Table of Contents

Section 1: Corporate Philosophy and Compliance

Introductory Statement and Disclaimer

The policies in this Employee Handbook are not intended as a contract of employment and do not constitute one. Employment with the Company is "at will." This means that either the employee or the Company may terminate the employment relationship at any time with or without cause.

This Employee Handbook replaces and supersedes any and all personnel policies, written or verbal, manuals previously distributed to, made available to, or applied to employees of the Company. The Company may change, delete, suspend, or discontinue any policy or benefit described herein at any time with or without notice. The Company reserves the right to apply any or all of these policies in whole or in part at its discretion as it deems appropriate depending on individual circumstances. The application or non-application of any or all of these policies does not alter or change the Company's right to apply these policies in whole or in part as it deems appropriate.

Employees are entitled to, and PRO Resources Corporation complies with, all of the rights and remedies set forth under Minnesota Statute §181.172.

This Employee Handbook also includes general information about the benefits program offered by the Company. In the event that a discrepancy exists between information contained in this Employee Handbook vs. the official plan documents, provisions of the official plan documents will govern. The Company reserves the right to interpret, modify, or discontinue any portion of its benefits program at any time.

Nature of Employment

As an at-will employee, you are free to terminate your employment at any time for any or no reason with or without notice, and the Company, as an at-will employer, is also free to terminate the employment relationship at any time for any or no reason with or without notice.

The at-will employment relationship exists between all employees and the Company unless there is a written contract of employment that sets out a relationship that is different. Only the CEO of the Company has the authority to enter into a relationship other than at-will employment and the CEO may do so only in the form of a written agreement. Under no circumstances do facilitators, managers or other Company officials have the authority to make verbal or written guarantees relating to the terms and conditions of your employment or promises of continued employment.

Employee Relations

The Company believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have any concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal directly with supervisors, the work environment is excellent, communications are clear and attitudes are positive. We believe that the Company has amply demonstrated its commitment to responding effectively to all employee concerns.

Equal Employment Opportunity

This statement is to reaffirm the Company's policy on providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of Federal, State and Local governing bodies or agencies.

The Company, in recognition of its responsibility to the community, employees and customers, does not and will not discriminate against employees, prospective employees, customers or vendors, and will make all employment and business decisions in accordance with all applicable federal, state and local laws prohibiting discrimination.

It is the policy of the Company to afford equal opportunity regardless of race, religion, color, national origin, sex, age, marital status, mental or physical disability, sexual orientation, status with regard to public assistance or any other characteristic protected by law. This policy applies to all aspects of the application process and employment relationship including but not limited to hiring, promotion, transfer, demotion, termination, discipline, benefits and other terms and conditions of employment.

The Company prohibits the harassment of any employee or job applicant on the basis of their protected class status. The Company also prohibits any form of discipline or retaliation for reporting incidents of harassment.

The Company will commit the necessary time and resources, both financial and human, to achieve the goals of equal opportunity. If any employee or applicant for employment believes he/she has been discriminated against, please contact the Human Resources Supervisor.

If you require an accommodation for physical or mental disability, it is your responsibility to contact the Human Resources Supervisor.

Immigration Compliance

The Company participates in E-Verify.

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and complies with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9 before commencing work. Newly rehired employees must also complete the form if they have not previously filed an I-9 with the Company, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid.

Section 2: Payroll, Personnel and Administration

Staffing Hours

The Supervisor and Administrative staff are the only persons who can approve overtime. In rare occasions, the House Coordinator may approve overtime if a shift needs to be filled without notice. When approving overtime, the person approving will inform the Executive Director.

A member of the Administrative Team must approve ALL overtime in advance. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Hours that have not been approved prior to the occurrence of overtime will be considered unauthorized time, and the employee may be subject to disciplinary action for the occurrence of unapproved overtime.

In the event of an emergency situation, the employee involved should contact his/her Supervisor or a member of the Administrative Team for overtime approval.

All nonexempt employees, working approved overtime hours, will be paid at a rate of one and a half times their regular hourly rate for all hours worked after the first forty (40) hours of the standard work week. A standard work week is defined as seven (7) consecutive twenty-four (24) hour days within the established pay period of the Company.
All Exempt employees will be required to follow their regular scheduled shifts and will be paid their salary based on a 40 hour / week schedule. All exempt employees may pick up additional non-exempt shifts at the Direct Care Rate or Overnight rate of that particular shift / program. All additional hours must be picked up per policy.

It is the sole responsibility of each employee to know his/her own schedule and how additional hours would affect the potential for overtime. An employee who accepts additional shifts, regardless of who is requesting the working of that shift, must inform that individual whether or not overtime would be incurred and follow Company policy regarding said overtime or be at risk for disciplinary action. The Supervisor must approve all shifts

No employee will be regularly scheduled for overtime, nor do our contracts allow us to budget for overtime. Working overtime without prior approval may be grounds for discipline including, but not limited to, termination.

Employment Categories
It is the intent of the Company to clarify the definitions of employment classifications so that employees understand their employment status. Employee benefit eligibility is determined by the agreement set forth between the Worksite Employer and PROCare HR. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the at-will employment relationship at any time with or without cause is retained by the employee and the Company.

Exempt
Exempt Employees are not entitled to overtime pay under the provisions of the Fair Labor Standards Act and state law. Examples of exempt employees include executive, administrative, professional, outside sales and others considered exempt in accordance with applicable law.

Non-Exempt
Non-Exempt Employees are entitled to overtime pay under the provisions of the Fair Labor Standards Act and state law. These employees are typically paid on an hourly basis.

Regular Full Time
Employee who is employed for an indefinite period of time and is regularly scheduled to work at least 35 hours per week.

Regular Part Time
Employee who is employed for an indefinite period of time and is regularly scheduled to work less than 35 hours per week.

On-Call/PRN
Employee who are not permanently employed by an employer. Such employees are called to work on a need basis. They may be employed for several months or for a few days, depending on the nature of work they perform.

Temporary
Employee who is employed for a defined period of time or for a defined project regardless of the number of hours worked. Temporary employees are not eligible for Company sponsored benefit plans.

Notice Regarding Employee Access to Personnel Records

As an employee of the Company, you are permitted, upon request, to periodically review your employment file and may submit a statement with respect to disputed information. You may review your employment file once each year after separation from the Company for as long as the Company maintains your file. Your employment file is located at PROCare HR. Please phone (218) 847-9277 to schedule an appointment with human resources staff to review your file.

In addition, all employees of the Company employed at Minnesota locations will comply with Minnesota Statutes, Section 181.960 — 181.965 which:

- Prohibits the use in certain proceedings of information improperly omitted from the associate's employment file;
- Prohibits retaliation against associates;
- Limits defamation actions concerning employment records;
- Provides for enforcement of the law by the Department of Labor and Industry; and
- Authorizes remedies for violation of the law, including actual damages and other relief.

Personal Data Changes

It is the responsibility of each employee to promptly notify the Company of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such personal information should be accurate and current at all times.

Employment Applications

It is the policy of the Company to receive and retain only those job applications and resumes received as a result of the Company's solicitation of same. The Company will not accept nor retain any unsolicited applications or resumes.

The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Company's exclusion of the individual from further consideration for employment or, if the person has been hired, termination

of employment.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee

to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

All new employees of the Company will receive a performance review after 60 days or following orientation after the beginning date of employment. The purpose of this review is to evaluate the suitability of employment with the company. During this probationary period, an employee can be terminated for any reason.

Any employee who changes positions or primary work locations will receive a ninety (90) day review after the change occurs.

An employee who regularly works at multiple sites will receive his/her review from the supervisor of the site where said employee carries the most responsibility.

Example:
A Supervisor who also works as a night staff employee. The review will be inclusive of all the employee's current job responsibilities but will be conducted by only one of the supervisors. In this case, the supervisor of the site where the employee serves as A supervisor will conduct the review and document the input for the supervisor of the night staff position.

Performance evaluations will be scheduled annually and will be as close as possible to an employee's service date. Evaluations will become a permanent part of an employee's personnel file. You will have the opportunity to respond to any written evaluation. Your written comments will be made a part of your personnel file.

Wage increases, based on performance, may or may not be granted in conjunction with an employee's evaluation. Wage increases, however, are closely tied to County budgets, legislative appropriations, and the subsequent availability of adequate funding to support wage increases.

Evaluations are some of the criteria applied to an employee as a condition to continue employment with JEC Miller, Inc.

Introductory Period

An employee should use the initial period after being hired or rehired, promoted, demoted or transferred within the Corporation to determine whether the new position meets his or her expectations. The Corporation uses this period to evaluate employee capabilities, attitude, and work habits. Either the employee or the Corporation may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new hired employees work on an introductory basis for the first 3 months (average 90 calendar days) after their date of hire. Any significant absence will automatically extend the introductory period by the length of the absence.

Introductory employees will assume "regular" status upon satisfactory completion of the introductory period. During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Upon satisfactory completion of the introductory period, employees may become eligible for any other employer-provided benefits, subject to the terms and conditions of each benefit program. See Management for clarification of these benefits provisions.

Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including discharge.

Paydays

The pay period for all employees will run from Friday morning to the next Friday morning of every week. The pay period will begin at 9:00AM on Friday morning and will end with the last night shift the following Thursday evening, i.e., at 9:00AM on Friday morning when the shift end for the night staff.

Briefly stated, the pay period always ends and begins a new at 9:00AM every Friday morning.

Pay periods cover the duration of two (2) consecutive weeks. Payday is every other Friday. The pay period ends at 9:00AM on one Friday and paychecks are direct deposited the following Friday. There are 26 pay periods per year.

All employees will be paid through direct deposit. It is the responsibility of each employee to keep the information accurate and/or current.

General direct deposit instructions:

- A maximum of three (3) ACH transaction accounts (any combination of checking or savings) may be set up.
- You must be an "owner" of any account(s) used for direct deposit.
- Flat dollar amounts and percentages can be deposited to Accounts #1 and #2.
- **CANCELING AN ACCOUNT** – If you close or cancel an account at your bank, please update your direct deposit information in the Human Resources Information System (HRIS). If you are unsure of your Transit/Account Number, please check with your bank. Funds will continue to be deposited into the closed account until you update your direct deposit information.
- **CHANGING A FLAT DOLLAR AMOUNT** – Please update your direct deposit information in the Human Resources Information System (HRIS).
- Changes to your direct deposit account(s) must be completed in the Human Resources Information System (HRIS) by Tuesday or Payroll week in order to be effective for the Friday payday. Requests received after Tuesday will be processed in the NEXT available payroll run.

Note: PROCare HR will not reimburse Employees insufficient fund charges. Prior to writing personal checks and making withdrawals from ATMs, employees must take responsibility to review their pay stub and to verify that funds have been deposited into the correct account(s) on payday. We also encourage you to use Self Service to confirm that the changes you have requested were made and are accurate. Late or incomplete paperwork can delay the processing of changes to direct deposit accounts. Employees should not draw funds from a new account without verifying that changes occurred when expected.
All direct deposit pay slips will be delivered electronically via Self Service.

Checking or Savings Account Information

Payroll processed against closed account – Before contacting PROCare HR please do the following: Contact your bank electronic funds department and confirm that funds were posted to the closed account or that funds were rejected.

The Global Cash Card is a stored-value card that is funded through payroll direct deposits and may be an option for employees who do not have a bank account.

Administrative Pay Corrections

The Company takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

If any employee feels their pay has been improperly reduced, the employee should promptly bring the discrepancy to the attention of the Human Resources Supervisor or their supervisor so corrections can be made as quickly as possible. The employee's complaint should be submitted in writing and should state in plain terms what the employee believes to have been the improper deduction, when the deduction(s) began, and how much has been taken out of the employee's check so far.

Once over or underpayments are identified, they will be corrected by the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the Company will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Pay Advances

No pay advances or extensions of credit on unearned wages will be provided to employees.

Pay Deductions

The law requires that the Company make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Company also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Company contributes the amount of taxes as required by law.

The Company offers programs and benefits beyond those required by law. Employees who wish to participate in the programs may voluntarily authorize deductions from their checks. If you do not understand why deductions were made or how they were calculated, your supervisor can assist in having your questions answered.

Garnishments Court Ordered Payments

An employee with knowledge of a pending court action in this regard is asked to contact the member of the PROCare Payroll Specialist who is responsible for completing the payroll as expeditiously as possible to assure that withholding payments are begun. The reason for this is to avoid any past due amounts needing to be recouped in addition to any current deductions.

Court orders for child support payments should be directed to the member of the Administration Team who is responsible for completing the payroll.

An employee with a court order for child support payments to be withheld from his/her paycheck is to provide said member of the Administration Team with a copy of the court order as soon as possible to ensure a smooth transition of support payment deductions from the previous employer to the Company.

Any such withholdings are strictly confidential and subject to Data Privacy laws.

Employee Rehiring

JEC Miller, Inc. employees who leave the Company in good standing are always welcome back as regular staff members, or as more casual relief staff. The decision to rehire a previous employee is always at the sole discretion of the Executive Director in accordance with the following conditions:

A. Previous Employee Who Wishes to Return as Current Staff Member

The criteria outlined below will be used as an initial guide, but will not be the sole basis for the decision to rehire a previous employee. Decisions will also take into account the Company's need for additional staff at the time of reapplication. The following conditions are the basic criteria for the decision of whether or not to proceed with a rehire:

1. Employee must have left the Company in good standing.
2. Employee must have complied fully with the established resignation policy at the time of his/her resignation.
3. Employee must have complied with the established policy and procedure during previous employment.
4. Employee must have received acceptable performance reviews during previous active employment.

If the above guidelines are met and the decision is made by the Executive Director that the Company is in a position to take on more staff members, the Executive Director will proceed with the standard interview process. Previous employees, however, all qualifications being equal, will be given preference in the hiring process.

B. Employee Currently Tendering a Resignation Notice Who Wishes to Remain as a Relief Staff Must Comply with the Following Conditions:

1. Employee wanting to be rehired as a relief staff after resigning from the Company must do so in a *separate written request* in compliance with the established rehiring policy. This is also true of staff requesting to switch their current position to Relief Staff status. Staff may be declined relief staff status if they have not completed their 60 day probation period or are not in good standing with the agency, have previous scheduling issue, or not able to meet the requirements of the relief staff job description. Staff should give a 30 day written resignation for their current position and work or find appropriate replacements during their last 30 days of current position.
2. A "combination" notice/request, i.e., resignation and relief staff request will **not** be acceptable. The Company considers these to be two separate actions and they will be treated as such.
3. The request to remain with the Company as relief staff should be directed to the Executive Director and must include the following information:
    - Name of employee
    - Request to be *rehired* as a relief staff
    - Anticipated availability as a relief staff. Relief staff are expected to work at numerous sites and have a "flexible schedule" within the hours that they have agreed. Therefore, the Scheduling Coordinator may request that Relief staff work and train at sites of staffing needs.

- Those staff that are not willing to work at "certain sites" may be declined the Relief staff position.

Employee Contact Information

All employees of JEC Miller, Inc. are responsible for keeping their contact information current and up to date. Employee contact information includes current address and current telephone number.

Section 3: Benefits

Employee Benefits

Eligible employees in the Company are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

In the event that a discrepancy exists between the information in this Employee Handbook vs. the official plan documents, provisions of the official plan documents will govern. The Company reserves the right to interpret, modify, or discontinue any portion of its benefit programs at any time.

The following benefit programs are available to *eligible* employees:

- Benefit Conversion at Termination
- Bereavement Leave (see specific policy below)
- Dental Insurance
- Employee Assistance Program
- Flexible Spending Accounts
- Health Insurance
- Health Savings Account
- Voluntary Life Insurance
- Parental Leave
- Paid Holidays (see specific policy below)
- Military Leave
- Retirement Plan
- Supplemental Insurance
- Vision Insurance
- Witness Duty Leave

Some benefit programs require contributions from the employee. Please speak to your supervisor for eligible classifications.

Bereavement/Funeral Leave Policy

Full-time benefitted employees (those past the ninety (90) day probationary period) may have time off for the death or funeral of an immediate family member.

Immediate Family is defined as follows:

1. Spouse
2. Child
3. Parent
4. Grandparent
5. Sibling
6. Immediate Family of Employee's Spouse

Immediate family is further defined as the significant other of staff members involved in a long-term relationship or if the funeral is for the mother or father of his/her child.

A maximum of three (3) days leave time with pay will be allowed and will not be deducted from the employee's accrued Paid Time Off. This would constitute the day prior to the funeral, the day of the funeral, and the day following the funeral. These days are paid if the funeral plans would conflict with the employee's regularly scheduled work days.

Additional time off must be approved by the Administration Team of the Company, and will not be compensated unless the employee has paid time-off available.

Part-time and relief staff with service dates prior to September 1, 2003, will continue to be eligible for funeral leave benefits.

Part-time and relief staff hired or rehired after August 31, 2003, are not eligible for paid funeral leave benefits.

Paid Holidays

The Company recognizes six (6) holidays, which are compensated at a different rate of pay for hourly employees. The six recognized legal holidays are as follows:

1. New Year's Day
2. Memorial Day
3. Independence Day (4th of July)
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

All hourly employees will observe the calendar day of recognized holidays and will be paid one and a half (1.5) times their regular hourly rate for hours worked on the recognized holiday. Employees are expected to work their regularly scheduled shifts on said recognized holidays and will be paid at the holiday rate which is one and a half times (1.5) the regular rate of pay.

Full-time employees may have the option of taking off the holiday and receiving regular pay, but this MUST be requested and approved in advance and must be in compliance with the Company's established *Time Off Policy*. Full-time administrative employees will observe the legal holiday (or closest regularly scheduled working day to the legal holiday for those not regularly scheduled to work on the holiday) and will take the holiday off with standard compensation. There is no option for working and receiving one and a half times the standard compensation rate for administrative employees.

"Banking" of holidays for use at a later time is not allowed for any class of employee.

If a situation arises wherein an employee incurs overtime hours while working previously approved overtime hours (see Policy on Overtime) on a recognized holiday, the overtime pay will be calculated first

at the rate of one and a half (1.5) times employee's regular rate and the holiday rate of pay will then be added on top of said overtime rate.

Note: Holiday pay, as stated above, is at the employee's regular rate of pay, and not at the overtime rate. For example: one hour of previously approved overtime worked on a recognized holiday will be paid in the following manner.

Example: (these rates are used as an example and not actual pay rates)
Regular rate of pay = $11.00 + Holiday rate = $11.00 + OT Rate = $5.50
= $27.50 / hour

Paid Time Off (PTO)

All regularly scheduled full-time staff will have access to paid time off (PTO)* based on the following criteria:

Employee must be a full-time, regularly scheduled staff in a benefited position. The number of weeks of vacation available to an employee, at the specific number of hours accrued during the benefit year by that employee, is based on years of employment as follows:

Years of Service	Accrued Hours per Pay Period	Max Hours Accrued per Year	Weeks Accrued per Year	Maximum PTO Balance
First Year of Employment	3.08	80 Hours	2 Weeks	120 Hours
After 3 Years	4.62	120 Hours	3 Weeks	160 Hours
After 5 Years	6.15	160 Hours	4 Weeks	200 Hours
After 10 Years	7.69	200 Hours	5 Weeks	240 Hours

PTO will begin accruing on the first day of Full-Time employment.

Requests for use of PTO time should follow the current Company policy referring to *Time Off Requests* .

Carry Over PTO - Staff will be able to "carry over" up to 40 hours of unused PTO from one service year to the next service year.

Unused PTO - Staff who have unused PTO who wish to cash out benefits may do so; however, said staff must first submit a request to the CEO in writing. An employee will be allowed to cash-out up to eighty (80) hours per service year; however, in so doing, employee may <u>not</u> deplete the PTO balance below forty (40) hours.

PTO will not be used to calculate hours worked or toward overtime.

PTO will be paid at the employee's base rate of pay, and does not include any shift differentials, bonuses or other payments. PTO will not be accrued on hours worked over 40 hours per week.

PTO hours cannot be advanced prior to earning them and staff will not be allowed to go into arrears (negative balance).

Earned PTO may be used by an employee to cover either "vacation" or "sick" time. Earned PTO that has not been used at the time employment ends will be paid out on employee's final paycheck if the employee has been employed for over a year and proper notice of resignation is given and worked. PTO will not be paid out for involuntary terminations.

Members of JEC Miller's Executive Team are exempt from the PTO Maximum balance cap.

* Please Note: Part-time staff are not eligible to earn paid time off (PTO). For specific information regarding PTO payout, please see the Employee Termination section of this Employee Handbook.

Time Off requests made by benefited staff whom have accumulated paid time off must be made in the employee's Kronos account within 3 weeks of the first requested day off.

Requests will be considered on a first come, first served basis and approved as staffing schedules allow. It is important, therefore, that requests be submitted as early as possible to avoid any scheduling conflicts. Requests may be denied, depending on the needs of the Company, and requests cannot result in the creation of overtime pay or put staff over staff's allotted hours. **An employee who has PTO available** and requests time off will receive assistance from their supervisor to fill their shifts. However, we cannot guarantee your shifts will be filled or that your time off request will be granted. Time off Requests must be submitted within 3 weeks of the date requested off. Staff will be notified of the decision through their Kronos account within 7 days of the scheduled shifts.

Administrative staff seeking time off must submit a *Time Off* request through Kronos and communicate to their supervisor.

An employee requesting uncompensated time off is responsible for finding an appropriate replacement for his/her shift(s). This means a replacement staff that would not be incurring overtime pay. The supervisor will act upon all Time Off requests within 2 business days of the requested time off received. The employee will be notified of the decision online via Kronos within 7 days of the scheduled shift.

Note: If a staff person is requesting time off on short notice, less than 2 days, it may be denied as there is not enough time to process the changes.

Uncompensated Time Off Steps:

1. Inform Your supervisor or Designated Manager of Time-Off Request
2. Submit a request for Paid Time Off in Kronos
3. Staff requesting uncompensated time-off are responsible for finding an appropriate replacement for their shift.
4. Find appropriate Replacement – Replacement must not incur overtime and must be fully trained
5. Inform House Coordinator and Your supervisor/Manager of replacement
6. House Coordinator will Approve or Deny Request after confirming the replacement and absence request meet the requirements.
7. If the staff person does not meet the requirements to fill in, the request will be denied, and the regular scheduled staff will be expected to work shift.

Occasionally a situation will arise wherein an employee needs to take time off with little or no notice. If this should occur, it is imperative that the Supervisor or Designated Manager be notified immediately. Accordingly, said employee will be expected to find an appropriate replacement for his/her shifts. If an appropriate replacement is not found, then the absence will be considered unexcused.

Time Off requests will be denied if staffing issues or overtime issues arise.

Shift Switching / Trading (which still needs to be approved by your supervisor) is an acceptable alternative, as long as the switch does not involve overtime pay and all staff understand that pay will be according to the shift actually worked. This might result in a pay scale difference from a staff person's usual shift. Only staff that are fully trained to work with the individuals whom we serve at the house involved will be allowed to fill in for the employee requesting time off. The Supervisor must

approve all shift changes. Staff "switching/trading" shifts must follow the same steps for uncompensated time off.

1. Inform Supervisor of Time-Off Request
2. Inform House Supervisor/ Coordinator of replacement / change.
3. The Supervisor will Approve or Deny Request after confirming the replacement meets the requirements.
4. If one of the staff persons do not meet the requirements to fill in, the request will be denied, and the regular scheduled staff will be expected to work shift.

Staff will not be added to the schedule until the Supervisor has received proven documentation of training completion.

Please Note:
The Company is under no obligation to allow staff the privilege of unpaid time off for reasons other than those protected by law. The Company reserves discretion over approval or denial of an employee's request for any time off, even though that employee might have found a "replacement" staff.

Employee Incentives for Referrals of Potential Employees

Company employees who refer qualified individuals to the Company will have the opportunity to earn fifty ($50) dollars per referral, if said individual is hired and successfully completes ninety (90) days of employment. This incentive program will be structured as follows:

Fifty ($50) dollars payroll bonus to the referring employee after the new employee's completion of orientation and ninety (90) days of successful employment.

Process and Criteria for Referrals:

1. Complete job descriptions are listed in the Policy and Procedure Manual, along with the qualifications for each position.

2. If you know of a qualified person who may be interested in employment with JEC Miller, Inc., please have him/her fill out an on-line application. This can be found at www.jecmiller.com under the Employment section.

3. The qualified applicant will need to list the referring employee on this application in order for employee to receive the referral bonus.

4. Applicants will be screened by the Hiring Team for relevant experience before an interview may be scheduled. Applicants with appropriate experience and qualifications may be offered an interview.

5. The referring JEC Miller employee must remain on our payroll, along with the referred employee, in order to be eligible to receive the payroll bonus for the successful referral of a new employee.

6. The referral bonus will end if either referring employee or new employee leaves our employment before the designated bonus payout is completed.

Please Note:

As an employee of JEC Miller, Inc., it is expected that you know the qualifications we are seeking in a potential employee. When you consider a referral for prospective employment, please give some thought as to how you would like to have this person as a part of your team at the home you are employed at. It is critical for those individuals we serve that all of our employees be team workers who will be accepting of our philosophy that the houses are considered to be home to them. We are in their home to assist individuals to live more independently. Expectations are high for all of our staff members, and we do our utmost to reward those persons who give their best to their jobs.

Employee Meals

Staff are expected while working their shifts to be an active part of the daily lives of the individuals whom we serve. That expectation includes mealtimes.

Meals are to be served family style at the kitchen table (if your site has this option) or at the dining room table. Staff are expected to eat with, supervise, and assist the individuals whom we serve at mealtimes and encourage appropriate socialization skills in mealtime etiquette. Staff are to model socialization skills and assist the individuals we serve to make healthy food choices.

The menu will be the same for the individuals whom we serve and for employees. It is expected that the employee will take no longer than forty-five (45) minutes for this meal, and this will be considered work time for all staff.

If the individuals we serve are not present in the facility and a staff person chooses to take a meal break and leave the JEC Miller premises (subject to the approval of his/her immediate supervisor for this absence from the facility during a regularly scheduled shift), said time taken is to be no longer than forty-five (45) minutes and is not considered paid time. Under these circumstances, staff need to "clock out" for this meal break and notify the immediate supervisor of the absence from the facility during a regularly scheduled shift. Failure to do so may result in disciplinary action due to being absent from the facility without authorization. On the other hand, there is not a problem with staff grabbing a quick sandwich, a bowl of soup, or reheating leftovers at the worksite for lunch while doing work.

What is unacceptable is for staff to sit in front of the television, make personal phone calls, or eat in front of the individuals whom we serve outside of regular mealtimes. This presents an unfair situation and the responsibility of staff is to the individuals whom we serve. Bringing take-out food to work to eat, while the individuals we serve are home, is unacceptable and is not allowed.

JEC Miller, Inc. is not responsible for providing a meal, or for allowing an employee to be absent from the facility for a meal break during a regularly scheduled shift when the employee's hours are not synchronized with the established mealtimes for those whom we serve.

A group home is the employee's place of work and the employee's job is with the individuals whom we serve. If a staff member is hungry outside of the designated mealtimes, he/she should have eaten before leaving home; otherwise, staff is expected to wait until mealtime to eat with the individuals whom we serve.

Remember, you are a guest in their home and you are required to act accordingly. If your tastes or your eating habits differ from the planned menu, you may make yourself a simple substitution, e.g., a sandwich and eat it at the scheduled mealtime (at the table) with the individuals whom we serve.

Section 4: Attendance, Leaves, and Absences

Attendance and Punctuality

To maintain a safe and productive work environment, the Company expects employees to be reliable and to be punctual in reporting for scheduled work. Reliable and punctual attendance is an essential function of all positions with the Company. Absenteeism and tardiness place a burden on other employees and on the Company. Poor attendance, unexcused absences, excessive tardiness and any abuse of the attendance policy are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

An employee is expected to work his/her regularly scheduled shifts or find an appropriate replacement staff to work the shift for him/her in accordance with established policies regarding Employee Health, Sick Leave, Time Off, and Leaves of Absence. Said replacement staff must be one who can work without incurring overtime pay. Said replacement staff must also be fully trained and orientated to that specific house as well as to the individuals who are served by that house. **All shift changes must be approved by your supervisor.** Though staff are usually hired to work at a specific program they are subject to be moved to another program if it's for the best interest of JEC Miller, Inc. as a whole. Staff must be fully trained prior to working any shift.

If an employee is going to be late for work, the appropriate supervisory staff should be notified before the employee's scheduled starting time. Notifying your supervisor does not necessarily mean that your tardiness will be excused.

Reasonable effort on the part of an employee must be made to secure a replacement to work the scheduled shift before notifying the appropriate Supervisory Personnel of employee's intended absence.

Unexcused Absences, Excessive Tardiness, and any abuse of the attendance policy may result in disciplinary action up to and including possible discharge.

In some circumstances, such as with FMLA leave, an employee absent from work as a result of illness or injury may be asked to provide a statement from his/her physician declaring they are fit to return to work. Such statements will be requested pursuant to FMLA or other applicable law.

Staff Meeting Attendance Policy

Attending staff meetings is a condition of employment with JEC Miller, Inc. Attending staff meetings ensures all employees receive the required training topics mandated by the Department of Human Services. Equally important, staff come together as a team to discuss and learn more about the individuals we serve, increasing the quality of care they receive. Staff will be given notification of all scheduled staff meetings. All company-wide meetings are held to cover required training topics and other important information. Attendance to these meetings is absolutely mandatory.

If for some reason an employee is unable to attend a staff meeting they must notify their direct supervisor prior to the meeting and receive permission from their supervisor to miss the meeting. When notifying their supervisor they must provide their reason for absence, as well as schedule a time within fourteen (14) days to meet with their supervisor to review what was covered at the meeting. The supervisor has discretion over when to schedule the make-up time within the fourteen (14) day period.

Absenting the Facility While on Duty

When working a shift, the employee is expected to inform the person in charge, or other staff members working if the supervisor is not available, **BEFORE** leaving the premises. Staff will only leave the premises if the staffing pattern of the house allows for it. Staff will be sure all individuals Coordinated Service

Support Plan Addendum are being followed before exiting. They will assure staffing patterns are being met before leaving the home.

A staff person leaving the facility will state a destination, the purpose of leaving, the approximate time of return and the name of any individual whom we serve who may be accompanying said staff person. It is encouraged for staff to bring individuals being served on household errands.

Staff are not permitted to leave the facility while on duty for any reason that is not related to the benefit of the individuals whom we serve or the Company.

Personal Business will not be conducted while on the Company clock. Any employee who leaves the facility on personal business may be subject to disciplinary action.

ANY NO CALL - NO SHOW, WILL BE CONSIDERED A VOLUNTARY RESIGNATION!

Family and Medical Leave

The Company may be covered by the federal Family and Medical Leave Act ("FMLA"). If the Company is required to comply with the FMLA, it will follow the outlined policy to administer FMLA leave for the Company's eligible employees. This policy is intended to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Human Resources Department in writing.

Employee Eligibility

To be eligible for FMLA leave, employees must meet all of the following conditions:

1. The employee must have worked for the Company for at least one year. Separate periods of employment will be counted to total this one-year requirement, provided the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations. For eligibility purposes, any portion of a week that the employee is on the payroll counts as a full week.
2. The employee must have worked at least 1,250 hours in the 12 months immediately prior to taking FMLA leave. These hours must be actual work hours, not compensated hours such as paid time off or holiday benefits.
3. At least 50 employees are employed by the Company within 75 miles of the employee's worksite.

Reasons for and Amount of FMLA Leave

Eligible employees may take up to 12 weeks of FMLA leave in a 12-month period related to:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition (defined below);
- For a serious health condition that makes the employee unable to perform the employee's job; or
- Any qualifying exigency because their spouse, child, or parent is called up for, has been notified of an impending order or is on active duty in the Armed Forces.

Employees may take FMLA leave for their biological children, adopted children, foster children, stepchildren, legal wards, or children for whom employees have day-to-day and financial responsibility. Children must be under age 18 or over age 18 and incapable of self-care because of a physical or mental disability.

If a husband and wife both work for the Company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the

husband and wife may only take a combined total of 12 weeks of FMLA leave. If the spouses have taken less than the full 12 weeks of FMLA leave during the 12-month period, they are each entitled to take the difference between 12 weeks and the amount of FMLA leave they took individually due to their own serious health condition, or to care for a child or spouse with a serious health condition.

PROCare HR designates the 12-month period in which employees may take FMLA leave for these reasons by measuring a "rolling" 12-month period backward from the date employees take any FMLA leave, unless the Worksite Employer has elected a different 12-month calculation period. Please contact the Worksite Employer for more information.

Military Family Leave Entitlement

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include, but are not limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may take up to 26 weeks of military caregiver leave in a single 12-month period to care for a covered service member that is the employee's spouse, child, parent, or next of kin (nearest blood relative). For this qualifying FMLA leave only, the single 12-month period will be measured as a rolling 12-month period measured forward from the first day the military caregiver leave is taken. An eligible employee is entitled to no more than a combined total of 26 weeks of leave during the single 12-month period defined in this paragraph. No more than a combined total of 12 weeks of this leave may be for a purpose other than military caregiver leave (*i.e.*, birth, adoption or placement for foster care of a son or daughter; in order to care for a spouse, son or daughter with a serious health condition; for the employee's own serious health condition; or for a service member's qualifying exigency).

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

In the event a husband and wife both work for the Company, they are limited to a total of 26 weeks for military family leave with a combined limit of 12 weeks of that leave allowed for any qualifying exigency related to or affected by a family member's call-up or service.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider (the second of which must occur within 30 days of the first day of incapacity), or one visit to a health care provider that occurs within seven days of the onset of the incapacity and a regimen of continuing treatment. Incapacity due to pregnancy and incapacity due to a chronic condition which requires periodic treatment (at least twice a year as directed by the provider) by a health care provider, continues over an extended period of time and which may cause episodic rather than a continuing period of incapacity are also included within the definition of continuing treatment.

Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to Human Resources. Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights (form WH381).

Employees requesting FMLA leave must give 30-day advance notice of the need to take FMLA leave when the need is foreseeable. When 30-day notice is not possible, such as in the case of medical emergencies, the employee must provide notice as soon as practicable by informing their supervisor and Human Resources.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Within five business days after the employee has submitted the appropriate certification form (discussed below), Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (form WH382).

Required Certifications

Employee's or Family Member's Serious Health Condition

The Company will require certification for the employee's serious health condition and will provide the employee with the DOL Certification of Health Care Provider for Employee's Serious Health Condition (form WH380-E). Additionally, the Company will require certification for a family member's serious health condition and will provide the employee with the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (form WH380-F). The employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

The Company may directly contact the employee's (or family member's) health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The Company will not use the employee's direct supervisor for this contact. Before the Company makes this direct contact with the health care provider, the employee must be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Company will obtain the employee's (or family member's) permission for clarification of individually identifiable health information.

The Company has the right to ask for a second opinion if it has reason to doubt the certification. The Company will pay for the employee (or family member) to get a certification from a second doctor, which the Company will select. The Company may deny leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Company will require the opinion of a third doctor. The Company and the employee will mutually select the third doctor, and the Company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

The Company may request recertification for the serious health condition of the employee (or family member) no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Company may request recertification for the serious

health condition of the employee or the employee's family member every 6 months in connection with an FMLA absence. The Company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Service Member's Serious Injury or Illness

The Company will require certification for the serious injury or illness of the covered service member and will provide the employee with the DOL Certification of Health Care Provider for Serious Injury or Illness of Covered Service Member (Form WH385). The employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

Qualifying Exigency for Military Family

The Company will require certification of the qualifying exigency for military family leave and will provide the employee with the DOL Certification of Qualifying Exigency for Military Family Leave (form WH384). The employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

Use of FMLA Leave

An employee does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced schedule when medically necessary. Intermittent leave is taken in separate blocks of time for a single FMLA-qualifying reason. An FMLA reduced leave schedule is a work schedule that reduces employees' usual number of working hours per workday or workweek. Employees will be informed whether they can take intermittent leave or a reduced leave schedule when they apply for FMLA leave.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Concurrent Use of FMLA Leave with Other Leave

Employees on Workers' Compensation leave or any other paid or unpaid leave are required to take FMLA leave concurrently. For example, employees who are absent from work due to a work-related injury for four months will have the first 12 weeks of that absence applied to FMLA leave and will exhaust all available FMLA leave.

Pay and Benefits During FMLA Leave

FMLA leave is unpaid. Employees must exhaust their paid time off, vacation and/or sick leave before utilizing unpaid leave. Employees utilizing paid leave must comply with the Company's normal paid leave policies, except in emergency circumstances. Eligible employees may also file a short term disability claim for their own serious health condition.

Employees will not accrue paid time off, vacation and/or sick leave during unpaid FMLA leave. However, the use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Taking FMLA leave does not count as a break in service for retirement plan purposes.

The Company maintains group health plan benefits for employees on FMLA leave. Employees are required to pay their premium co-payments while they are on FMLA leave and are notified how to make the payments for their share of the group health plan premiums during leave. Employees who fail to return to work for a minimum of 30 calendar days following FMLA leave for any reason other than a serious health condition or other circumstances beyond their control will be required to repay the Company for premiums paid on their behalf while on leave.

Return from leave

Employees returning from FMLA leave are required to notify Human Resources two days prior to their intended return date that they will be returning. The Company may also require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. Employees must provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request.

Employees returning from FMLA leave will be reinstated to their former positions or to positions with equivalent pay, benefits and other employment terms and conditions. Certain "key" employees, who are among the highest paid employees of the Company, might not be reinstated to any position; "key" employees will be notified of their status when they apply for FMLA leave.

Personal Leave (Without Pay)

In accordance with the guidelines set forth in this policy, the Company may provide unpaid personal leave to eligible employees who wish to take time off from work duties to fulfill personal obligations.

Employees may request personal leave only after having completed 365 days of service in an eligible employment classification. Personal leave may be granted for a period of up to 15 calendar days. Pending the supervisor's approval, employees must take any available vacation leave prior to the effective date of the personal leave of absence.

Requests for personal leave will be evaluated based on a number of factors, including anticipated operational requirements and staffing considerations during the proposed period of absence. Medical insurance may continue during the leave. For any period of leave covered by FMLA or where the employee is using accrued paid leave benefits, the employee will be responsible for paying their share of the premium. However, during the unpaid leaves not protected by FMLA, the employee may lose eligibility and must elect COBRA to continue medical insurance during the leave. Accruals for benefit calculations, such as vacation, sick leave, or holiday benefits, will be suspended during the taking of personal leave.

To the extent possible, employees returning from personal leave will be returned to their former position or will be offered the first available comparable position for which they are qualified. If an employee fails to report to work at the expiration of the approved leave period, the Company will assume that the employee has resigned.

Leave of Absence Policy

An Approved Leave of Absence, subject to approval by the CEO, is considered an extended leave for which an employee will not be paid. Staff who have accumulated PTO may use it during this time. A leave of absence is available only to an employee in good standing with JEC Miller, Inc. and one who has been employed for a minimum of twelve (12) consecutive months. Any break in the continuity of employment will restart the waiting period of twelve consecutive months.

Staff at JEC Miller are present in the Company for the individuals whom we serve. Without those individuals, there would be no jobs. These jobs are of a very personal nature and extended staff absences from a facility can produce significant programmatic ramifications for the individuals whom we serve as well as for the other staff members. Requests for leaves of absence are not routinely approved because of the disruption to the home life of those individuals.

Employee must submit a written request for a leave of absence. Keep in mind that when an employee asks for a leave of absence, the employee is asking the individuals whom we serve to adjust their lives to accommodate staff.

To be considered for a non-emergency leave of absence, the employee must submit a written request at least thirty (30) days in advance of the beginning date of the requested leave. This written request must include, but is not limited to –

- Anticipated length of leave time
- Any other relevant information you think will be helpful.

Written Requests must be submitted to the CEO and after consultation with the Executive Director and the Director of Program Services are subject to approval after considering the programmatic needs of the facility. Employee will receive a written response within fourteen (14) working days after submission of the request to the CEO.

Requests for Emergency Leave of Absence:
Requests will be considered as soon as the CEO has been notified and all relevant information has been received. Barring any unforeseen circumstances, the CEO will provide a written response to the employee within three (3) to five (5) working days after receipt of all relevant information.

Uniformed Service Leave

This policy applies to any person employed by the Company, other than temporary employees.

Uniformed services
The term "uniformed services" means the Navy, Marines, Army, Air Force, the Army National Guard, the International Guard, the Commissioned Corps of the Public Health Service, and any other category designated by the CEO in time of service or emergency.

Service in the uniformed services
The term "service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, active duty for training, initial active duty for training, inactive duty training, full time National Guard duty and a period for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

Discrimination prohibited
Company policy prohibits discrimination against a person who (1) is a member of, (2) applies to be a member of, (3) performs, (4) has performed, (5) applies to perform, or (6) has an obligation to perform service in a uniformed service. In general, these individuals may not be denied (1) initial employment, (2) re-employment, (3) retention employment, (4) promotion, or (5) any benefit of an employee based on membership in the uniformed services, application for membership, performance of service, application for service or actual service obligation. This discrimination policy applies to both regular and temporary employees.

Re-employment rights
Generally, only individuals discharged under honorable conditions who were regular employees (full or part time) are eligible for re-employment. Further, the individual is required to give advance notice of the leave, be on leave for no more than five years, and reapply for re-employment within specified time frames. Specifically, the advance notice may be written or verbal. Further, the five-year limit is cumulative length of absence from a job. Please note that no prior notice of the leave is required if it is precluded by military necessity or the giving of such a notice is impossible or unreasonable.

The following notices to return to work are required with respect to the indicated period of service:

Period of Service	**Required Notice Time to Return to Work**
Less than 31 days	First full regularly scheduled work period following completion of the service (with an eight-hour period for safe transportation)
More than 30 days but less than 181 days	Fourteen days after the completion of service (or if impossible or unreasonable through no fault of the person, the next first full calendar day when application becomes possible)
More than 180 days	Not later than 90 days after the completion of service
A person who is hospitalized or convalescing	At the end of the period that is necessary for the person to recover

Also please note that the service member is required to provide documentation of the time away and the time of release. However, failure to provide documentation cannot be a basis for denying re-employment if the failure occurs because the documentation does not exist or is not readily available at the time of the request by the Company.

The Company will not re-employ an individual when:

- The Company's circumstances have so changed as to make such re-employment impossible or unreasonable.
- The person is entitled to re-employment due to a disability or is no longer qualified for the prior position and employment imposes an undue hardship on the Company.
- The employment from which the person leaves to serve in the uniformed services is a temporary job and there is no reasonable expectation that the job will continue indefinitely or for a significant period.

The Company must document impossibility or unreasonableness, undue hardship, or temporary nature of the job.

Discharge

A person who is re-employed pursuant to the federal Uniformed Service Act cannot be discharged except for cause pursuant to the following schedule:

- Within one year, if the person's service was more than 180 days; or
- Within 180 days if the person's period of service was more than 30 days but less than 181 days.

Seniority-based benefits

Individuals who are re-employed are entitled to all seniority-based benefits. For example, vacations are tied to years of service, and accordingly, the amount of uniformed service is added to actual employment service. In other words, if an individual is entitled to three weeks of vacation after five years of employment, a person who had four years of employment service and one year of uniformed service would be entitled to three weeks of vacation. In general, there must be a reasonable certainty that the benefit would have accrued if the employee had not gone into uniformed service and the nature of the benefit must be a reward for length of service. Part time employees and temporary employees are not eligible for any benefits, and thus this policy does not apply to them.

Non-seniority–based benefits

An individual returning from uniformed service is entitled to all benefits not based on seniority in the same manner as any employee on a leave of absence would be able to accrue under other Company policies.

These policies are either those in effect at the time the individual left on uniformed service or which were implemented while the employee was away. In general, the most favorable treatment accorded any type of leave must also be accorded to the uniformed service leave. Again, part time employees and temporary employees are not eligible for any benefits, and thus this policy does not apply to them.

Please note that where employees are required to pay a portion of the cost for non-seniority–based benefits, the individual on a uniformed service leave is required just like all other employees to pay a portion.

Waiver

An employee may waive his or her rights of non-seniority–based benefits by knowingly providing a written notice of intent not to return. Please note that if an employee does seek re-employment even after signing an effective waiver of non-seniority rights, the Company will still provide the employee with the required seniority-based benefits.

Use of accrued leave

Employees are permitted to use any accrued leave such as vacation leave or other leave with pay toward uniformed service time. However, the Company does not require employees to use paid vacation leave to apply toward a uniformed service leave.

Uniformed service and COBRA

Employees on uniformed service leave and who are enrolled in the health care plan have the right to elect continuation coverage similar to the rights under COBRA. Employees returning to work are entitled to reinstate health coverage as if they had never left. Essentially, exclusions for pre-existing conditions, proof of good health, and waiting periods cannot be applied. However, exclusions for illnesses or injuries which were service connected are applied. The right to continue coverage during uniformed service applies to the employee and his or her dependents. This right to continuation coverage applies to all health plans, not just group health plans. The maximum length of required continuation coverage is the lesser of 24 months beginning on the day that the uniformed service commences or a period ending on the day after the employee fails to return to employment within the time allowed by the federal law. If an individual has COBRA rights, and the COBRA rights are greater than the rights under the federal Uniformed Services Act, COBRA applies.

Should an eligible employee or dependent elect to continue coverage, he or she is required to pay 102 percent of the full premium just as provided by COBRA. Whenever the uniformed service leave is less than 31 days, however, the employee may not be required to pay more than the employee's share, if any.

Pension rights

Participation and benefits under retirement plans will be granted in accordance with federal law.

Re-employment positions

Individuals are to be re-employed according to the following schedule:

- If his or her service was less than 91 days, the individual is to be placed in the job he or she would have had if employment had not been interrupted by service and assuming the person is qualified to perform those job duties (e.g., a person may have to be promoted).
- If the person served for less than 91 days and is not qualified to perform the duties of the job he or she would have had if there had not been any service and the Company has made reasonable efforts to qualify the person for that job, then this individual is to be reinstated in the job held on the date service began.
- If the service was more than 90 days, then the person is to be placed in the job the person wouldhave had if employment had not been interrupted (e.g., a promoted position) or an alternate position of like seniority status and pay which the person is qualified to perform.

- If the person served more than 90 days and is not qualified to perform the job which he or she would have had if not for service and the Company has made reasonable efforts to qualify the person for that job, the person is to be placed in the job which he or she held on the date the service commenced.
- In the case of a person with a disability, who after reasonable efforts by the Company to accommodate the disability is not qualified to be employed in the positions required by the federal Uniformed Services Act, the person is to be employed in any other position which is equivalent in seniority status and pay if the person is qualified to perform those duties with or without reasonable efforts by the Company.
- If an individual is not qualified to hold any of the positions as required by the federal Uniformed Services Act, the person is to be placed in any other position of lesser status and pay which the person is qualified to perform with full seniority.
- If two or more persons are entitled to the same job under the federal Uniformed Services Act, the one who left the position first shall have the prior right to re-employment.

Temporary employees are not eligible for reinstatement. Similarly, employees who were about to be discharged for misconduct are not eligible for reinstatement. Essentially, if the individual had not left for uniformed service, and if he or she would have been fired for misconduct, the individual will not be rehired. As an example, this policy applies if the investigation of the wrongdoing was completed, the supervisor has written the discharge papers, and the employee simply failed to return to work for a discharge meeting.

Pregnancy and Parental Leave

In accordance with the Minnesota Parental Leave Act, The Company provides unpaid leaves of absence to:

1) All eligible employees who wish to take time off in conjunction with the birth or adoption of a child; or
2) Eligible female employees for prenatal care, incapacity due to pregnancy, childbirth, or related health conditions.

In some cases, employees will be eligible for both parental leave under this policy and FMLA. A leave of absence that qualifies as both parental leave and FMLA will run concurrently (i.e., the time off will be counted as both FMLA and parental leave). Parental leave may also be available to employees who are not otherwise eligible for FMLA leave or who have exhausted other available time.

Employees who work an average number of hours per week equal to one-half of our regular full-time schedule, and who have been employed by The Company for at least 12 months preceding the request are eligible to request parental leave as described in this policy.

Eligible employees may request up to twelve (12) weeks of parental leave. Both mothers and fathers are eligible to request parental leave.

Employees should request a parental leave from their supervisors at least 30 days before the start of the leave or as soon as they become aware of the need for a leave and are required to notify The Company of the anticipated start and duration of leave. Parental leave must begin within 12 months of the birth or adoption of a child, except that, in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than 12 months after the child leaves the hospital. However, in no case will employees be permitted to take more than 12 total weeks of leave under this policy.

Leave under this policy is unpaid. However, employees are required to use any available paid time off benefits (PTO) during parental leave, unless the employee is entitled to compensation from some other source, such as a short-term disability policy. Note that paid time off is taken as part of the 12 weeks of parental leave, not in addition to it.

Health insurance benefits will be provided by The Company until the employee ceases to be eligible under the terms, conditions, and limitations of the applicable plans. While on unpaid leave under this policy, employees will continue to be responsible for their share of the insurance premiums, and will be required to make monthly payments that must be received by the Accounting Department by the 1st day of each month. If the payment is more than 30 days late, the employee's health coverage may be dropped for the duration of the leave. Upon the employee losing eligibility under the terms, conditions, and limitations of the plan, the employee will become responsible for electing continuation coverage through COBRA, and paying the full costs plus any administrative fees of these benefits if he or she wishes to continue coverage. When the employee returns from leave, benefits will again be provided by The Company according to the applicable plans.

Benefit accruals, such as PTO and holiday pay, will be suspended during the unpaid portion of leave taken under this policy, and will resume upon return to active employment.

Employees taking leave under this policy will be returned to the same jobs they held when their leave(s) began. If this is not feasible, employees will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position they had previously held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations, where the employees' position(s) would have been eliminated even if they had not been on leave. Employees who are unable to (or who choose not to) return to work at the end of the approved leave may be considered to have voluntarily resigned their positions.

American Disabilities Act

Policy Statement

The Company is committed to complying with all employment-related provisions of the Americans with Disabilities Act of 1990 ("ADA"), as amended by the Americans with Disabilities Amendments Act of 2008, and the Minnesota Human Rights Act ("MHRA"). It is the Company's policy to prohibit discrimination against any qualified individual on the basis of disability with regard to any terms or conditions of employment because of such individual's disability, record of disability or perceived disability.

To be covered under this policy, an employee or applicant must be an individual with a disability, defined as an individual who is substantially limited in one or more major life activities, including designated major bodily functions. An employee or applicant must further be "qualified" for the position sought or held. A "qualified individual," among other things, is defined by the ADA as an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires.

Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to qualified individuals who have made the Company aware of their disabilities and need for accommodation, provided that such accommodations do not constitute an undue hardship or pose a direct threat to the safety of the employee or others that cannot be eliminated or reduced to an acceptable level with reasonable accommodation.

The definition of disability under this policy should be construed in favor of broad coverage of individuals when to do so would not cause undue hardship to the Company.

Scope of Policy

The Company's policy of reasonable accommodation extends to all accommodations necessary to allow individuals with disabilities to enjoy equal employment opportunities that do not pose undue hardship. This includes the obligation to make reasonable accommodation to allow individuals with disabilities to participate in the application and hiring process and to enjoy equal benefits and privileges of employment as are enjoyed by all employees.

Procedure for Requesting an Accommodation

Employees with disabilities who believe they need a reasonable accommodation to perform the essential functions of their job, participate in the application and hiring process, or to enjoy equal benefits and privileges of employment should inform their direct supervisor or PROCare HR's Human Resources as soon as the need for accommodation becomes apparent to them. Upon receipt of an accommodation request from an employee, the Company (or identified representative) should meet with the employee to discuss the request, possible accommodations and determine if additional information is necessary. Applicants requiring accommodation should inform the Company of the need for accommodation as early in the application process as is possible.

The Company may ask for additional medical information from an employee requesting reasonable accommodation to assist in responding to the accommodation request. In such instances, the Company may seek authorization from the employee or applicant to contact the individual's health care provider(s) directly; may ask the individual to provide the requested information from the health care provider; or suggest a joint discussion involving the employee, his or her medical provider and the Company.

The Company will keep medical information obtained in the accommodation process confidential. It may only be disclosed as follows:

- To supervisors and managers where they need medical information in order to provide a reasonable accommodation or to meet an employee's work restrictions;
- To first aid and safety personnel if an employee would need emergency treatment or require some other assistance (such as help during an emergency evacuation) because of a medical condition;
- To individuals investigating compliance with the ADA and with similar state and local laws; and
- Pursuant to workers' compensation laws (e.g., to a state workers compensation office in order to evaluate a claim) or for insurance purposes.

The Company will determine the feasibility of the requested accommodation considering such factors as: a) the nature and cost of the accommodation; b) the Company's overall financial resources, and c) the effect on expenses and resources and the impact of the requested accommodation on its operations, among others.

The Company will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The Company will attempt to provide the accommodation requested in light of its circumstances and abilities. The Company is not required to provide the best possible accommodation, to reallocate essential job functions, to provide personal use items (*e.g.*, eyeglasses, hearing aids, wheelchairs etc.), or to provide an accommodation that would be an undue hardship.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against on the basis of disability should notify the Company. All such inquiries or complaints will be treated as confidential to the extent possible and as required by law.

The Company will provide accommodations to employees and job applicants who have medical or physical limitations on a broad basis, without making an extensive inquiry as to whether the employee is legally disabled within the meaning of the ADA or state law. Thus, an accommodation to an employee does not mean that Company believes or concedes that an employee has a legal disability.

Jury Duty

The Company encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Employees may request unpaid jury duty for the length of absence. If desired, employees may use any available paid time off (for example, vacation benefits).

Employees must show the jury duty summons to their supervisor as soon as possible so that he may make arrangements to accommodate the employee's absence. Of course, the employee is expected to report for work whenever the court schedule permits. Accrual for benefits calculations, such as vacation, sick leave, or holiday benefits, will not be affected during unpaid jury duty leave.

Witness Duty

The Company encourages employees to appear in court for witness duty whenever summoned to do so. Employees may be granted unpaid time off to appear in court as a witness.

The witness summons should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. If the employee has been summoned as a witness of the Company as a result of a job-related event, he or she will receive paid time off for the entire period of witness duty.

Section 5: Training Requirements

Staff training is a requirement to maintain employment at JEC Miller, Inc. Regular schedule training will be assigned through Star Services, Quarterly staff meeting, and approved training completed through education or other agency training. All staff are required to complete assigned training and stay up to date to continue to eligible to work at JEC Miller, Inc. The training requirement policy is not only a requirement per JEC Miller, Inc but the Department of Human Services. Training hour requirements are based on the current licensure.

Please note: The licensure lists the absolute minimum requirements and in most cases staff will be assigned to meet more than these minimum requirements.

At times The Department of Human Services will make changes to the 245D requirements, which will affect our 245D Policies and Procedures. When said changes occur, staff will be assigned additional training that will be completed at their next shift or prior to the deadline set.

All staff are required to track their own training hours and requirements.

Orientation Training

All staff are required to complete orientation training within 60 days. Staff are required to complete all assigned orientation training prior to their 1st shift or working alone with individuals. All staff in training must be accompanied by a trained staff person. Staff will not be added to the schedule until the following is completed: Star Services, Orientation checklists, nurse's training, 1st Aid/CPR certificates, and all other items assigned.

Staff "in training" are required to follow the training schedule agreed upon at hire. Staff in training will be held to the same expectations as staff in relation to Time off Policies.

Background Study Requirements

All staff must complete a DHS background study upon hire and have the ability to work per the Department of Human Services condition. In order to keep a current Background Study, all staff must work at least 1 time in a 90 day period. If any staff fail to work at least 1 time in a 90 day period they will be automatically removed from the JEC Miller, Inc roster. If staff would like to work after that time, that person would have to be rehired as an employee. (*Note, some staff may be excluded from this rule for FMLA. This decision is made by DHS, not the Company).

Section 6: Safety, Equipment, and Workers' Compensation

Safety

Establishment and maintenance of a safe work environment is the shared responsibility of the Company and employees from all levels of the organization. The Company will attempt to take reasonable steps to assure a safe environment and to comply with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. They are asked to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the Company are expected to correct unsafe conditions as promptly as possible.

All incidents must be reported to the employee's supervisor and to PROCare HR's Loss Control Specialist, regardless of how insignificant the injury may appear. Such reports are necessary in order to comply with laws and initiate insurance and/or Workers' Compensation procedures.

Any employee of JEC Miller, Inc. finding a safety hazard must report this to his/her supervisor immediately.

All injuries occurring to an employee or to an individual whom we serve must be reported immediately.

An *Accident / Incident* report must be filled out within eight (8) hours of the accident / incident. Any employees involved with the incident, or who witnessed the incident, must cooperate fully with the completion of this report and any investigation, which will be coordinated by PROCare.

All JEC Miller employees must learn and be able to implement the disaster evacuation and/or shelter plans for the facility.

JEC Miller, Inc. has an **AWAIR PROGRAM** (A Workplace Accident and Injury Reduction program) to assist with assuring that employees have a safe working environment, and all staff are oriented to this policy upon hire. This policy is included in the Policy and Procedure Manual and also reviewed with employees on an annual basis.

The activities that are being offered by the Company as a Wellness Program are voluntary and not mandatory programs offered by the Company. It is not mandatory for any employee to participate. Should any employee be injured during any of these voluntary activities, Workers Compensation Benefits would not apply or be paid under MS 176.021 Subd 9.

MS 176.021 Subd 9. Employer responsibility for wellness programs. Injuries incurred while participating in voluntary recreational programs sponsored by the employer, including health promotion programs, athletic events, parties and picnics, do not arise out of and in the course of the employment even though the

employer pays some or all of the cost of the program. This exclusion does not apply in the event that the injured employee was ordered or assigned by the employer to participate in the program.

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

All violations of traffic laws and fines levied as a result are the exclusive responsibility of the employee.

Employees are further required to report all moving violations, whether on or off the job, to their supervisor within 2 weeks of receiving the citation. Additionally, the driver's license status of all employees may be checked with the State Motor Vehicle Department annually.

Keys for Facilities, Medicine Cabinets and Company Vehicles

Keys to the facilities represent the safety and security of JEC Miller, Inc. staff and those who reside and work in those facilities. It is expected that all staff will be respectful of that fact and be responsible with keys provided to them. Your own personal safety and security, along with that of those whom we serve, may depend on the next staff person's respectful and responsible treatment of provided house keys.

All members of the Administrative Team, the R.N. Consultant, the Supervisors, House Coordinators and maintenance personnel, will carry a master key to all facilities.

Only the Supervisors and specific House Coordinators will carry House keys. House keys consist of a key to a designated facility, the medication cabinet, and the Company vehicle used at that facility. During orientation, the Executive Director will provide a key to the medication cabinet to Direct Care staff, Night staff, Weekend and Relief staff for the house where said staff are usually scheduled. This medicine cabinet key will allow the access to the locked keys in the house without jeopardizing house security.

House key rings are to be kept in the designated locked area at all times unless the staff person is using them. Staff ending a shift must hand the house key ring to the next scheduled staff person or lock up the ring again at the end of the shift. The individuals whom we serve are **never** to handle the house keys, nor should they have access to them.

All Staff are required to carry a house key ring ***on their person*** at all times while working their shift. Staff are required to be prepared for any situation that may arise, and with house keys on their person at all times, they will be prepared for these unexpected situations.

Staff Keys should never be left in the Medication Cabinet when staff are not present. If staff walk away from the cabinet, staff will lock the cabinet and remove the key.

Beware! Those individuals whom we serve have been known to lock staff out of houses and vehicles.

When a staff person's employment ends, all house keys in that staff's possession must be returned to the main office. Keys to medication cabinets should also be returned as well.

Operation of Company Vans

1. JEC Miller, Inc. is appropriately insured to cover all authorized staff and staff vehicles. Unauthorized drivers, the individuals whom we serve, or non-employees, are not allowed to operate Company vehicles and are subject to the legal liabilities incurred by their actions. Any non-Company use by an employee of JEC Miller, Inc. is subject to provisions of liability and possible prosecution.

2. All Company staff must be properly licensed to operate a motor vehicle and must possess a reasonably clean driving record.

3. Accidents or damage, regardless of how minor, to persons or vehicles must be reported immediately to the CEO.

4. An Accident/Incident form must be filled out and submitted to the CEO.

5. Traffic or parking tickets are the responsibility of the employee, along with other assessedcharges, such as towing, incurred in or during the operation of the Company vehicle.
    a. Exception: If the towing of the Company vehicle is for a mechanical breakdown, etc.

6. Suspected or known mechanical problems in the operation of a Company vehicle must be reported to the CEO as soon as possible. A Maintenance Request form must also be completed. Use Damage Report forms for minor problems, and telephone the main office for serious problems.

7. Procedures for operating Company vans must be followed to the letter.

8. Negligence in van handling and/or van operating procedures may be cause for termination of the employee. Liability incurred for such negligence is the express responsibility of the employee.

9. If an employee becomes ineligible to be insured by our insurance provider, Employee's job with JEC Miller, Inc. will be terminated. DUI's, reckless driving, multiple speeding tickets, etc., are common reasons that our insurance provider will decline coverage. It is the responsibility of the Employee to notify JEC Miller, Inc. of any relevant changes in the Employee's driving record.

10. Company vans should not be backed into the street if at all possible. A turnaround area is provided at most houses for the purpose of correctly pulling out of the driveway.

11. Operation of a Company van is of a very serious nature – even more so when the individuals whom we serve are involved. JEC Miller, Inc. expects all of its employees to be responsible for their actions. Vehicles are to be treated with the utmost care.

12. Vans are to be in the garage and locked when they are not being used.

13. Vans are <u>never</u> to be left unattended while the engine is running. This includes any so called "warming up" period during cold weather. Staff MUST be present in the vehicle.

14. Staff may not use cell phones for any reason while driving. This includes talking on a cell phone or texting. In addition, no other electronic devices may be used while driving, including, but not limited to, iPods, MP3 players, etc.

15. Staff may never transport the individuals whom we serve in staff's personal vehicle.

16. Staff will never transport anyone other than the individuals we serve in company vehicles including individuals from other Group Home providers.

Use of Electronics

Company Owned Electronics

The use of Company owned electronics is for the sole purpose of the individuals whom we serve and the agency.

- Computers: Staff are not permitted to use the Company computer to conduct personal business. This includes checking personal email accounts, going on social networking sites, etc. Computers located at each site are only to be used for the benefit of the individuals whom we serve or to conduct Company business.
- Televisions located in the common areas of the house are the possession of JEC Miller, Inc., and are only to be used for the entertainment of the individuals whom we serve. Staff are not permitted to choose what programming is selected. The individuals we serve may determine what is watched on the television set.
- Radios in the house are also for the entertainment of the individuals whom we serve.
- Company vehicles are for the convenience and enjoyment of the individuals whom we serve. When in the vehicle, the station listened to will be determined by the individuals we serve.

Employee Owned Electronics

- Staff are not to be on a personally owned electronic devise while on duty.
- This includes laptop computers, cell phones, tablets, air pods, iphones, etc.
- Staff are not permitted to access the internet or social networking sites such as *Facebook, Instagram, Twitter, Tik Tok, Snapchat, etc.,* from a cell phone or any other electronic devise while on duty.
- Staff are not to use the JEC Miller internet connection to connect to any personally owned electronic devise.

Please Note:

JEC Miller, Inc. reserves the right to monitor employees' use of Company owned computers, including the use of the internet and sites visited.

Workers' Compensation Insurance

The Company provides a comprehensive Workers' Compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment, as defined by law that requires medical, surgical, hospital treatment, or result in loss of work time. Workers' Compensation insurance provides wage loss benefits after a short waiting period as defined by law.

All incidents must be reported to the employee's supervisor, JEC Miller's HR, and to PROCare's Loss Control Specialist, regardless of how insignificant the injury may appear. Such reports are necessary in order to comply with laws and initiate insurance and/or Workers' Compensation procedures.

The Company has a policy of conducting drug and alcohol tests following accidents or injuries, and such testing will extend to any employee reasonably involved in the accident or

injury. However, the Company will not require post-injury or post-accident drug testing where the circumstances of the injury or accident are such that there is not a reasonable possibility that alcohol or drug use by the employee involved in the incident could have been a contributing factor to the occurrence of the injury or accident.

Reimbursement for Damaged Personal Items

Incidents of aggression or agitation occasionally occur in the course of providing for the individuals whom we serve. Even though JEC Miller, Inc. does not condone this type of behavior, its ramifications can be understood.

The Company will reimburse an employee for damage to the following items only:

- **Prescription Eyeglasses**
- **Contact Lenses**
- **Hearing Aids**
- **Items Considered Medically Necessary**
- **Damage to vehicles while on JEC Miller, Inc. property ONLY up to the full amount of the employee's deductible. Employees are encouraged to park slightly away from the property to avoid damage.**

Repair or replacement of the above items will be reimbursed under the following conditions:

1. Submission of a signed, dated receipt for the replacement item or repair and a copy of the current insurance policy indicating the deductible amount. If the car is not insured, JEC Miller will not pay any damages.
   a. For damage to vehicles, a repair estimate from a licensed and insured repair shop must accompany the request for reimbursement
   b. Reimbursements will be paid to the pre-approved repair shop directly, not the employee
2. Filing of a signed and dated *Incident Report*
3. An immediate verbal report to the CEO

The following items will not be considered for reimbursement, and all employees are encouraged to refrain from wearing these items to work. If an employee does wear any of the items listed below, he/she does so with the full knowledge of this policy and said employee will accept total responsibility and expense for any loss incurred.

- Jewelry such as earrings, rings, necklaces and bracelets, etc.
- Watches, nose rings, etc.
- Sunglasses
- Purses/wallets and/or contents
- Vehicle contents
- Bicycles
- Cell phones, smart watches, or air pods/headphones

JEC Miller, Inc. does not assume responsibility for damage to clothing items or shoes.

Please Note:
This list is not exhaustive.

Section 7: Business Operations

Electronic Communications Resources

The Company makes numerous electronic communications resources such as voice mail, electronic mail ("e-

mail"), facsimile, computer and Internet access available to its employees in order to provide for greater efficiency in the workplace. Although employees are granted the use of these resources, such use is governed by the following procedures and policies:

Business Use

Communications resources are intended to be used for business purposes.

Ownership of Resources

The Company owns the hardware and software making up these communications resources and permits employees to use them in association with their work for the Company.

Ownership and Confidentiality of Information

All messages, files or information composed, sent or received via the Company's communication resources are and remain the property of the Company. All messages, files or information composed, sent or received on any employee's personal computing devices that directly involve the Company's business similarly are and remain the property of the Company. They are not the private property of any employee and should be treated in the same manner as shared paper files, subject to review by other employees and management.

Use of Communications Resources

Communications resources may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Offensive Materials

Use of communications resources to create, disseminate or view any offensive or obscene materials is strictly prohibited. Offensive materials include but are not limited to materials containing: any sexually suggestive, pornographic or degrading materials; racial slurs; and all other derogatory or discriminatory comments based on gender, age, race, religious beliefs, national origin, disability, veteran's status or status with regard to public assistance. Use of the Company's communication resources to harass or intimidate others or to create an intimidating, hostile or offensive work environment is strictly forbidden.

Receipt of Offensive Materials

Any employee receiving e-mails, instant messages or any similar communication containing potentially offensive information as described above should immediately request that the sender discontinue transmitting such materials to Company equipment if the source of the e-mail or communication is known to the employee. If the e-mails continue, the employee should report this to his or her supervisor. Any employee receiving mass distribution or broadcast e-mails (spam e-mails) from websites or other offensive sources should immediately inform his or her supervisor of the receipt of offensive materials. Opening these e-mails may result in the computer being redirected to an inappropriate website prohibited by this policy.

Confidential Information

The e-mail system and Internet services shall not be used to send (upload) or receive (download) confidential or privileged Company information, copyrighted materials, trade secrets, proprietary financial information or similar materials without proper authorization. It is the responsibility of the employee to use virus detection software supplied by the Company to verify the integrity of any downloaded data.

Safeguarding of Company Resources

As a condition of use of Company resources, all users must agree to:

License Agreements

All employees must abide by the license agreement between the proprietor of the software and the Company. The improper reproduction of proprietary software by any means is prohibited.

Proprietary Software

All employees must use only proprietary software that is the property of the Company on any computing devices of the Company or on personal computing devices used for Company business unless specific

authorization to use proprietary software not owned by the Company has been obtained in advance.

Security

Employees must safeguard the security of the Company's computer resources by following all security provisions introduced by the Company, including using virus-detection software and strictly adhering to the following measures set by the Company regarding required verification of the identity and validity of external messages and documents prior to opening them:

1. Never open unexpected e-mail attachments, even from co-workers.
2. Never open an e-mail or instant messaging attachment from an unknown or suspicious source.
3. Never download freeware or shareware from the Internet without express permission.
4. If a file you receive contains macros that you are unsure about, disable the macros.
5. Report all suspicious e-mails or files and do not open them. If the file is on storage media remove the media from the system.
6. Do not disable the antivirus program on your assigned computer.
7. Do not open any junk e-mail. This includes all chain e-mail and unsolicited advertising or spam.

Network Access

Employees must access the Company's computer system or network only as authorized with the employee's authorized user ID and password. Employees also must access only those files which they have obtained authorization to access or review.

Company Monitoring of Information

The Company may in its sole discretion periodically review, audit, intercept, access and disclose messages or other information created, received or sent over the communications resources for any purpose. The Company may disclose the contents of any information or message obtained as the result of an authorized review of employee use of communications resources without the permission of the employee. As a condition of initial and continued employment, all employees consent to Company review and disclosure of e-mail messages, voice mail messages, Internet records and computer files.

Confidentiality of Messages and Information

The confidentiality of any message should not be assumed. Even when a message is deleted, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. Log-on and other passwords should not be shared, unless such shared use is necessary and authorized for the efficient operation of the Company.

Misuse of Communications Resources

Use of the Company's communications resources in violation of this policy may result in disciplinary action, up to and including termination of employment.

Use of Phone and Fax System

Personal use of telephones for long-distance and local use is strongly discouraged. Incoming phone messages for employees will be taken unless it is an emergency. All personal calls should be made during break time. Employees should practice discretion in using company telephones when making personal calls. Employees may be required to reimburse the Company for any charges resulting from their personal use. To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Use of Mailing Systems

The use of employer-paid postage for personal correspondence is not permitted.

Video Surveillance

The Company reserves the right to install video surveillance in work areas for specific business reasons, such as security, theft protection, protection of proprietary information, etc. Employees should be aware that the Company may find it necessary to monitor work areas with video surveillance when there is a specific job- or business-related reason to do so. Employees should not expect privacy in work-related areas as a result of this policy. Employees with questions about this policy should contact their supervisor or the Human Resources Department.

Section 8: Conflicts of Interest and Outside Employment

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Company wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Company. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the Company as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of this Company's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is characterized as that of a "significant other".

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which this Company does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company.

The materials, products (including salvage), designs, plans, ideas, and data of this organization are the property of the Company and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible discharge and legal action.

Outside Employment

It is the policy of the Company that employees disclose outside employment circumstances or situations to Management. An employee may hold a position with another non-competing organization as long as he or she satisfactorily performs his or her job responsibilities with the Company. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be

judged by performance standards and will be subject to the Company's scheduling demands, regardless of any existing outside work requirements.

If the Company determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Company as they are modified from time to time, or is a potential liability to the Company, the employee may be asked to terminate the outside employment if he or she wishes to remain with this Company.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on the Company.

Non-Disclosure of Confidential Information

The protection of confidential business information is vital to the interests and the success of the Company.

Such confidential information includes but is not limited to the following examples:

- Customer data
- Customer lists
- Electronic or magnetically stored data, programs or processes
- Financial information
- Marketing strategies
- Pending projects and proposals
- Research and development strategies
- Scientific data
- Scientific formula
- Scientific prototypes
- Technological data
- Technological prototypes

Any employee who discloses confidential business information will be subject to disciplinary action (including possible discharge), even if he or she does not actually benefit from the disclosed information.

Section 9: Discipline and Termination

Employee Discipline

If discipline of an employee becomes necessary, the employee's Manager / Supervisor, in consultation with the Designated Manager, Director of Program Services, the Executive Director, or the CEO, has full discretion to choose the level of discipline for employees, and may choose to address the discipline issue with the employee via one or several of the following methods, which may include, but are not limited to:

1. Verbal warnings
2. Documented discussions
3. Written warnings
4. A designated probationary period to improve performance
5. Suspension and/or discharge
6. Other discipline as deemed appropriate by the company.

This list is not exhaustive. It is merely an illustration of examples of disciplinary methods.

All written disciplinary actions will be signed, dated and placed in the employee's personnel file. Employee will be given an opportunity during the disciplinary action to provide written comments with regard to the

issue at hand. These comments will also be signed, dated and placed into the employee's personnel file. If the employee refuses to sign the written document as an acknowledgement of receipt, that refusal will also be noted.

The employee may be terminated immediately for reasons including, but not limited to, serious, repeated, or intentional acts that have the potential to endanger the individuals whom we serve, other staff members, or acts of insubordination.

Employment Termination

Upon termination of employment, employees must return all Company property, keys and confidential information. Employees will receive information relating to their employee benefit plans and the continuance of those, if applicable. If an employee's address changes after he/she leaves, that employee should notify the Company for purposes of W-2's and employee benefits.

Employees will receive their final pay in accordance with applicable state law. Employee benefits will be affected by employment termination. Vested benefits at the time of termination will be paid out at management's discretion. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must immediately return all property of the Company that is in their possession or control in the event of termination of employment, resignation, or layoff.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Company. Although advance notice is not required, the Company requests at least two week written resignation notice from all employees. As a professional courtesy, to JEC Miller, Inc. and your coworkers/colleagues, JEC Miller, Inc. asks that employees give a two week written notice of intent to terminate employment or a position, and/or we ask that you find suitable replacements for your remaining scheduled shifts.

This notice of resignation should be directed to the Executive Director and include the following information:

1. Name of employee
2. Reason for resignation
3. Last day of employment
4. Forwarding address for final paycheck
5. Forwarding address for W-2 form issued at year's end
6. Notice signed and dated by the employee

Accumulated paid time off (PTO) cannot be used once you have put in your notice. With the appropriate advance written notice from the employee of resignation as defined in this employee handbook, employees who have completed one year of service are eligible to receive payment of their PTO balance. **PTO benefits will not be paid in the event of involuntary termination for cause, or without proper notice of resignation.**

Administrative Staff must direct the resignation notices to the CEO and are subject to compliance with the above stated policy.

Note:
Employees who would like to be rehired as relief staff and remain with the Company after resignation must request to do so in a separate written request in compliance with the established policy.

(See "Employee Rehiring" in the Handbook.)

Solicitation

In an effort to assure a productive and harmonious work environment, persons whether or not employed by the Company may not solicit or distribute literature in the workplace at any time for any purpose unless approved in advance by Management.

Section 10: Rules of Conduct

Employee Conduct and Work Rules

To assure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Company. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable behavior that may result in disciplinary action, including suspension or termination of employment. When appropriate, these acts may be reported to legal authorities.

- Unauthorized release or disclosure of business/ Worksite Employer's information
- Falsification of Company records
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Act of violence in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Sexual or other unlawful harassment
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance on the job or misconduct on or off the job

Misconduct can occur either on or off the job. Examples of misconduct on the job are cited above. Examples of misconduct off the job include, but are not limited to, involvement with criminal activity or activity involving moral turpitude which, in the judgment of the Company, reflects adversely on the image or standing of the Company.

Gambling losses, debts, or a reputation for habitual gambling may seriously compromise an employee's image and that of the Company and may be considered as a form of moral turpitude. Any and all gambling, sports pools, office pools or other games of chance on Company property are strictly prohibited. Any employee found participating in the above may be subject to discipline up to and including termination. Additionally, the Company recognizes that employees may voluntarily admit to having gambling problems

that have not resulted in disciplinary action. These employees may be eligible for unpaid time off to participate in a rehabilitation program.

The Company discourages consensual relationships between managers and employees that are romantic or sexual in nature. If such a relationship develops between a supervisor/manager and an employee, the Company holds the supervisor/manager responsible for disclosing the relationship to other upper management representatives.

A supervisor/manager who engages in a romantic or sexual relationship with an employee will no longer be responsible for any matter concerning that employee's work assignments, hiring, evaluations, promotions, compensation, or discipline. Management reserves the right to terminate either or both parties if the relationship negatively affects the Company.

The Company reserves the right to ask both parties to sign a document stating that their relationship is consensual and that neither party will hold Company liable if the relationship degenerates. Both the supervisor/manager and the employee are encouraged to talk to management if what begins as a consensual relationship, develops into a situation that is harassing or has adverse workplace consequences.

It is imperative that each individual conduct him or herself at all times so as to reflect credit on the Company and its directors, officers and staff members.

Neglect, Mistreatment or Abuse of Vulnerable Adults

Neglect, mistreatment, or abuse of the individuals whom we serve is strictly forbidden by employees of JEC Miller, Inc.

Automatic suspension without pay is be mandatory and immediate for any employee who is suspected of abuse or neglect. An internal investigation will be conducted as soon as practical to determine the facts and disposition of the case. This investigation will include the Supervisor, the Director of Program Services, and any other person(s) designated by the CEO. The Director of Program Services will also prepare reports to the appropriate outside agencies.

JEC Miller, Inc. will follow all Department of Human Services and Minnesota State Statutes on reporting abuse or neglect of a vulnerable person.

JEC Miller, Inc. reserves full discretion to make any decisions regarding disciplinary action or ongoing employment or termination at any point during or after the investigation.

Note:
For further information on JEC Miller's *Reporting Abuse Policy* as well as the *Vulnerable Adult Act*, see JEC Miller's Policy and Procedure manual.

Telephone Use by Employees

Staff's first and foremost responsibility is with the individuals whom we serve. Personal phone calls of any kind should not be made while on duty, unless it is an emergency. This includes the use of JEC Miller phones as well as an employee's personal cell phone. Personal long distance calls on the facility phone are **NOT** to be made. If you make a personal long distance phone call on the facility phone, you will be held responsible for the costs.

The facility phone is to be answered in a courteous manner by all staff, giving the appropriate greeting, followed by the house name and the name of staff. After obtaining the name of the caller, please use it

when addressing him/her. Staff are required to take messages as needed and are required to pass along these messages via the Communication Book.

Staff are strictly prohibited from using any form of a call forwarding feature of their home phones or personal cell phones with the facility phone, or with a co-worker's cell phone, as the designated number to accept forwarded calls.

HIPPA Regulations

HIPPA regulations forbid dispensing information of any nature over the telephone regarding the Company, staff, or the individuals whom we serve. Information can only be relayed to others by specific people within the Company who have been designated with that responsibility.

All telephone inquiries for this type of information should be directed to the Company's main office or to the designated supervisor.

Do not make exceptions for any reason. HIPPA is a serious regulation with legal penalties.

Dress Code/Appearance

Appearance, personal hygiene and dress should be in keeping with the job being performed, both for safety reasons and to reflect a positive image for the Company. Should an employee arrive for work wearing clothing or accessories which, in the opinion of Management, is inappropriate, or their personal hygiene is inappropriate, they may be required to go home and change prior to commencing work.

All staff are required to dress for their position and present professionally at all times. Staff will present themselves in a manner that represents themselves, the individuals served, and the agency in a positive way. Remember, staff persons are guests in the individuals' home and should respect their home by dressing accordingly.

All office / Administrative staff will be required to dress "Business Casual". The purpose of this policy is to allow staff to feel comfortable while on the job and have more freedom of expression through attire. Although business casual is casual, it also doesn't mean anything goes.

There is not a generally agreed upon definition of "business casual". One example of business casual includes khaki pants or slacks and skirts as well as short-sleeve polo shirts and long-sleeved shirts, tennis shoes, tight or short skirts, T-shirts, and sweatshirts are not considered business casual.

Supervisors and House Coordinators should follow the "Business Casual" policy when attending IDT meetings.

For all staff that are performing hands-on / ADLs staff should appear presentable but are not held to the business casual policy. Casual wear such as scrubs, Jeans, T-Shirts, sweat shirts, and other "casual wear" is accepted, these items should appear neat. Offensive, violent, or vulgar language on clothing is prohibited. Crop tops and leggings are not allowed.

Perfumes, strong smelling lotions, long finger nails, sharp jewelry, and other personal items should be eliminated before providing close/personal cares. Nails should not exceed 1/4 inch in length to allow safety with providing cares. Staff persons that are performing close/ personal cares need be considerate of the individuals we serve and understand that strong perfumes / colognes can be irritating to people. Sharp jewelry such as watches and rings may also be uncomfortable and scratch the individual during close and personal cares.

Inclement Weather

A decision to close a location of the Company due to inclement weather shall be at the discretion of the Worksite Employer, who will make the necessary arrangements to notify employees. Should an employee choose not to attend work due to inclement weather when that location is still open, that employee will have that time off charged to either PTO or leave without pay. Time off due to inclement weather is unpaid. The employee may be given the option to make up hours lost or use PTO time.

Drug and Alcohol Use

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illicit drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by the Company.

Possessing, distributing, transferring, purchasing, selling, using, or being under the influence of alcoholic beverages or illegal drugs while on the Company's property, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by the Company may also lead to disciplinary action, including suspension without pay or discharge. An exception to this policy regarding possessing, distributing, transferring, purchasing, selling, using, or being under the influence of alcoholic beverages may be made for an employee attending a Company sponsored function. The Company specifically requests that its employees not drink alcohol and drive.

Physician-prescribed medications are permitted, provided they do not adversely affect job performance or the safety of the employee or other individuals in the workplace.

The Company recognizes that employees may wish to seek professional assistance in overcoming drug or alcohol problems. Please contact your supervisor for more information about the benefits potentially available under the employee medical benefit plans, the Employee Assistance Program and any possible referral sources. All employees under DOT regulations must adhere to those policies.

Refer to Worksite Employer's drug and alcohol policy below:

I. PURPOSE

The purpose of this policy is to establish guidelines regarding the use of alcohol, prescription/legal drugs, chemicals, or illegal drugs while employees (also referred to as staff), subcontractors, and volunteers are on duty, whether they are at the program site, transporting persons served, or with persons in the community.

II. POLICY

It is not permissible for employees, subcontractors, and volunteers to be on duty, transporting a person(s) served, driving on company business, or accompanying a person served into the community when under the influence of alcohol or illegal drugs or impaired by any chemicals or prescription/legal drugs.

The company will give the same consideration to employees, subcontractors, and volunteers with chemical dependency issues as it does to those having other health issues. Voluntarily seeking assistance for such an issue will not jeopardize employment, whereas performance, attendance, or behavioral issues will.

The company will train employees, subcontractors, and volunteers on the company's alcohol and drug policy.

III. PROCEDURE

A. Any employee, subcontractor, or volunteer, while directly responsible for persons served, are prohibited from abusing any prescription/legal drugs, or being in any manner under the influence of a chemical that impairs the individual's ability to provide services or care including alcohol, prescription/legal drugs, or illegal drugs.

B. Any employee, subcontractor, or volunteer reporting or returning to work, whose behavior reflects the consumption of alcoholic beverages or the use of drugs, may be referred for an immediate medical evaluation to determine fitness for work and may be suspended without pay until deemed able to return to work.

C. When prescription or over-the-counter drugs may affect behavior and performance, the employee, subcontractor, and volunteer must inform the Supervisor and/or Designated Manager immediately. Re-assignment, light duty assignment, or temporary relief from duties may be required.

D. At any time, the sale, purchase, transfer, use, or possession of illegal drugs or alcohol, and/or the involvement in these activities of any individual under the legal age of consumption during work hours or at a program site will result in disciplinary action up to and including termination. Law enforcement will be notified as determined by the Supervisor and/or Designated Manager.

E. Employees will immediately take necessary action, up to and including, contact of medical professionals, "911," and/or contact of law enforcement at any time a person served is believed to be under the influence of illegal drugs, is believed to be under the influence of alcohol under the legal age of consumption, or is believed to be a victim of potential alcohol poisoning.

F. Prescription drugs that belong to an employee, subcontractor, or volunteer are to be stored in a location that is not accessible to any person served.

G. Employees, subcontractors, or volunteers are not allowed to store alcoholic beverages at a program site. Persons served may store alcoholic beverages at a program site; however, based on a person's vulnerabilities or other related concerns, alcoholic beverages may be prohibited at any or all times from a program site.

H. As a condition of continuing employment, under certain circumstances, employees, subcontractors, and volunteers may be required to submit to drug and/or alcohol testing. Drug or alcohol testing may be required when there is a reasonable suspicion that an individual is currently abusing a drug or alcohol, is under the influence of drugs or alcohol while on duty or has violated any of the procedures in this policy.

I. Failure to complete the testing or upon receiving positive test results are cause for disciplinary action, up to and including termination. A positive test result may be explained or a request to pay for a confirmatory test result should be made to the Supervisor and/or Designated Manager.

Chemical/Mood Altering Substances

JEC Miller strives to provide a safe living and working environment for all consumers, employees, and other individuals who live in, work in, or visit our programs. A safe environment for all employees, consumers, and visitors to JEC Miller is considered to be an environment that is respectful to one and all and also an environment that is conducive to the safety and security of all who live in, work in, or visit our

programs. With this goal in mind, JEC Miller sets forth the following policy with regards to the use of chemical/mood altering substances for all employees and visitors to our programs:

The use of mood-altering chemicals or other such substances that have the potential of altering an individual's mood is strictly forbidden while in the individuals whom we serve's homes. Such "mood altering substances" include, but are not limited to: alcohol, street chemicals and designer chemicals; this may include prescriptions medications if they affect your ability to safely perform the essentials functions of your job. If you are unsure of how your prescribed medication may affect your ability to perform the essential functions of your job, please speak with your medical provider and your manager.

Should any concerns arise as to an employee's or visitor's potential misuse of legally prescribed medications or become an issue in what-ever capacity said individual has for contact within our programs, this policy will then be fully enforceable and applicable at the discretion of the Nurse Consultant and/or a member of the Administrative Team.

Employees who suspect a coworker or visitor to our program of engaging in the use of prohibited chemical substances while on our premises, or who have arrived at our program in a condition that suggests or appears that said individual(s) are under the influence of the above referenced prohibited chemical substances, should immediately contact the On-Call Supervisory Staff. The next step is to proceed with all necessary measures to assure that all employees, the individuals we serve, and visitors present at our program, remain safe and secure.

911 should be called immediately if the safety and/or security of any individual we serve, staff, or visitor appears to be in jeopardy.

Employees / visitors to our programs who are in violation of this policy will be subject to, but not limited to, any or all of the following:

1. Immediate removal from our premises (voluntary or otherwise).
2. Prohibited from entering our premises
3. Immediate termination of employment (for employees).

Complaints or reports of violation of this policy, when made in good faith, will not be the basis for discharge or discipline.

Tobacco Use Policy

JEC Miller, Inc. properties and vehicles are tobacco/smoke/vape free.

Tobacco use, smoking or vaping in the houses, on the grounds, or in the Company vehicles is strictly prohibited. The individuals whom we serve require supervision, and staff that exit the facility to use tobacco/smoke/vape are not providing the required supervision.

Staff are **not** permitted to use their own vehicles while on duty; in order to get around the ***No Tobacco/ Smoking/ Vaping*** policy. This policy is mandatory, even though an individual whom we serve may not be present to observe staff smoking/vaping/using other tobacco products.

Employees should also refrain from smoking/vaping/tobacco use while on duty and out in the community. Staff are to be positive role models to the individuals whom we serve. Smoking/vaping/tobacco use in their presence is not considered to be a positive influence.

Individuals Whom We Serve Who Smoke

Individuals we serve that smoke/vape/use other tobacco, may do so in the designated area set by the agency and comply with the Minnesota Clean Air Act (statute 144.413). It is the responsibility of the staff on duty to make reasonable effort to ensure individuals we serve smoke/vape/use tobacco products only in the designated areas.

Their smoking/tobacco/vaping materials must be kept in a locked area not accessible to other individuals whom we serve. The individual may have access to his/her smoking/tobacco/vaping materials at any time by request, or as that person's Individual Support Plan (ISP) indicates.

Animals/Pets

JEC Miller, Inc. does not allow pets or animals of any kind in its facilities, Company vehicles, or on Company property for any reason whatsoever.

Staff are strictly prohibited from bringing pets or animals to work, and/or leaving pets or animals in their cars while at work.

Staff who are discovered to have brought a pet or animal of any kind to work will be subject to disciplinary action, including possible termination.

The individuals whom we serve and/or their families are also prohibited from bringing pets or animals onto Company property.

The Company will also pursue restitution for any damage deemed to have occurred as a result of the presence of the pet or animal on Company property.

Therapy Animals will be reviewed separately, as they are a need for the individual served.

Section 11: Harassment and Problem Resolution Procedure

Sexual and Other Forms of Impermissible Harassment

Purpose
The Company desires to provide a positive and productive work environment. To that end, the Company is committed to providing a work environment that is free of discrimination and harassment, and to provide a means of dealing with such incidents should they occur. Conduct prohibited by this policy 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.

Policy
Harassment, in any form, will not be tolerated at the Company by any of its employees. This includes harassment based upon a person's race, color, religion, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation, or any other legally protected class. This policy applies to all employees, supervisors, managers and officers of the Company. If, after appropriate investigation, harassment is found to have occurred, the initiator will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

Harassment

A verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation, and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Sexual Harassment

In accordance with the Equal-Employment Opportunity Commission (EEOC) Guidelines, issued November 10, 1980 as: "Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Harassment can occur intentionally or unintentionally. Some examples of conduct that is prohibited by this policy are listed below. Please note that these are not the only examples.

1. Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation;
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of their race, color, religion, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation that is placed on walls, bulletin boards or elsewhere on the Company's premises or circulated throughout the workplace;
3. Unwanted sexual comments, innuendoes, flirtations, propositions, suggestions or invitations to social events;
4. Use of offensive words of a sexual nature describing body parts or the sexual act, telling "suggestive" jokes or stories, and conversations about sexual exploits, sexual preferences, and desires or suggestive or sexist remarks about a person's clothing or body;
5. Unwanted and unnecessary touching, brushing against, patting or pinching;
6. Displaying, in the work area, pictures, objects, cartoons, pornographic magazines, or representations of any action or subject which is sexual in nature, depicting nude, scantily clad or suggestively posed women or men and which can be perceived as offensive;
7. Sabotaging an employee's character, reputation, work effects, or property because of race, color, religion, gender, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation;
8. Direct and/or indirect suggestions, requests, or demands that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors; or
9. Sexual relations accompanied by implied or overt threats or promises.

Procedure

Persons who believe they have experienced or witnessed conduct that they believe is contrary to the Company's policy should report those incidents so that the Company may promptly address the problem.

You may report your concerns to any of the following:

1. Immediate supervisor
2. Human Resources Supervisor

3. Any person in a management position or
4. The CEO

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing a legal action.

All complaints of harassment will be examined impartially without prejudice and without malice toward the reporting party regardless of the status of the person accused. Information provided will be released only on a need to know basis. After an investigation of allegations, a determination will be made, and resulting action will be recommended to management. The investigation may include interviews with employee making the charges, the accused employee and appropriate witnesses. All determinations are made on an individual basis. The Company has the discretion to apply any form of discipline to eliminate any harassing conduct and remedy the impact of any discrimination, such as:

1. Counseling the offender;
2. Transferring the offender to another position;
3. Placing the offender on probation, with a warning of suspension or discharge for continuing or recurring offenses;
4. Place the offender on suspension with or without pay; or
5. Discharging the offender.

The Company encourages employees to make accurate reports of harassment and provide as much information to the Company as possible so that it may properly and thoroughly investigate the report.

The Company will not condone retaliation against any employee who reports possible harassment or assists in an investigation of possible harassment.

If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor or the Human Resources Supervisor.

Section 12: Social Media Policy

Social Networking

Many employees use social networking tools and sites. The Company respects the right of employees to use social networking tools and sites ("social networking") during non-work time, and does not want to discourage employees from self-expression. However, due to the public nature of social networking, the line between personal and work-related conduct can become blurred. The purpose of this policy is to help employees understand what guidelines apply to use of social networking during work and non-work time.

The following are the most common social networking tools and sites:

- Facebook
- Twitter
- Snapchat
- Instagram
- LinkedIn
- TikTok
- Comments posted to a blog
- Other social networking tools or sites such as YouTube, Wiki, chat rooms, etc.

Guidelines

Because you should be spending your working time on work-related activities, you are not permitted to use social networking during working time, unless you are specifically authorized by your supervisor to do so as a part of your job responsibilities.

In addition, because the public can access what you have written or contributed, your use of social networking, even during non-working time, may negatively impact the Company and your co-workers. Employees should follow the guidelines listed below and, above all, use common sense when they engage in social networking.

1. You are expected to protect the privacy, goodwill and reputation of the Company, its employees and its clients. Therefore, you may not publicly discuss clients, products, services, or vendors, whether confidential or not. In addition, you may not post photographs or video of clients, vendors or co-workers, unless they have consented.
2. You can be held responsible if your comments are considered defamatory, obscene, insulting, racist or proprietary by any offended party, not just the Company.
3. Because the public may view you as a spokesperson for the Company, write in the first person and don't represent that you are speaking for the Company. In fact, whenever your connection to the Company is apparent, you should include the following disclaimer, "The views expressed are my own and do not reflect the views of my employer."
4. If you discuss the Company, or comment about a competitor, you must identify your employment at the Company.
5. Ensure that you maintain the confidentiality of the Company's proprietary and confidential information, such as trade secrets and client lists.
6. For non-work related topics, use a personal e-mail address as your primary means of identification.
7. Once you identify yourself as being employed by the Company in a social network, you are now connected with your co-workers, managers and even clients. Make sure that your content is professional and appropriate. Keep in mind that your supervisor may have reason to review the content. (See the "Employer Monitoring" section below.)
8. The same basic policies apply to social networking that apply to other areas of your work at the Company. For example, you may not violate the Company's Confidentiality Policy, Electronic Communications Policy, Harassment Policy, Rules of Conduct and other relevant policies regarding workplace conduct.
9. If you have any questions about these guidelines, you should contact your supervisor.

Employer Monitoring

You should have no expectation of privacy while using the Internet. Your social networking postings can be reviewed by anyone, including the Company.

The Company reserves the right to monitor comments or discussions about the Company, its employees, including products, clients and competitors, posted by anyone on the Internet. The Company uses search tools and software to monitor forums such as blogs, and other type of social networking.

Reporting Violations

The Company requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers or Human Resources. Violations include discussions of the Company, its employees or clients, any proprietary information and any unlawful activity related to social networking.

- **Violation of this policy can lead to disciplinary action up to and including termination of employment.**

Minnesota Handbook Addendum

The Company will comply with applicable state laws in those states where it conducts operations. Set forth below is a brief summary of some of the state-specific requirements in Minnesota.

Equal Opportunity Employer

We are an equal opportunity employer. Every qualified applicant and employee is recruited, employed, evaluated and considered for promotion without regard to any protected characteristic, including race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance or activity in a local commission, disability, sexual orientation, age, and familial status.

Minimum Wage

Employees will receive at least the applicable minim wage under federal or state law for all regular hours worked.

Lactation Break

Our Company supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her infant child. The Company will make a reasonable effort to provide a private location, other than a bathroom or toilet stall, near the workplace that is shielded from view, free from intrusion, and has an electrical outlet. We will provide reasonable break time to express milk. In addition, we follow break and pay requirements per individual state law.

Voting Leave

Employees may be absent from work without penalty or deduction from wages for the time necessary to appear at the designated polling place, cast a ballot, and return to work on the day of the election.

Pregnancy and Parenting Leave

If covered by the Pregnancy and Parenting Leave Act, the Company will provide unpaid leave not to exceed 12 weeks to employees in connection with the birth or adoption of a child, prenatal care; and incapacity due to pregnancy, childbirth, or related conditions. The Company will reinstate the employee to the same or comparable position.

Other Leaves

If covered by other state leave laws, the Company will comply with leave laws related to: adoptive parent leave, sick leave, care of relative leave, school conference and activities leave, pregnancy disability leave, worker's compensation leave, isolation/quarantine leave, bone marrow donation leave, voting/election leave, jury duty leave, victim or witness leave, domestic abuse leave, military leave, and civil air patrol service leave.

Meal and Rest Periods

The Company will provide a 30-minute meal break where an employee works for at least eight consecutive hours. The Company will also provide sufficient time for restroom breaks where any employee works for four consecutive hours.

Deductions from Pay

The Company will make deductions from wages only if required by law or court order or with agreement from the employee.

Weapons

Employees are prohibited from bringing any type of firearm or other weapon onto the Company's premises. However, this policy does not prohibit an employee from storing a firearm in his/her vehicle.

Final Paycheck

Upon voluntary termination, the Company will pay employees at the next regularly scheduled payroll time, unless the next regularly scheduled payday is less than five calendar days from the employee's final day. Upon involuntary discharge, the Company will pay employees within 24 hours after request in writing.

Right to Examine Personnel Files

Employees may review their personnel file during normal work hours once every six months upon written request.

Minnesota Wage Disclosure Protection Law

Notice to employees -- Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages.

Employee Acknowledgement Form

I understand that this employee handbook describes important information about the Corporation and that I should consult my supervisor regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies.

My employment relationship with the Corporation is voluntarily entered into and is subject, within provisions of state and federal law, to termination by me or my employer at will, with or without cause, at any time either party believes such action to be appropriate.

I acknowledge that this handbook is not a contract of employment. I have received, read, understood, and will comply with both the policies contained in this handbook and any subsequent revisions.

I also understand that this handbook is mine to use only while I am a Corporation Employee, and that it remains the property of the Corporation. I will return this handbook to the Corporation at the conclusion of my employment with the Corporation.

My electronic signature acknowledges that I've received this handbook.