniversary year. If you are compensated on a salaried basis, you will continue to receive your salary while utilizing your vacation days.

Requests for vacation must be made at least one (7) days in advance on the appropriate form and submitted to our payroll provider.

Vacation must be taken in the calendar year that it is earned. Employees will not be permitted to carryover vacation, i.e. vacation earned in 2021 must be taken in 2021, or else it will be forfeited.

Insofar as possible, the Company will allow you to schedule your vacation at a convenient time for you, but it reserves the right to restrict or deny your request, based on business needs.

Upon termination of your employment, for any reason, you will be paid for all unused, earned vacation.

G. PAID SICK LEAVE POLICY

All employees who have worked at least eighty (80) hours within any 120-day period will be eligible to use paid sick leave:

1. For your own illness, injury, or to receive medical care, treatment, diagnosis, or preventive medical care;
2. If a member of your family is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis, or preventive medical care;
3. If you or a family member is the victim of domestic violence or a sex offense; or
4. If our place of business is closed due to a public health emergency, or you need to care for a child whose school or place of care is closed due to a public health emergency.

"Family member" means an employee's child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, godparent, godchild, co-parent, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

For employees hired before July 1, 2021, accrual of paid sick leave will begin on July 1, 2021. For employees hired on or after July 1, 2021, accrual will begin upon hire. Employees will accrue one (1) hour of paid sick leave for every forty (40) hours worked. Paid sick leave will accrue only in hourly increments; there are no fractional accruals. An employee who is exempt from overtime will be assumed to work forty (40) hours in each workweek for purposes of paid sick leave accrual, unless his or her normal workweek is less than forty (40) hours, in which case paid

sick leave will be accrued based upon the normal workweek. Employees are capped at forty (40) hours of paid sick leave accrued per twelve (12) month period. In 2021, the twelve (12) month period for a covered employee is calculated from the date he or she began to accrue paid sick leave and then in each subsequent year, the Company will use the calendar year.

If the need to use earned sick leave is reasonably foreseeable (*i.e.* a schedule appointment or court date), then you must provide your supervisor seven (7) days' advanced notice. If the need to use earned sick leave is not reasonably foreseeable, you are required to notify your supervisor as soon as is practicable.

If you are absent for more than three (3) consecutive work days, you will need to provide certification from a health care provider or documentation certifying your need to use sick leave for a permissible purpose listed above.

On the January 1st following an employee's start date, an employee will be permitted to carry over into the following calendar year (*i.e.*, January 1 to December 31) all of the earned but unused sick leave, up to a maximum of twenty (20) hours. At the completion of an employee's second calendar year of employment, employees will carry over half of their total earned, unused sick leave hours into the next year, up to a maximum of twenty (20) hours.

Upon termination of employment, you are not entitled to compensation for unused sick leave. Also, time taken as paid sick days shall not be considered "hours worked" for purposes of calculating overtime pay. Paid sick leave must be used in one (1) hour increments. If you require time off for an extended illness, a **Request For Leave** form must be completed. This form can be obtained from your supervisor.

Paid sick leave is not to be regarded simply as extra time off which may be used for any purpose. Misuse of paid sick leave is grounds for dismissal. However, we will not discriminate in any manner or take any adverse action against any employee in retaliation for exercising, or attempting in good faith to exercise, any right under this Policy, including, but not limited to, disclosing, reporting, or testifying about any violation of this Policy or matters related thereto.

H. MEDICAL LEAVE OF ABSENCE POLICY

A medical leave of absence for your own medical condition may be granted to employees. In order to be eligible for such a leave, you must have the intention of returning to work at the Company at the end of the leave. You may not seek or accept employment outside the Company or operate your own business while on a leave of absence.

Your leave must be approved in writing by the Partner(s) prior to the start of your leave. Ordinarily, the maximum length of a medical leave is thirty (30) days within any twelve (12) consecutive month period, although exceptions may be made within the discretion of management to accommodate individuals with disabilities or as otherwise required by law. During all medical leaves, you will not accrue any benefits.

In order to be eligible for medical leave, you will be required to submit a statement from your doctor verifying your medical condition and the length of time you will be unable to work. In addition, as a condition of your medical leave of absence, you agree that the Company shall have the right to verify your medical condition on a periodic basis during the leave of absence.

You must substitute any accrued paid days off for unpaid leave under this policy, and any such paid time off must be taken concurrently with your medical leave.

Grants or extensions of medical leave are within the sole discretion of management. Requests for extension of medical leave must be presented in writing to the Managing Member(s) before expiration of the original leave, and must set forth the reasons and expected duration of the extension.

In granting a medical leave of absence, you should understand that, while the Company will make its best efforts to permit you to return to work in your former position, it is not possible for the Company to guarantee that your former position or another position for which you are qualified will be available when you wish to return to work. A failure to return to work following the expiration of a medical leave of absence, or refusal to accept an offered position, will constitute a voluntary resignation of employment.

For the protection of all concerned, the Company may require an employee returning from a medical leave of absence to provide proof that he/she is able to perform the essential functions of the position for which he/she is qualified, with or without reasonable accommodation, before he/she is permitted to return to work.

In administering this policy, the Company complies with the Americans With Disabilities Act and any other applicable law. If you have any questions about the Company's medical leave of absence policy, please ask the Partner(s).

I. PARENTAL LEAVE

Employees who have worked for the Company for at least twelve (12) continuous months may be granted a paid parental leave of absence in connection with a medical condition related to pregnancy or childbirth or for bonding time after the birth or adoption of a child. Mothers who give birth will receive up to eight (8) weeks of paid leave for medical and bonding purposes (including medical conditions related to pregnancy or childbirth), during the twelve (12) month period following the birth of the child.

A parent who did not give birth to a child will receive two (2) weeks of paid leave to bond with their child during the twelve (12) month period following the birth or adoption of the child.

The maximum unpaid leave under this policy is limited to twelve (12) weeks during any 12-month period.

To qualify for Parental Leave, the employee must:

- a. Be a spouse or domestic partner of a woman who has given birth to a child; or
- b. Have adopted a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent.

An eligible employee shall notify his or her supervisor of the need for Parental Leave and include the estimated timing and duration of such leave at least 60 calendar days in advance, where practical.

A. NURSING MOTHERS IN THE WORKPLACE

Supervisors, colleagues, and co-workers should be supportive, respectful, and sensitive to an employee's choice to nurse. The Company will provide suitable private locations and reasonable break time for employees to express breast milk. The Company prohibits discrimination against and harassment of nursing employees who exercise their rights under this Policy.

An employee who plans to express milk during the workday should discuss her plans with Paul M. Alfonso in advance to allow adequate time to plan and identify a suitable private location.

Reasonable break time will be provided for expressing milk. Employees may use their regular rest and meal break time for this purpose. Employees should discuss scheduling with their supervisors, and supervisors are encouraged to be flexible.

Paul M. Alfonso will identify a private room or other suitable location, other than a restroom, in close proximity to the employee's work area for the employee to express milk.

B. MILITARY LEAVE

Any full-time employees who are in any National Guard or are uniformed service members are entitled to military leave. An employee requesting military leave must request the leave in advance, identify the anticipated start date and anticipated duration of leave, if possible. Qualified employees who take leave under this policy and return within the time frames required by law will be re-employed.

C. VOTING LEAVE

The Company encourages everyone to vote. However, since the polls are open for twelve (12) hours, we request that you vote before or after regular working hours. If an employee is scheduled to begin work less than two hours after the polls open and scheduled to end work less than two hours before the polls close on election day, he/she may see the Managing Member(s) to

(s) arrange for the necessary time off up to a maximum of two hours to vote. Justin B. Perun as the Founder and CEO will be consulted to determine the actual hours that you may leave to vote.

A request for time off must be received by the Managing Members at least two days prior to Election Day. Proof of voting will be required if time off is requested and granted. Those not wishing to miss working hours are encouraged to take advantage of early voting. Employees are encouraged to contact their County Clerk to learn the hours and locations of polling places and dates for early voting options.

A. JURY DUTY

A full-time employee of the Company who is subpoenaed for jury duty during periods when he or she would otherwise be actively engaged in discharging the duties of his or her position will be granted jury duty leave and will receive compensation at his/her normal rate of pay less jury duty compensation for a period up to 5 days. Please immediately notify Paul M. Alfonso if you receive a summons, and at the latest, within 10 days of receipt of your jury summons, so that we can plan to accommodate your absence. After you have completed jury duty service, provide proof of such service.

IV. YOUR WORKDAY AND COMPENSATION

A. ATTENDANCE POLICY

Every employee is expected to report to work on time each day. If you are going to be late or absent, please notify your supervisor as soon as possible, and no later than 8:30 a.m. when practical. If you must leave a message on the Supervisor's voicemail, please call back again later in the day to confirm your message was received. If possible, please notify your supervisor at least one (1) day in advance of an expected tardiness or absence.

Maintaining a good attendance record is very important. Attendance records (including absences, tardies, and leaving early) will be kept. Attendance is part of your overall performance, and frequent or unexplained absences (for any reason other than approved leaves) will result in discipline or discharge. Likewise, unapproved, or excessive tardiness or leaving early will not be tolerated and will result in disciplinary action including, but not limited to discharge.

Any employee who is absent from work for three (3) consecutively scheduled days and has no reasonable excuse for not notifying the Company of the absences, will be presumed to have abandoned his/her employment with the Company and voluntarily resigned.

B. PAYDAY AND PAYROLL DEDUCTIONS

Unless otherwise designated, the Company workweek for pay purposes is 12:01 a.m. Monday through 11:59 p.m. Sunday.

All employees are paid on the first (1st) and fifteenth (15th) of each month. Paychecks will be given only to the employee unless prior written authorization has been received to give it to someone else. Paychecks not picked up by the next payday will be mailed to the last known address.

Your paycheck check stub itemizes the amounts and descriptions of all deductions from your gross earnings, such as Federal and State taxes, Social Security, and other legally required deductions, as well as those which you may have previously authorized the Company to make. If you have any questions, please contact Justin B Perun.

The Company also offers the option of direct deposit of your paycheck into your personal account with a bank. Please contact Paul M. Alfonso if you would like to take advantage of direct deposit.

C. PAYROLL DEDUCTIONS

The law requires certain deductions be made from your compensation including federal, state, and local taxes. The Company offers programs and benefits beyond those required by law. If you are an eligible employee, you may authorize deductions voluntarily from your pay to cover

the costs of participating in these programs. If you believe that an improper deduction from your salary or wages has been made, you should immediately alert your supervisor or Justin B. Perun. The report will be investigated promptly. If it is determined that an improper deduction has occurred, you will be reimbursed promptly.

D. MEAL BREAK

The Company provides employees with one (1) paid meal break for up to one (1) hour, but no less than thirty (30) minutes each workday.

E. OVERTIME

It is our policy to comply with the salary basis requirements of the Fair Labor Standard Act for exempt employees. Employees are informed of their exempt or non-exempt status when they are offered a job assignment or change job assignments. Generally, exempt employees are those employees engaged in executive, managerial, administrative, professional, and outside sales jobs, all of which involve the exercise of discretion and the use of independent judgment. "Exempt" employees are not eligible to receive overtime pay.

F. PERFORMANCE AND SALARY APPRAISALS

The Company generally evaluates employees' performance twice a year. The fact that an employee has not received a performance evaluation will not preclude an employee either from receiving merit-based compensation or from being disciplined for performance problems.

A performance appraisal does not guarantee you an increase in pay. Rather, it is conducted for the purpose of assessing work performance and progress.

During your performance appraisal, you normally will be advised of your performance progress and accomplishments, as well as any aspects of your performance, which may need improvement. Your input during your performance review is strongly encouraged.

Regular, informal conversations with your Supervisor are strongly recommended to help you receive regular feedback about your work progress throughout the year. If you have a question or a problem, please do not wait until your scheduled review time. Speak to your Supervisor immediately.

V. WORKPLACE SAFETY POLICIES

A. DRUG AND ALCOHOL POLICY

We maintain a strong commitment to programs that promote safety in the workplace, and employee health and well-being. While we hope that all employees with a substance abuse problem will voluntarily submit to available treatment, certain guidelines must be set to cover instances where employees do not acknowledge their problems and seek help or instances where employees engage in prohibited conduct while on Company business or premises. Therefore, to maintain the high standards of health and safety to which we are committed, we have defined our policy and rules of acceptable conduct in this sensitive area.

There are several good reasons for this policy. An employee who is under the influence of drugs and/or alcohol poses a serious threat to his or her own safety and the safety of others. Also, a person cannot do his or her job properly while working under the influence of drugs or alcohol. Your personal protection, the protection of others and the quality of your work are very important to all of us. Equally important is the fact that the use of certain drugs and narcotics is unlawful.

The use of the term “drug” in this policy refers to both legal and illegal controlled substances unless the legal use is pursuant to the instruction of a medical professional licensed to prescribe or advise individuals on the use of drugs who has been informed of the employee’s job duties and has advised that the substance does not adversely affect the employee’s ability to safely perform his or her job. The term “drug” also includes, but is not limited to, marijuana, cocaine, PCP, heroin, morphine, amphetamines, and barbiturates. While the Company will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Pilot Program Act, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy and is subject to discipline up to and including discharge for violations of this policy.

1. The use, sale, purchase, manufacture, distribution, dispensation, transfer, or possession of non-prescribed drugs, prescribed marijuana, controlled substances, or alcohol, is prohibited on Company premises, and is cause for immediate discharge. Company premises includes all job sites, land, property, buildings, structures, installations, parking lots, machinery, vehicles or other means of transportation owned or managed by or leased to the Company or otherwise being utilized for the Company business, and private vehicles while parked or operated on the Company premises.
2. Employees are prohibited from working with any detectable amount of alcohol or drug in their system. Employees are also prohibited from consuming any amount of alcohol or drugs during working time or during breaks. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge. (Consequently, employees are not allowed to consume alcohol or

prescribed marijuana during lunch or breaks.)

3. Employees must not perform safety-sensitive duties, such as operating a motorized vehicle, if they are aware of any medical condition or have used alcohol or a drug (including prescribed medicine or marijuana) that may adversely affect their ability to perform such duties or that may affect safety, employees, or the public.
4. At Company-approved or business-related functions or meetings (i.e., functions or meetings with existing or potential clients, vendors or clients) during which alcohol is served, moderate consumption is allowed, but reasonable standards of conduct must be maintained. However, under no circumstances may an employee operate an automobile (private, rental, or Company owned) for business purposes while intoxicated or under the influence of alcohol, even if outside of workingtime. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge.
5. The Company reserves the right to inspect packages, bags, briefcases, desks, lockers, automobiles, etc., where there is a reasonable belief that illegal drugs or alcohol may be present on Company property. An employee's failure to cooperate with an investigation may result in disciplinary action, including but not limited to immediate discharge.
6. An employee suspected of being under the influence of a controlled substance due to specific articulable symptoms (e.g., symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness, disregard for the safety of the employee or others, or carelessness that results in any injury to the employee or others), or an employee who is involved in an on-the-job accident which results in property damage or which requires medical treatment, may be required to take a medically approved test(s) if the Company reasonably believes the accident/injury could have been caused by the employee being under the influence of a controlled substance, to be given by authorized medical personnel, to determine whether the Company's Drug and Alcohol Policy has been violated.
7. Employees will be afforded a reasonable opportunity to contest a positive drug and/or alcohol test. However, an employee's refusal to submit to a drug and/or alcohol test may result in disciplinary action, up to and including immediate discharge. Refusal includes refusing to report immediately to the testing location upon request, refusal to sign a medical test authorization form as required by the Company, refusal to provide specimens unless medically incapable of doing so, and/or attempts to falsify or interfere with the testing process, including failure to comply with instructions or attempting to substitute, dilute, or otherwise change specimens to be tested. Employee consent to testing under this policy will not act

as a waiver of disciplinary action, up to and including discharge.

8. While the Company awaits the results of a drug and/or alcohol test, the employee may be suspended without pay. In this situation, if the results of the test are negative, the employee will be reimbursed for regular working time lost due to taking the test(s). Further, the fact that the employee took such test, and the results thereof, shall not be used against the employee.
9. If an initial test is positive, a second test will be conducted from the sample, or a second sample may be required. A confirmed positive drug and/or alcohol test may result in disciplinary action up to and including immediate discharge. The employee may also submit a written request for a confirmatory retest of the original sample at his or her own expense at an appropriately certified laboratory. Such written request must be received by the Company within five (5) working days of the date of the original test result notice. Any such retest would be in addition to the Company's confirmation test described above.
10. An employee may be disciplined (up to and including discharge) for violation of the Company's Drug and Alcohol Policy, in the absence of a test, based on other evidence, including but not limited to observed conduct and symptoms.
11. Employees who are convicted for off-the-job drug-related activity may be considered to be in violation of this policy. Employees shall notify the Company of any criminal drug statute conviction no later than five (5) days after such conviction. In deciding what action to take, the Company will conduct an individualized assessment of the situation and consider the nature of the charges, the nature of the employee's present job assignment, the employee's record with the Company, the impact of the employee's conviction on the Company, and any other factor the Company may deem relevant. The Company will only take employment actions related to convictions that are job related and consistent with business necessity.
12. Alternatively, and in keeping with the Company's desire to encourage treatment and rehabilitation where possible, the Company may require a convicted employee to successfully complete an approved drug rehabilitation program in lieu of other disciplinary action.
13. Employees with substance abuse problems are encouraged to contact their supervisor for counseling and possible referral for treatment. The Company will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Company's Drug and Alcohol Policy or other rules of conduct. The cost of such treatment is at the employee's expense (subject to possible coverage, if any, by group health insurance). Seeking

such assistance will not be a defense for violating the Company's Drug and Alcohol Policy, nor will it excuse or limit the employee's obligation to meet the Company's policies, rules of conduct, and standards including but not limited to those regarding attendance, job performance, and safe and sober behavior on the job. If an employee, in the course of employment, enters a substance abuse rehabilitation program, the employee may be required to submit to testing for substance abuse as a follow-up to such a program. Advance notice of testing will not be given to the employee. Refusal to be tested will be grounds for discipline, up to and including immediate discharge.

B. SAFETY AND HEALTH/ACCIDENTS POLICY

The Company is committed to providing a safe and healthy working environment by minimizing exposure of our employees to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe working conditions and to adhere to proper operating practices and procedures designed to prevent accidents and injuries. This requires that employees:

- Exercise maximum care and good judgment at all times to prevent accidents and injuries;
- Immediately report any unsafe conditions, equipment, or practices to the appropriate supervisor and to your supervisor;
- Use appropriate safety equipment and follow established protocol at all times;
- In order to protect your own interests in case of injury or illness, you must promptly report any accident or injury, no matter how slight, to your supervisor after you become aware of the injury or illness. Some occupational injuries may not be caused by a specific accident and generally occur over longer periods of time and/or exposure. If there is a situation in which you do not become aware of your injury right away, you must report the injury as soon as reasonably possible upon becoming aware of the injury. An accident/injury report and any additional paperwork must be filled out with the assistance of the Partner(s). The Company will not discipline any employee for having reported an injury or illness. If it is necessary for you to miss work due to a job-related injury, you may be required to submit a doctor's note confirming that you are able to return to work prior to doing so.

While the above guidelines provide a good framework for promoting safety and well-being in the workplace, the Company recognizes that often the best ideas for safety improvement come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or another member of management. If you believe your ideas, concerns, or suggestions have not been sufficiently addressed by your supervisor, please raise the issue with a member of management. Employees

who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

C. VIOLENCE IN THE WORKPLACE

All employees must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee or client will not be tolerated. The Company's resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, or any member of management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the managing Members of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns regarding intimate partner violence. The Company will not retaliate against employees making good-faith reports.

The Company will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Company will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats or actual violence or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to and including termination of employment.

D. SEARCHES AND INVESTIGATIONS

The Company reserves the right, when it determines it is appropriate, to conduct searches of persons (including employees) and their personal vehicles and belongings on Company property, including desks, cars, packages, bags and briefcases, as well as voice mail, computers, and computer software, e-mail, files, storage, and other media. (Employees are reminded that desks, telephones, voice mail, personal computers, computer media, and other items supplied by the Company are and remain the Company's property.) Failure or refusal to consent to a

search when requested by the Company, or failure to cooperate fully in any investigation, may result in discipline, up to and including immediate discharge.

VI. COMPANY POLICIES

A. OFFICE EQUIPMENT AND SUPPLIES

The use of company paid postage, envelopes, or supplies for personal correspondence is not permitted. Similarly, the use of all company equipment during your work hours for personal business is not permitted. All employees are expected to take care of all equipment and supplies provided to them. They are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to your supervisor.

No company equipment, supplies, materials or other products and property may be removed from the premises under any circumstances unless authorized to do so by your supervisor for a specific business reason.

Neglect, theft, misuse, and/or destruction of Company materials and property are grounds for disciplinary action, up to and including termination.

Separating employees must return all Company property at the time of separation, including cell phones, keys, computers, and identification cards.

B. ATTIRE AND GROOMING

It is important for all employees to project a professional image while at work by being appropriately attired. Company employees are expected to be neat, clean, and well-groomed while on the job. We feel that these qualities are important in making a favorable impression on our clients. Although the Company encourages individuality and creativity, there are some basic commitments about our dress and appearance that are important for each of us to follow while working.

The Company is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled, or in severe cases may be sent home, to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

C. CONFLICTS OF INTEREST

Business dealings that represent or appear to represent a conflict between the interests of the Company and an employee are prohibited. The Company recognizes the right of employees to engage in activities outside of their employment, which is of a private nature and unrelated to our business. However, please discuss with the Managing Memebers if you have outside

employment or a business interest in addition to the Company so there can be full disclosure to assess and prevent potential conflicts of interest from arising.

D. CONFIDENTIALITY

At all times during and after your employment with the Company, you shall keep confidential and shall not, except with the Company's express prior written consent, or except in the proper course of your engagement with the Company, directly or indirectly, communicate, disclose, divulge, publish, or otherwise express, to any person, or use for your own benefit or the benefit of any person, any trade secrets, confidential or proprietary knowledge or information, no matter when or how acquired, concerning the conduct and details of the Company's business, including without limitation marketing methods, business strategies, trade secrets, prospects, and financial condition. Confidential information shall not include any information which is now known by or readily available to the general public or which becomes known by or readily available to the general public other than as a result of any improper act or omission by you.

For the protection of all of us whose livelihood depends upon the Company, everyone is expected not to disclose confidential proprietary information to anyone outside the Company, either during employment (except to the extent necessary to conduct business on behalf of the Company), or after employment with us ends. During the course of your employment, you may become aware of trade secrets and similarly protected proprietary and confidential information about the Company's business (*e.g.*, sales pipeline, marketing plans and strategies, systems and technology, client lists, Company financial records). You must not disclose any such information to anyone outside of the Company.

Such information should never be discussed with anyone under circumstances where it could be overheard. Written materials or documents containing confidential or proprietary information should be appropriately safeguarded and should never be left where persons not authorized to have such information may see it. Such information should never be used for any purpose not authorized by the Company. The unauthorized viewing, sharing, distribution, disclosure, or use of such confidential and proprietary information, even if about oneself, is prohibited. Anyone whose employment with the Company ends for any reason is expected to promptly return to the Company all confidential and proprietary information in their possession, including but not limited to any of the items discussed in this policy.

For these reasons, we all need to remember that employees must not disclose confidential financial data, or other non-public proprietary information. Employees must not share confidential information regarding business partners, vendors, or clients. Everyone who works at the Company is required to abide by this policy, which reflects legal requirements as well as ethical standards.

Precautions to be observed for electronic and computer systems, including the use of passwords and the safeguarding of data, are described elsewhere in this Handbook. With respect to information in hard copy:

- Avoid, whenever possible, the removal of reports or files from Company property.
- Maintain a password on Company-issued phones and computers. When not on Company premises, log out of company email, file storage, task management, client relationship management systems, and other electronic tools where confidential information may exist.
- Do not use non-Company issued phones or computers to log onto Company email, file storage, task management or client relationship management systems, and other electronic tools where confidential information may exist, unless the Company has given prior approval to do so.
- Keep confidential information in secure locations, such as locked cabinets or file rooms.
- Use care when disposing of confidential reports or sensitive Company or client information. Certain information requires shredding or retention.

E. SOLICITATION/ DISTRIBUTION POLICY

To avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on Company premises during working time. Company premises include parking lots and anywhere else the Company is conducting business. Working time includes the time during which any of the employees involved are scheduled to work, and does not include meal breaks, time before or after an employee's shift, and other specified times when employees are not expected to be working.

Employees may not distribute literature of any kind in working areas. However, during non-working time, employees may distribute literature in non-working areas, provided undue litter does not result. Non-employees may not solicit for any purpose or engage in the distribution of literature of any kind while on Company premises. Any employee who violates the Company's No Solicitation/No Distribution rule is subject to disciplinary action, including but not limited to discharge. Employees may not post information or literature of any kind on Company bulletin boards.

VII. ELECTRONIC COMMUNICATIONS

A. USE OF COMPUTER EQUIPMENT AND SOFTWARE

Our computer system is a critical part of our operations. For both legal and practical reasons, it is essential that we carefully preserve the integrity of our system.

During work time, Internet communication may be used only to conduct official Company business or to gain technical or analytical advice. Employees are responsible for the content of all text, audio, or images that they place or send over the Internet. Working time includes the time during which an employee is scheduled to work, but does not include scheduled meal breaks and other specified times when employees are not expected to be working such as before or after an employee's shift. Abusive, harassing, threatening, discriminatory, or maliciously false statements or messages are prohibited.

All contents of the Company's computer equipment, software, information, and e-mail systems are property of the Company. Employees should have no expectation of privacy whatsoever in any messages, files, data, documents, facsimiles, telephone conversations, social media posts, conversation, messages, or any other kind of information or communication transmitted to, received, or printed from, stored, or recorded on the Company's electronic or communication systems.

You are expressly advised that in order to prevent misuse and to enforce our policies, the Company reserves the right to monitor, intercept, and/or review, without further notice, every employee's activities use of the Company's computer, communication, and information systems and resources, including, but not limited to, e-mail messages, voicemails, social media posts, internet history, and keystroke usage.

Passwords

Passwords are provided to protect the Company's computer, communication, and information systems and to provide access to authorized personnel. Email and internal passwords will be provided by IT Department or the Partner(s). Anyone else providing a password for any reason should be reported to the Partner(s).

Employees are prohibited from sharing their email or internal login passwords with anyone. If someone asks for a password, you should direct him or her to Paul M. Alfonso

Passwords should be committed to memory and not recorded in any form, including in written form or in any form stored on any computer, device, or audio recording.

B. USE OF COMPANY E-MAIL

The Company maintains an electronic mail system (e-mail) to assist in conducting its business. The Company's electronic mail system is Company property. All messages composed, sent, or received on Company e-mail are and remain the property of the Company. They are not the private property of any employee and use for personal business should be kept at a minimum.

All work-related e-mail must be sent via Company e-mail accounts. Use of personal e-mail accounts for Company business is prohibited. Unnecessary incoming e-mail may be deleted, but no e-mail that must be retained for Company records may be deleted.

C. SOCIAL MEDIA

Social media, such as blogs, and social networking sites like Facebook and Twitter, are blurring the distinction between our professional and personal lives. We need to be mindful about the public nature of social media and how it may impact your professional life at the Company.

While many of us are engaged in social networking on some level, there is a need to be careful with respect to the content of our communications.

1. Do not comment on trade secrets and proprietary Company information (business, financial and marketing strategies) without the advance approval of a member of management.
2. Do not make negative comments about our clients in any social media.
3. Use of social media on Company equipment during working time is permitted, only if your use is for legitimate, preapproved Company business. Discuss the nature of your anticipated business use and the content of your message with the Managing Members and obtain approval prior to such use. Working time includes the time during which any of the employees involved are scheduled to work, and does not include meal breaks, time before or after an employee's shift, and other specified times when employees are not expected to be working.
4. Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

Restrictions:

YOU MAY NOT do any of the following:

1. Due to the potential for issues such as invasion of privacy (employee and client), sexual or other harassment (as defined by our harassment /discrimination policy), employees may not distribute, or post pictures, videos, or audio recordings while on working time unless authorized by the Managing Members). Working time includes the time during which any of the employees involved are actually scheduled to work, and does not include meal breaks, time before or after an employee's shift, and other specified times when employees are not expected to be working. Employees also may not take pictures or make recordings of work areas for personal use. An exception to the rule concerning pictures and recordings of work areas would be to engage in activity protected by the National Labor Relations Act.
2. Use the Company's (or any of its affiliated entities) logos, marks or other protected information or property for any business/commercial venture without the Partner(s) express written authorization is prohibited.
3. Make knowingly false representations about your credentials or your work.
4. Create a blog or online group related to the Company (not including blogs or discussions involving wages, benefits, or other terms and conditions of employment, or protected concerted activity) without the advance approval of the Partner(s).

D. CELLULAR PHONE POLICY

Employees are expected to refrain from using a cell phone while driving on Company business. Even hands-free cell phone use is prohibited in construction and school zones. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop their vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated, stressful, or emotional discussions and keep their eyes on the road. Under no circumstances should an employee ever take notes, look up a phone number, send a text message, or send an email when using a cellular phone while driving. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves or others at risk, in order to fulfill business needs.

Those employees who are issued Company cellular phones are expected to protect the phones from loss, damage, or theft. Upon resignation or termination of employment, or at any

time upon the Company's request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (i.e., 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for cell phone loss or unauthorized cell phone charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. The Company will also not be liable for the loss of personal cell phones or other electronic devices brought into the workplace.

Additionally, personal calls, texting, and emailing are prohibited during work time. Working time includes the time during which any of the employees involved are actually scheduled to work, and does not include meal breaks, time before or after an employee's shift, and other specified times when employees are not expected to be working.

Violators of this policy will be subject to discipline, up to and including termination of employment.

E. RETURN OF COMPANY PROPERTY

All employees must return all Company property, including but not limited to keys, cell phones, computers, electronic and hard copy files, sales reports, equipment, on or before their final day of service with the Company or arrange for payment of the cost of these items to the Company.

VIII. RULES OF CONDUCT

Experience has taught us that certain rules are necessary for the safety, well-being, and productivity of our employees. The purpose of the rules is not to punish, but to encourage the harmony and cooperation we all need to do well. The best working conditions exist where all employees conduct themselves with respect and consideration for themselves, fellow employees, and clients.

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such action will range from verbal and written warnings to termination. This means that as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

As you review the following rules, please keep in mind that it is not intended to be exhaustive. It is merely intended to provide you with examples of the types of conduct that may result in disciplinary action.

A. SERIOUS OFFENSES

Committing any one of the following will normally result in immediate termination for the first offense:

1. Committing, attempting, or participating in theft or misappropriation of property belonging to the Company, a client, a visitor, or an employee.
2. Abusing or removing any equipment, tools, or materials from Company premises without proper authorization.
3. Dishonesty, lying, embezzling, or falsifying or altering Company records or intentionally giving false information to anyone with a duty to prepare Company records, no matter when discovered. (This includes giving false information on an employment application, timecard, timesheet, or other forms.)
4. Destroying, damaging, sabotaging or hiding Company, client, or employee property, or willfully or negligently wasting materials.
5. Violating the Company Confidentiality Policy.
6. Violating the Company's Workplace Violence Policy.
7. Failing to cooperate in any investigation or search conducted by or on behalf

of the Company, or concealing or failing to report any violation of any Company rule.

8. Making, publishing, disseminating, distributing or posting comments or statements in a manner which violates the Company's Social Media, Equal Employment Opportunity Policy, Policy Against Harassment or its Guidelines for Conduct policies, or making maliciously false comments or statements concerning any employee, supervisor, member of management, the Company or its clients, vendors, business contacts, products, or services.
9. Conviction of a felony that relates to an employee's job duties.
10. Violating the Company's Drug and Alcohol Policy.
11. Sleeping on the job.
12. Negligence resulting in injury to persons, or damage to Company, client, or employee property.
13. Deliberately restricting work performance, concealing defective work, or encouraging others to do so.
14. Being insubordinate, including refusing to promptly carry out a Supervisor's work instruction or assignment, being rude to clients or being disrespectful, or physically or verbally abusive to a client or client's employee. (You must do the assignment or follow the instruction. If you disagree, you can always discuss it politely later.)
15. Instigating, encouraging, or participating in a work slowdown or stoppage, or deliberately restricting production output or encouraging others to do so.
16. Being absent for three (3) or more consecutive days without acceptable notice to the Company or without good cause.
17. Refusing to work a reasonable amount of overtime when required.
18. Misrepresenting the reason for a leave of absence or obtaining other employment during a leave of absence.
19. Destroying Company bulletin boards; posting or removing notices, signs, or writing in any form on bulletin boards or Company property at any time without the specific authority of management.

20. Examining or reviewing Company records or information without authorization.
21. Violating the Company's Policy Against Harassment or Equal Employment Opportunity Policy.
22. Working concurrently for any person, association, business enterprise, or
23. Company in conflict with or competing with the Company.
24. Accessing files without authorization, unauthorized copying, or removal of files, disks, programs, or hardware.
25. Unauthorized use or duplication of Company keys.
26. Unauthorized entry into Company buildings after hours.
27. Violating the Company's policies regarding use of computers, internet, or e-mail.

B. OTHER OFFENSES

Violation of the following rules will generally result in progressive discipline, which typically is comprised of a verbal or written warning for the first and/or second offense, a final warning with or without a suspension of one (1) or more days for the second or third offense, and termination for the third or fourth offense. Offenses need not be the same or similar to result in progressive discipline. In some cases, depending on the nature of the offense and the particular circumstances, more severe and/or more rapid discipline may result up to and including discharge.

1. Operating or using machines, tools, or equipment (including office machines, computers, and software) in an unauthorized manner.
2. Removing or adjusting safety devices without authorization of the supervisor.
3. Failing to maintain satisfactory work performance or causing excessive rework, waste, or damage.
4. Being in an unauthorized area of the building, or bringing others into the building without authorization.

5. Excessive tardiness or absenteeism.
6. Smoking or using an open flame in unauthorized locations.
7. Overstaying scheduled break periods; excessive breaks; engaging in personal business during work time.
8. Failing to notify the Company as far in advance as possible of an absence, or failing to call in when not reporting for work prior to the scheduled shift. (Includes but is not limited to personal time such as jury duty, court appearances, visits to doctors, etc.)
9. Making or receiving excessive or lengthy personal phone calls during scheduled work time.
10. Violating the Solicitation/ Distribution Policy.
11. Unauthorized selling of any items or services on Company property.
12. Failing to follow dress code requirements.
13. Creating or contributing to unsanitary conditions.

IX. MISCELLANEOUS POLICIES

A. TERMINATION OF EMPLOYMENT PROCEDURES

If your employment with the Company ends, you may be asked to meet with a representative of the Company for an exit interview. The representative will review certain information with you, including your final compensation. The exit interview will also provide an opportunity to share information concerning your experience with and views of the Company. Your suggestions for improvements regarding any aspect of our business are invited at this time.

Upon termination, you will be required to immediately return all documentary or tangible confidential information, and all other Company property that is in your possession, custody, or control including but not limited to all office or other keys, security cards, passes, credit cards, equipment, vehicles, and Company documents.

The Company's policy is not to rehire employees who have been terminated for disciplinary reasons (either in whole or in part).

B. VERIFICATION OF EMPLOYMENT/REFERENCES

Often when our employees apply for a mortgage, for housing, or for credit, calls are made to the Company to verify that the applicant works here. All inquiries for these matters, as well as employment references for current and past employees should be referred to the Managing Members). It is the Company's policy to provide the requesting institution with dates of employment and most recent position and wage rate, upon receipt of written authorization by the employee.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

By my signature below, I acknowledge that I have received my copy of the Rewarding HealthyHabits Policies and Procedures Handbook, I understand that it is my responsibility to read it, and I understand the information in it, and agree to abide by the polices contained in it.

I also understand that this Handbook is meant to be a source of information. The policies, procedures, and benefits set forth are subject to change without advance notice and the Company reserves the right to add to, delete from, change, and/or modify the Policies and Procedures Handbook and any of its provisions. In some cases, policies have been summarized. I understand that no handbook can anticipate every circumstance or question about policy and that resolution of policy or employment issues lies within the sole discretion of the management of the Company.

Policies, practices, rules, and regulations contained in this Handbook do not constitute a contract of employment, nor promises for continued employment. I further understand that no representative of the Company, other than the Managing Members), has the authority to enter into any agreement for my employment for any specified period of time, nor am I obligated to work for the Company for any specified period of time. I acknowledge and agree that I am an “employee at-will,” and therefore, my employment status with the Company may be terminated at any time, with or without cause, and with or without notice, by the Company or myself.

I understand that this Handbook replaces and supersedes any previous manuals and other similar documents that I may have received from the Company.

Employee Signature

Employee Name

Date

Record of Changes

