



Employee Handbook

Updated 6.1.2023

Table of Contents

FOREWORD	5
EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT	7
DIVERSITY	9
• Equal Employment Opportunity Statement	9
• Anti-harassment Policy and Complaint Procedure	9
• Americans with Disabilities Act (ADA) & Amendments Act (ADAAA)	13
EMPLOYMENT	14
• Employee Classification Categories	13
• Pre-Employment Physical	15
• Background and Reference Checks	16
• Internal Transfers/Promotions	17
• Nepotism, Employment of Relatives and Personal Relationships	17
• Progressive Discipline	18
• Separation of Employment	19
WORKPLACE SAFETY	22
• Drug-Free Workplace	22
• Sexual & Other Harassment and Workplace Bullying	26
• Violence in the Workplace	27
• Safety	28
• Smoke-Free Workplace	29
WORKPLACE EXPECTATIONS	30
• Confidentiality	30
• Whistle-Blower Policy	29
• Conflicts of Interest	30
• Outside Employment	31
• Attendance and Punctuality	31

• Attire and Grooming	32
• Electronic Communication and Internet Use	32
• Social Media—Acceptable Use	34
• Solicitations, Distributions and Posting of Materials	34
• Employee Personnel Files	35
PERFORMANCE MANAGEMENT	37
COMPENSATION	38
• Performance and Salary Reviews	38
• Payment of Wages	38
• Time Reporting	39
• Meal/Rest Periods	39
• Overtime Pay	40
• Employee Travel and Reimbursement	40
TIME OFF/LEAVE OF ABSENCE	42
• Holiday Pay	42
• PTO (Paid Time Off)	43
• Personal Leave of Absence	46
• Bereavement Leave	47
• Jury Duty	47
• Voting Leave	48
• Military Leave of Absence	48
BENEFITS	50
• Medical and Dental Insurance	50
• Short-Term Disability Benefits	51
• 401(k) Plan	51
• Workers' Compensation Benefits	51

Foreword

Whether you have just joined our staff or have been at His Branches for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of His Branches to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to Human Resources. Neither this handbook nor any other company document confers any contractual right; either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the executive director) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except His Branches employees and others affiliated with His Branches whose knowledge of the information is required in the normal course of business.

Many subjects described in this handbook are covered in detail in policies or procedures in the Governance Handbook, the Clinical Handbook, or the Operations Handbook. Refer to these handbooks for specific operational or clinical policies because the Employee Handbook only summarizes certain policies or procedures. Also, note that the terms of written insurance policies are controlling and override any statements made in this or other documents.

Employee Handbook Acknowledgment and Receipt

The Employee Handbook describes important information about His Branches, and I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with His Branches voluntarily and acknowledge that there is no specified length of employment. Accordingly, either His Branches or I can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that, other than the Executive Director, no manager, supervisor or representative of His Branches has any authority to enter into any agreement for employment other than at will; only the president of the company has the authority to make any such agreement and then only in writing signed by the president of His Branches.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with His Branches. By distributing this handbook, the company expressly revokes all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, all policies and practices may be changed at any time by His Branches reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors at His Branches has the final ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment at His Branches is employment at will, which may be terminated at the will of either His Branches or myself.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by His Branches or myself.

I have received the His Branches Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. Failure to comply could lead to progressive discipline as outlined in the His Branches Policy and Procedure Manual, up to and including termination of employment.

Employee's Signature

Employee's Name (Print)

Date

Diversity

Equal Employment Opportunity Statement

We believe diversity is a characteristic that can be exemplified by organizations like His Branches because of its eternal Kingdom reality (Revelation 7:7-9). His Branches provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. His Branches complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

His Branches expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of His Branches employees to perform their expected job duties is not tolerated.

Anti-harassment Policy and Complaint Procedure

His Branches is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, His Branches expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

It is the policy of His Branches to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. His Branches prohibits any such discrimination or harassment.

His Branches encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of His Branches to promptly and thoroughly investigate such reports. His Branches prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment based on any other protected characteristic is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work 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.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to His Branches (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Office Administrator or any member of management.

When possible, His Branches encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. His Branches recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

His Branches encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination, or retaliation may be the subject of appropriate disciplinary action.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of His Branches to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to His Branches. Contact the Human Resource department with any questions or requests for accommodation.

Employment

Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and His Branches.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

His Branches has established the following categories for both non-exempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 36-40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule of 32-40 hours each week.

- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

Pre-Employment Physical

To ensure that individuals who join His Branches are able to work to their full capacity, all new employees will undergo a physical examination with their primary care physician and provide documentation. If the new employee has had a physical exam in the last year, documentation of this physical may be utilized. If the employee has not had a physical examination within the last year and is unable to see their primary physician within a reasonable time frame, whether due to scheduling, insurance issues or other reasons, a credentialed medical professional on staff with His Branches with a RN license or above may complete a physical exam on the new employee with the new employee's consent as a temporary approval. The employee must provide documentation of a physical examination with their PCP within 90 days. Extensions may be granted depending on the circumstances.

Background and Reference Checks and Drug Testing

To ensure that individuals who join His Branches are well qualified and to ensure that His Branches maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume and application form.

All offers of employment are conditioned on receipt of a criminal background check report that is acceptable to His Branches, as well as a 10-point drug screen test. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, along with city, county, state and federal privacy and anti discrimination laws. Reports and test results are kept confidential and are only viewed by individuals involved in the hiring process and the nurse manager. If a candidate is on medication that would result in a positive result on a 10-point drug screen test, he/she will be asked to provide a copy of a current prescription/medication label.

If any information obtained in a background check would lead His Branches to deny employment, a copy of the corresponding report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories as related to specific job duties.

His Branches also reserves the right to conduct a background check and/or random drug screen test for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Internal Transfers/Promotions

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

His Branches offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company's best interest.

Nepotism, Employment of Relatives and Personal Relationships

His Branches wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management and Human Resources of the relationship.

His Branches reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in, his/her job description or as otherwise established.

His Branches supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. His Branches reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines His Branches' progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change

unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

His Branches reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and discharge.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning Supervisory and management employees are encouraged to provide three weeks' notice. All other employees are expected to give two weeks' notice in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual ineligible for rehire depending on the circumstances regarding the notice given.

- **Retirement:** Employees who wish to retire are required to notify their department director and the Human Resource department in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of His Branches are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Return of Company Property

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, computers, and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

The separating employee shall contact the Human Resource department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued vacation leave will be paid in the last paycheck unless the employee resigned and did not give and work a full two weeks' notice.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

Rehire

Former employees who left His Branches in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Human Resource director or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals, or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Workplace Safety

Drug-Free Workplace

His Branches has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, His Branches is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of His Branches. The Human Resource department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

His Branches will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of mood-altering drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the

medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or any mood-altering drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited. Further, any substance that would cause an employee impairment on the job, even if available legally, is prohibited.
- His Branches will not allow any employee to perform their duties while taking mood-altering drugs or prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The company retains the right to require the following tests:

- **Pre-employment:** Candidates offered a conditional offer of employment must pass a 10-point drug screen test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration. Candidates who test positive may submit either a current prescription or medication label for substances that are prescribed and create a positive drug screen result.
- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession, or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, His Branches may offer an employee who violates this policy or tests positive the opportunity to return to work pursuant to mutually agreeable terms, which could include medical evaluation for chemical dependency as well as follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her recommended rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to discipline as outlined in the policy and procedure manual, up to and including termination.

Employees who refuse to comply with required testing or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

Employees will be paid for time spent in 10-point drug screen and then suspended pending the results. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative; the employee will receive back pay for the times/days of suspension. If the results are positive, the employee will not receive pay for the suspended time, unless the employee can produce a current prescription/medication label that adequately explains the positive result.

Confidentiality

All medical information, including records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to Human Resources shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

His Branches reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

His Branches prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC)

drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Sexual & Other Harassment and Workplace Bullying

His Branches defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company's Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

All employees will be required to complete Sexual and Other Harassment training at the time of hire and annually thereafter.

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. His Branches considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.

- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, customers, vendors and business associates 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, customer, vendor or business associate will not be tolerated. His Branches resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. His Branches treats threats coming from an abusive personal relationship as it does other forms of violence.

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, Human Resources, member of His Branches' Management Team, or any member of senior 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 Human Resource department 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 with regard to intimate partner violence. His Branches will not retaliate against employees making good-faith reports.

His Branches 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. His Branches 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, His Branches 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 of 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.

His Branches encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. His Branches will never retaliate against an employee in any way for bringing forth such concerns.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assume the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

Smoke-Free Workplace

It is the policy of His Branches to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind."

The smoke-free workplace policy applies:

- All areas of company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) to the company premises.
- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees and student interns.

Employees who violate the smoking policy will be subject to disciplinary action.

Workplace Expectations

Confidentiality

Our patients, clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Communication Director or Executive Director.

Conflicts of Interest

Each employee must complete a Conflict of Interest form upon hire and every calendar year thereafter. Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of His Branches may conflict with the employee’s own personal interests. Company property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with His Branches.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier, or contractor.

- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with, compromise the company interests, or adversely affect job performance and the ability to fulfill all job responsibilities. This includes the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

Attendance and Punctuality

Whenever possible, paid time off (PTO) should be scheduled with one's supervisor at least two weeks in advance. PTO may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a formal written warning. The second separate offense may result in a formal termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment, unless the absences are a result of a verified NY Paid Family Leave event.**

Attire and Grooming

We request that each employee come to work well groomed, and dressed in clean, neat, job-appropriated clothing.

- For all office staff: business casual attire is the expected level of attire. Typically, this includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.
- Denim jeans are acceptable but preferably reserved for wear on Friday and Saturday office hours.
- For clinical staff, open toe shoes are not allowed because of safety reasons and the handling of sharp instruments. Scrubs and comfortable shoes are encouraged; business casual attire is also acceptable.
- No T-shirts with logo or writing; No sweatshirts

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, company-provided cell phones, and email in an appropriate, ethical, and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, and computers), and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.

- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon His Branches or be contrary to His Branches' best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Please do not access any non-work related social media, game programs or stream music from the Internet on any work computers because this wastes work time and leaves our system open for a potential virus or hacking from outside. If you choose to do any of the following during your lunch hour or after hours this need to be on your own personal electronic devices.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious emails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the company.

Right to Monitor

All company-supplied technology and company-related work records belong to the company and not to the employee. His Branches routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Social Media—Acceptable Use

Employees are responsible for their interactions and comments online. While we understand there may be disagreements and a diversity of opinions within our office, comments made by employees online may not reflect negatively on His Branches, its leaders, employees, partnerships or clients. Employees should strive to represent His Branches in the best way at all times. Though employees may not speak on behalf of the Company, they are still representatives of His Branches.

- Employees may not post financial, confidential, sensitive, or proprietary information about the company, clients, employees, or applicants.
- Employees may not post obscenities, slurs, personal attacks nor may they comment or post media that displays themselves or acquaintances engaged in illegal or unlawful activity.
- Employees should identify they aren't speaking on behalf of His Branches by including a disclaimer on their social profiles similar to: *"The opinions expressed on this site are my own and do not necessarily represent the views of His Branches."*
- His Branches may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Solicitations, Distributions and Posting of Materials

His Branches prohibits the solicitation, distribution, and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by this policy. The sole

exceptions to this policy are charitable and community activities supported by His Branches management and company-sponsored programs related to His Branches' products and services.

Provisions:

- Non-employees may not solicit employees or distribute literature of any kind on company premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the non-employee at all times.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a company-sponsored event.
- The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violations of this policy should be reported to Human Resources.

Employee Personnel Files

Employee files are maintained by the Human Resources and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel medical files are kept separate to ensure confidentiality; managers and supervisors do not have access to these files.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the personnel file, or limited parts of it, in accordance with anti-discrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resource department with supervision. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Performance Management

Performance management is an ongoing process that is separate from budget concerns and salary levels. Job performance will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated on at least an annual basis. Performance management goals and meeting notes will be retained in the employee's personnel file.

Compensation

Salary Review

Salary increases are based on company performance and financials and are not guaranteed. The employee's salary level relative to his/her position responsibilities are evaluated to determine salary levels for the upcoming fiscal year. Budget allocations for pay increases are planned for and allocated before the start of each year. Salary review and increases are not related to performance review.

Salary adjustments are occasionally requested or warranted at times other than the start of the fiscal year. Out-of-cycle salary increases must be approved by the department manager and Leadership Team (including Finance and/or Executive Director). Human Resources will review all salary increase/adjustment requests to ensure internal equity and compliance with appropriate laws, company policies, and guidelines.

Payment of Wages

Employees are paid on a biweekly schedule. It is the company's policy that employee paychecks and/or paystub will only be given personally to that employee or mailed to his/her home address. If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule. Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice. In the event of a lost paycheck, the Human Resource department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resource department. Except for extreme emergencies, no salary advances will be made.

Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual work week period is 40 hours.

Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter hour. Overtime must be approved in advance by the manager to whom the employee reports.

Employees will submit their time record daily as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

Meal/Rest Periods

The scheduling of meal periods at His Branches is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

Mandatory Meal Period

Employee meal periods are important to company productivity and employee health. Employees who work at least six consecutive hours will be provided a meal break of at least 30 minutes. The meal period will not be included in the total hours of work per day and is not compensable.

Non-exempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Rest Breaks

Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed. Non-exempt employees are permitted a 15-minute rest break for

each four hours of work. Non-exempt employees on rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

Overtime Pay (non-exempt employees)

- Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one-half.
- Paid leave (PTO), does not apply toward work time.
- The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.
- Supervisors are required to obtain approval from managers prior to the use of overtime.
- Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.
- During busy periods, employees may be required to work extended hours.

Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company.

Travel for staff must be authorized in advance and coordinated with Human Resources. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit receipts

and any other supporting documentation to obtain reimbursement of expenses. For more details, refer to the policy and procedure manual for detailed travel policies, procedures, and authorization.

Exempt employees will be paid their regular salary for weeks in which they travel. Non-exempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Time Off and Leave of Absence

Holiday Pay

While specific dates are updated and posted for employees annually, His Branches recognizes the following paid holidays each year:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day*
- Labor Day
- Thanksgiving Day*
- Christmas Day*

Full-time employees (36 – 40 hrs. /wk.) receive full-time equivalent paid hours for all listed holidays.

Part-time employees (20-36 hrs. /wk.) receive full-time equivalent paid hours for those holidays with a star.

Part-time employees working fewer than 20 hrs. /wk. receive no holiday pay unless the employee is normally scheduled to work on any of the days marked with a star, in which case they will receive paid leave time for the hours they would have ordinarily worked.

Temporary or contract employees receive no holiday pay.

Should a holiday fall on a Saturday, it will be observed on the Friday before; if the holiday falls on a Sunday, it will be observed on the Monday after.

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the company.

Paid Time Off (PTO)

His Branches provides Paid Time Off (PTO) to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice.

Each full-time (36-40 hours/week) and regular part-time (20-36 hours/week) employee will be granted at the beginning of the year a bank of PTO hours that include both vacation and sick leave. Unless otherwise agreed upon via employee letter of intents, His Branches operates under a Graduated employee Vacation Leave:

- Less than 2 years - 2 weeks of Vacation Time
- More than 2 years - 6 years - 3 weeks of Vacation Time
- 7 - 10 years - 4 weeks of Vacation Time + 1 Week of Approved Missionary Sabbatical
- 10 + years - 4 weeks of Vacation Time + 2 Weeks of Approved Missionary Sabbatical

Additionally, since PTO is granted, it will NOT be paid out in the scenario of employee's resignation, retirement or firing.

Full-time and regular part-time employees are granted PTO from the day they are hired. With the exception of ministry-recognized holidays, employee may not use PTO until they complete the 90-day provisional period, unless mutually agreed upon by Administration. Employees who begin after July 1 will receive a prorated PTO based upon the month in which they were hired (ex. July 1 hire would receive 50% of annual PTO while an October 1 hire would receive 25% of annual PTO allowance).

PTO is not granted for those who are on unpaid leave, short-or long-term disability leave, Paid Family Leave or Workers Compensation leave are taken from one calendar year to another. PTO will be granted based upon the reassumption of duties.

Employees may use time from their PTO bank in hourly increments. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid Holidays, Family and Medical Leave Act (FMLA) absences, Public Service, Special Child Rearing Events, and Bereavement time off.

Employees must request PTO at least two days and preferably two weeks of written notice to their supervisor unless the PTO is used for unexpected illness or emergencies. In all instances, the employee's supervisor must approve PTO in advance. His Branches appreciates as much notice as possible when you expect to miss work for a scheduled absence, since supervisors need to consider office workload needs when approving PTO requests.

Effective January 1, 2018, employees may carry over up to 80 hours of PTO into the new calendar year. Employees are responsible for monitoring and taking their PTO over the course of a year so that they do not lose time accrued when the current calendar year ends.

PTO is granted consistent with one's average work week. A week of vacation will be 40 hours for full-time employees and 30 hours for part-time employees. For sick time, 40 hours will be considered the standard arrangement for full and part-time employees.

Additional sick leave will be provided in accordance with NYS' COVID regulations regularly updated [HERE](#). Specific surrounding employees and their responsibility and benefits related to COVID-19 are discussed in our Clinical Handbook.

When a change in an employee's status occurs, the following policy applies:

- A full-time employee who has accumulated PTO and transfers to regular part-time status retains the PTO accumulated. The employee accrues future PTO hours based on the prorated schedule.
- A full-time employee who has accrued PTO hours and transfers to temporary, contract, or less than half-time status has the accrued PTO frozen during the tenure of their changed status. Upon return to full-or regular part-time status, the accrued benefits are reinstated.
- Employees are paid for the PTO they have accrued at employment end, unless employment is terminated on or before the completion of the initial 90-day probationary period,
- If an employee has used PTO time not yet accrued, and employment terminates, the PTO taken is deducted from the final paycheck. Employees who give two weeks' notice of employment termination must work the two weeks without utilizing PTO.
- Employees who are rehired will receive credit for former time worked and accumulate current PTO for the combined time.

PTO Exceptions

- Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to the Office Administrator that permits them to return to work.
- PTO taken in excess of the PTO accrued may result in progressive disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception to this policy must be granted by the Executive Director
- PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- If/as His Branches meets the requirements to provide an FMLA policy, all accrued PTO time must be taken before the start of the unpaid FMLA time.
- Unscheduled absences due to illnesses of four hours or more that result in consecutive days absent from work are considered one absence incident in relationship to potential disciplinary action.

Disciplinary Action

Progressive disciplinary action relative to incidents of absenteeism is administered on a rolling, 12-month calendar as follows:

- One - three incidents: No disciplinary action -Supervisory coaching
- Fourth incident: Verbal warning with a documented coaching session
- Fifth incident: Written warning in the employee's file
- Sixth incident: Employment termination

An employee who receives a second written warning in a rolling 24-month time period will have employment terminated.

An employee who has used all of his or her FMLA and Short Term Disability benefits and is still unable to return to work will have employment terminated.

Any employee who misses two consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.

Paid Family Medical Leave

As of January 1, 2018, Paid Family Medical Leave is available in accordance with New York State Law to all eligible employees. Due to the consistency of changing guidelines around eligibility, benefits, and process for approval, please see [NYS' Paid Family Leave website](#) for most up to date information and work with Administration to ensure appropriate benefits at the time of leave.

Personal Leave of Absence

Employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved.

Please contact Human Resources for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed three days of paid bereavement leave in the event of the death of immediate family. His Branches defines “immediate family” as the employee’s spouse, parent, child, or sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren.

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The company will pay regular full-time and regular part-time employees for time off for jury duty up to three days of pay.

Voting Leave

Voting Time

All employees have sufficient time (2 hours) to vote either before or after regularly assigned work hours.

Election Leave

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods.

Military Leave of Absence

His Branches is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States.

Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform

such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, refer to the policies, procedures and forms or contact Human Resources.

Benefits

For more information regarding benefits programs, please refer to the company Summary Plan Descriptions, which were provided to employees upon hire, or contact the Human Resource department.

Medical and Dental Insurance

The policy of His Branches is to offer health and dental insurance coverage to staff members, some of which is subsidized by His Branches.

His Branches, Inc. offers group carrier health and dental insurance plans to all regular employees working 25 hours a week or more.

Coverage is offered either on an individual or family plan, in which His Branches, Inc. pays for up to 75 percent of the monthly premium, as listed in the chart below. The employee pays for the remainder of the monthly premium. These plans will be reviewed annually and percentage of employer/employee contributions will be determined and communicated during the Fall enrollment period.

HBI Contribution	Exempt and Full-time	Part-time Level 1	Part-time Level 2
Medical	75%	50%	0%
Dental	25%	0%	0%

Insurance coverage begins on the first day of the first month following date of hire. Employees who wish to enroll may do so as part of the orientation process, with a qualifying event or annually during open enrollment. Current part-time employees who become full-time employees will be notified by Administration when they are eligible to enroll.

As a result of termination, reduction in work hours, injury or illness or in the event that an employee is on a military, jury duty or other leave of absence, an employee may be eligible to continue His Branches, Inc.'s group coverage by paying a monthly premium. If the employee satisfies eligibility requirements for coverage continuation and is terminated, has his/her work hours reduced, is on a leave of absence for a work-related injury or illness, is on an approved military leave or is on an approved jury duty leave, His Branches, Inc. will continue its contribution until the end of the month. For continuation of coverage after that point in time, the employee is responsible for the full payment of the premium.

Employees are urged to consult the insurance summary plan description for details of the plan benefits. The plan document controls payment of any benefits.

Short-Term Disability Benefits

Statutory benefits are offered through NYS Disability Insurance Fund.

401(k) Plan

Any employee who has worked on the His Branches payroll for at least 1,000 hours within one calendar year and who is age 21 or older will be eligible to enroll in the His Branches 401(k) Retirement Plan when enrollment periods are open.

Further details about the Plan may be obtained from Administration and the Plan document.

Workers' Compensation Benefits

The company is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

Administration will aid in the application process to submit documentation used to determine employee's eligibility for coverage.