



WILD SUN BEHAVIORAL SERVICES, LLC

EMPLOYEE HANDBOOK

UPDATED: JANUARY 2024

Table of Contents

INTRODUCTION	4
Welcome to Wild Sun Behavioral Services, LLC!	4
Handbook Purpose	4
Equal Employment	5
Background Checks	5
At-Will Notice	5
Anniversary Date and Seniority	6
Employment Eligibility Verification	6
Introductory Period	6
Fair Labor Standards Act Job Classifications	7
Employment Classifications	7
Personnel Records	7
Employee References	8
Job Transfers	8
General Conduct Guidelines	8
Sexual and Other Unlawful Harassment	10
Abusive Conduct	12
Complaint Procedure	13
Corrective Action	13
COMPENSATION	14
Pay Periods	14
Timekeeping	14
Overtime	15
Administrative rate	15
Payroll Deductions	15
Pay Adjustments, Promotions, and Demotions	16
Performance Evaluation	17
Work Assignments	17
Expense Reimbursement	17
Advances and Loans	19
BENEFITS	19
Holidays	19
Paid Time Off	19
Unpaid Time Off	20
Temporary Disability Leave	20
Pregnancy Accommodation and Leave	21
Adoption Leave	21
Military Leave	21
Volunteer Emergency Worker and Firefighter Leave	22
Jury Service Leave	22
Witness Leave	22
Voting Leave	23

Crime Victim Leave	23
HEALTH, SAFETY, AND SECURITY	23
Non-Smoking	23
Drug and Alcohol	23
Reasonable Accommodations	24
Employee Injury and Accident Response and Reporting	25
PUMP for Nursing Mothers	26
Pregnant Workers Fair Act	26
Family and Medical Leave Insurance (FMLI)	27
Workers' Compensation	28
Workplace Violence and Security	29
Driving Safety	29
Inclement Weather	31
Infectious Disease	32
Disasters and Emergencies	32
WORKPLACE GUIDELINES	34
Hours of Work	34
Off-the-Clock Work	34
Meal Periods	34
Rest Periods	34
Lactation Accommodation	34
Attendance and Tardiness	35
Supervision and Observation	35
Attire Guidelines	36
Confidentiality	37
Health Insurance Portability and Accountability Act (HIPAA)	37
Client Incident Reporting	39
Conflict of Interest	39
Business Gifts	40
Outside Activities	40
Reporting Irregularities	40
Inspections and Searches	41
Electronic Assets Usage	41
Social Media	43
Company Device Usage and Personal Cell Phones	44
Personal Property	44
Parking	44
EMPLOYMENT SEPARATION	45
Resignation	45
Personal Possessions and Return of Company Property	45
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT	46
Wild Sun Behavioral Services, LLC	46

INTRODUCTION

Welcome to Wild Sun Behavioral Services, LLC!

We're very happy to welcome you to our Company. Thanks for joining us! Wild Sun Behavioral Services would like you to feel that your employment with us will be mutually beneficial and enjoyable.

You are joining an organization that has established an outstanding reputation for quality ABA and Early Childhood Behavioral services. Credit for this goes to every one of our employees and we hope that you will find satisfaction and take pride in your work here.

Handbook Purpose

This employee handbook is presented as a matter of information and has been prepared to inform employees about Wild Sun Behavioral Services' philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines that employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question employees may have, nor would Wild Sun Behavioral Services want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. Wild Sun depends on its employees; their success is our success. Please don't hesitate to ask questions. Managers and supervisors will gladly answer them.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee. Policies will be revised on an annual basis, upon revision, all employees must review and sign the new copy confirming understanding of Wild Sun Policy.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with Wild Sun Behavioral Services and our policies, and refer to it whenever questions arise.

EMPLOYMENT

Equal Employment

It is the policy of Wild Sun Behavioral Services to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Ancestry
- Pregnancy
- AIDS/HIV
- Genetic information, including family medical history
- Physical or mental disability
- Child or spousal support withholding
- Wage garnishment for consumer debt
- Lawful activity outside of work
- Military or veteran status
- Arrest or sealed conviction records
- Marriage to a co-employee
- Civil Air Patrol membership
- Credit report or credit information
- Citizenship and/or immigration status
- Disclosure and/or discussion of wages
- Any other protected class, in accordance with applicable federal, state, and local laws

Wild Sun takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.

Background Checks

Following a conditional offer, Wild Sun Behavioral Services may conduct a job-related background check. The background check may consist of prior employment verification, professional reference checks, education confirmation, criminal background as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check.

At-Will Notice

Employees are not hired for any definite or specified period even though employee wages are paid regularly. Employees are at-will with Wild Sun Behavioral Services and their employment can be terminated at any time, with or without cause and with or without prior notice. Company policy requires all employees to be hired at will and this policy cannot be changed by any oral modifications. There have been no implied or verbal agreements or promises to an

employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other Company document or written or verbal statement or policy.

Anniversary Date and Seniority

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at Wild Sun Behavioral Services. Should employees leave Wild Sun's employment and then be rehired, previously accrued seniority will be forfeited, and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence without pay or leaves of absence that exceed 30 calendar days.

Employment Eligibility Verification

The Federal Employment Eligibility (Form I-9) is mandated for each new employee (both citizen and non-citizen) hired after November 6, 1986. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment within the United States.

Introductory Period

The employee's first 90 days of employment with Wild Sun are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers, and the tasks involved in the position, as well as becoming familiar with Wild Sun's services. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

During this introductory period, Wild Sun will evaluate employees' suitability for employment and employees may evaluate Wild Sun as well. At any time during these first 90 days, employees may resign. If during this period, employee work habits, attitude, attendance, performance, or other relevant factors fail to meet our standards, Wild Sun Behavioral Services may terminate employment.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with Wild Sun Behavioral Services, other than at will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after separation from Wild Sun of more than one year is considered an introductory employee during their first 90 days following rehire.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

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

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

Employment Classifications

Wild Sun has established the following categories for both nonexempt and exempt employees:

Regular full-time employees are not in a temporary status and are regularly scheduled to work the company's full-time schedule. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

Regular part-time employees are not in a temporary status and are regularly scheduled to work less than (30) hours each week. Regular part-time employees are eligible for some of the benefits offered by the company, subject to the terms, conditions and limitations of each benefit program.

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

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

Personnel Records

Wild Sun Behavioral Services will maintain various employment files while individuals remain an employee of Wild Sun. Examples of these files are employee personnel files, attendance files, Employment Eligibility Forms, disciplinary action forms, performance reviews and more. Personnel records, for purposes of this policy, do not include documents or records that: (1) are required to be placed or maintained in a separate file from the regular personnel file by federal or state law; (2) pertain to confidential reports from previous employers; (3) pertain to an active

criminal investigation or disciplinary investigation by Wild Sun; (4) pertain to an active investigation by a regulatory agency; or (5) identify any person who, in the sole discretion of Wild Sun, made a confidential accusation against the employee. If any changes concerning personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or manager so the appropriate updates can be made to the files. Wild Sun will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those personnel files. Employees may request to review their personnel file once per year, and former employees may request to review their file once after termination. If an employee or former employee wishes to review their personnel file, they must submit a written request to do so. The review will take place in the presence of their supervisor or manager or designated management representative at a time that is convenient for both parties. If the employee or former employees wants a copy of the file they will be responsible for the reasonable costs of duplication.

Employee References

Wild Sun Behavioral Services makes strict provisions regarding the information provided to people outside Wild Sun for current and former employees. This information is restricted to the employment dates, positions held, and quality of performance at Wild Sun for that person. This is done to protect Wild Sun Behavioral Services and its employees. This information will only be released by authorized management.

Job Transfers

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions, or lateral transfers are solely decided by Wild Sun Behavioral Services.

CONDUCT AND BEHAVIOR

General Conduct Guidelines

The orderly and efficient operation of Wild Sun Behavioral Services requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the at-will employment relationship between Wild Sun and the employee. Nothing here is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA). Wild Sun Behavioral Services views the following as inappropriate behavior:

1. Failure to follow the policies outlined in this handbook.
2. Negligence, carelessness, or inconsiderate treatment of Wild Sun clients and/or their matters/files.

3. Theft, misappropriation, or unauthorized possession or use of property, documents, records, or funds belonging to Wild Sun, or any client or employee; removal of same from Company premises without authorization.
4. Divulging trade secrets or other confidential business information to any unauthorized person(s) or others without an official need to know.
5. Obtaining unauthorized confidential information about clients or employees.
6. Changing or falsifying client records, Company records, personnel or pay records, including timesheets without authorization.
7. Willfully or carelessly damaging, defacing, or mishandling property of a client, Wild Sun, or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information, or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
9. Entering Company premises without authorization.
10. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
11. Unauthorized use of a personal vehicle for Company business.
12. Conduct that is illegal under federal, state, or local law.
13. Creating a disturbance on Company premises.
14. Use of abusive language.
15. Any rude, discourteous, or un-businesslike behavior, on or off Company premises, which is not protected by Section 7 of the National Labor Relations Act (NLRA) and which adversely affects Wild Sun services, operations, property, reputation, or goodwill in the community or interferes with work.
16. Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
17. Failure to observe scheduled work hours, failure to contact a supervisor or manager in the event of illness or any absence within 30 minutes of the scheduled start of work; failure to report to work when scheduled; abuse of sick leave or any other leave of absence.
18. Leaving the office during scheduled work hours without permission; unauthorized absence from the assigned work area during regularly scheduled work hours.
19. Sleeping during regular working hours.
20. Recording time for another employee or having time recorded to or by another employee.
21. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana, or drugs (under state, federal, or local laws), on Company premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance or having any detectable amount of illegal drugs in an employee's system.
22. Unauthorized possession of a weapon on Company premises.
23. Illegal gambling on Company premises.
24. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. These activities are closely controlled in order to prevent disruption of Company services and to avoid the unauthorized implication of Company sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by

employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of Wild Sun business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of Wild Sun is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Company property at all times.

25. Falsification of one's employment application, medical, or employment history.

Sexual and Other Unlawful Harassment

Sexual harassment and unlawful harassment are prohibited behavior and are against Company policy. Wild Sun Behavioral Services is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications, and other conduct directed at an individual because of their sex, gender identity, transgender, and sexual orientation including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature, when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct, is used as the basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assault, or impeding and/or blocking movements.
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for Wild Sun, such as clients, customers, or vendors.

Other Types of Harassment

Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based on race, color, religion, national origin, ancestry, creed, physical or mental disability, veteran status, age, genetic information, civil air patrol Colorado wing membership,

lawful off-duty activities during non-working hours, inquiry, disclosure and/or discussion of wages or any other basis protected under local, state or federal law or that of his/her relatives, friends or associates and that:

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

Prohibited harassment, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, or blocking normal movement.
- Retaliation for reporting harassment or threatening to report harassment.

Retaliation

It is against Wild Sun policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint has expressed concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

Enforcement

All managers and supervisors are responsible for:

- Implementing Wild Sun policy on harassment, which includes, but is not limited to, sexual harassment and retaliation.
- Ensuring that all employees they supervise have knowledge of and understand Wild Sun policy.
- Reporting any complaints of misconduct to the designated company representative, Program Director, so they may be investigated and resolved internally.
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy, and Conducting themselves in a manner consistent with the policy.

Harassment Complaint Procedure

Wild Sun Behavioral Services' complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information following the normal Complaint Procedure as soon as possible. However, employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question, or with whom the employee is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising Wild Sun's ability to conduct a good faith and thorough investigation.

If Wild Sun Behavioral Services determines that prohibited harassment has occurred, Wild Sun will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

Wild Sun Behavioral Services recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that they have been subjected to sexual harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. Wild Sun encourages but does not require, individuals, to take this step before utilizing the above Complaint Procedure.

Abusive Conduct

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

Wild Sun Behavioral Services considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report any abusive conduct to a supervisor or manager with whom employees are comfortable speaking. Supervisors and managers are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the

investigation process, Wild Sun will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of Company policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

Complaint Procedure

Wild Sun Behavioral Services subscribes to the open-door policy. Employees may bring a particular complaint to their supervisor or manager for resolution. When matters cannot be handled on an informal basis, Wild Sun has established a formal procedure for a fair review of any work-related controversy, dispute, or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved informally. Employees may skip to Step 2 if the complaint is related to their supervisor or manager or if they felt they would not provide an impartial resolution to the problem.

Step 1

The complaint should be submitted in writing to a supervisor, manager, or designee within three working days of the incident. Generally, a meeting will be held within three working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor, manager, or designee will give the employee a written resolution within three working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 solution to the Program Director or their designee. Such a request should be made within three working days following the receipt of the Step 1 resolution. The Program Director or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's supervisor or manager (if appropriate), and any other employee of Wild Sun Behavioral Services whom the aggrieved employee chooses. The Program Director or appointed representative will render the final decision within ten working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

Corrective Action

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of Wild Sun Behavioral Services to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool Wild Sun may select to enhance job performance. Wild Sun Behavioral Services is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge, or in any combination of the above if Wild Sun so elects. Wild Sun Behavioral Services reserves its prerogative to discipline, and the manner and form of accountability, at its sole discretion.

If employees violate established Company procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, Wild Sun may elect to administer disciplinary action.

COMPENSATION

Pay Periods

The standard seven-day payroll work week for Wild Sun Behavioral Services will begin at midnight Saturday. The designated pay period for all employees is bi-weekly. Paydays are every other Friday. Except as otherwise provided, if any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled business day.

Timekeeping

All non-exempt employees are required to use the timekeeping system to record their hours worked. Non-exempt employees are required to clock in/out for time off and other leave tracking purposes.

Employees should clock in no sooner than five minutes before their scheduled shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in/out for their designated lunch periods. The length of the lunch period should have the agreement of the employee's manager. Lunch periods are unpaid times when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Should an employee miss an entry into the timekeeping system, the employee will notify their manager as soon as possible for correction. Employees may not ask another employee to clock in/out for them.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

Non-exempt employees are not permitted to work overtime or unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through the scheduled lunch period.

Overtime

Wild Sun Behavioral Services complies with all applicable federal and state laws about the payment of overtime work. Non-exempt employees will be paid overtime at the rate of 1.5 times their regular rate of pay when they work more than 40 hours per week, 12 hours per day, or 12 consecutive hours – whichever benefits the employee the most.

Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is unacceptable to work performance, subject to discipline including but not limited to termination.

Administrative rate

Wild Sun Behavioral Services holds various events throughout the calendar year for team enrichment. These events include quarterly staff meetings and relevant safety training. These events are mandatory for all hourly and salaried employees. All non-exempt hourly employees will be paid an administrative rate of \$15.69/hour for these non-billable events when specified by management. Salaried employees will not be affected by administrative rate.

Payroll Deductions

Wild Sun Behavioral Services is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

Exempt Employee Payroll Deductions

Wild Sun Behavioral Services complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in an executive, administrative or professional capacity and who are exempt from the FLSA's overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability.
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness.
- To offset amounts received as a witness or jury fees, or for military pay.

- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

Wild Sun Behavioral Services is not required to pay the full salary in the first or last week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

What to Do if an Improper Deduction Occurs

If you believe that an improper deduction has been made, you should immediately report this information to your direct supervisor, or the person responsible for payroll processing.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Pay Adjustments, Promotions, and Demotions

Wild Sun Behavioral Services is most interested in providing maximum opportunity for employee advancement within Wild Sun if advancement opportunities are available. Accordingly, present employees of Wild Sun Behavioral Services may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course, Wild Sun retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data. Wild Sun Behavioral Services periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. The does not consider the cost-of-living adjustments when determining pay increases.

Employees should bring their pay-related questions or concerns to the attention of their manager, who is responsible for the fair administration of departmental pay practices.

All pay increases are based upon merit, market factors, and the profitability of Wild Sun Behavioral Services. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions. Employees' pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers, or adverse business economic conditions.

Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If and when a demotion occurs, employees may maintain their seniority with Wild Sun.

Performance Evaluation

A performance evaluation will be held for each employee following the 90th day of employment and annually, every 365 days from the start of your employment. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the supervisor or manager. Performance evaluations will include direct observation by a BCBA, reassessment of critical and applicable skills, RBT competency re-evaluation (as appropriate), identification of any performance inadequacies, and the creation of a performance improvement plan (if necessary).

If in this appraisal employees are given an evaluation sheet or other written document, employees will be required to sign it. An employee's signature does not indicate that the employee agrees with all the comments, but merely that the employee has been allowed to examine the evaluation and fully discuss the contents of it with their supervisor or manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to any formal review, informal counseling sessions may be conducted from time to time.

Work Assignments

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a temporarily vacant position. Employees will be compensated at their regular rate of pay while performing other assigned duties temporarily.

Expense Reimbursement

This policy establishes the reimbursement procedures for travel, entertainment, and other business expenses ("business expenses") incurred during the conduct of Wild Sun business. All expenses must be pre-authorized by management. It is Wild Sun's policy to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of the Company's business. Directly related means:

- There is the expectation of deriving some current or future benefit for Wild Sun
- There is a clear business purpose for entertainment
- The employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties

Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Reimbursement for expenses that are outside the scope of this policy requires the prior written approval of management.

The following expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including economy class airfare, airline baggage fees, train fare, bus, taxi, and related tips
- Meals, including tips between 15-20%
- Car rental
- Conference and convention fees

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be incurred. When prior approval is required, managers are responsible for using professional judgment to determine if an unlisted expense is reimbursable under this policy.

Credit Cards

Company-issued credit cards are to be used for purchases on behalf of Wild Sun Behavioral Services only. At no time may an employee who has a Company issued credit card use this card for purchases intended for personal use.

All expense reporting guidelines are to be followed for submitting expenses charged to Wild Sun-issued credit cards.

Documentation

Requests for reimbursement of business expenses and requests for payment of credit card bills must be submitted on the appropriate form.

While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than \$25.00. Requests for exceptions to this policy should document extenuating circumstances and be approved by management.

Wild Sun Behavioral Services complies with IRS regulations which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the originator.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval. Once the expense reimbursement has been approved by the employee's manager it should be submitted for

processing no later than 30 days after the expenses occurred. Supervisors approving expense reports are responsible to ensure the following:

- Expenses reported are proper and reimbursable under this policy
- The expense report has been filled out accurately and with the required documentation
- The expenses are reasonable and necessary

Employees will be provided with a reimbursement receipt following approval.

Advances and Loans

Wild Sun Behavioral Services does not give salary advances or loans to its employees.

BENEFITS

Holidays

Regular hourly employees are entitled to the following unpaid holidays, while salaried employees are offered paid holidays on the following holidays observed by Wild Sun Behavioral Services:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and Christmas Day

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

Paid Time Off

Paid Time Off (PTO) is an all-purpose time off benefit provided for you to use for vacation, illness/injury, and personal business. It combines traditional vacation and sick leave plans into one flexible paid-time-off policy. Salaried and hourly employees accrue PTO according to the schedule below.

At the start of employment, all employees begin accruing PTO compatible with the structure below.

- Hourly employee PTO – accrue 1 hour for every 30 hours worked, capped at 48 hours/year.
- Salaried employee PTO –
 - 25 billable hour requirement: accrue 3.08 hours per pay period, capped at 80 hours/year.

- 15 billable hour requirement: accrue 1.85 hours per pay period, capped at 48 hours/year

You will not continue to accrue PTO when you are on paid leave (e.g. PTO, medical leave, and holidays).

At the end of the calendar year, a maximum of 24 hours of PTO may be rolled over to the following calendar year.

If you have an unexpected need to be absent from work, you should notify your manager before the scheduled start of your workday, if possible. Management must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, you must request advance approval from your manager. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

- Note: If provided a one month's notice, your request will likely receive approval; however, if time off is requested within the month, the approval process may be contingent on the availability of other staff members to cover the session.

Unpaid Time Off

Employees are required to exhaust accrued PTO balances before unpaid time off will be approved. Unpaid time off may be approved on a case-by-case basis and employees should discuss their circumstances with their supervisor.

Temporary Disability Leave

Wild Sun Behavioral Services recognizes that a temporary disability may preclude an employee's attendance at work. In such cases, Wild Sun does not have a predetermined specified period in which this unpaid leave is granted. Rather, Wild Sun will attempt to reasonably accommodate the needs of the employee as well as the needs of Wild Sun. If a leave is granted, any extensions will be subject to the same considerations.

Employees that request a temporary disability leave must do so in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return, and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify Wild Sun as soon as possible. Before returning to employment with Wild Sun, employees will be required to submit written medical certification of their ability to work, including any restrictions.

Any unused accrued PTO leave must be used before the effective date of the temporary disability leave. Wild Sun may require the use of other accrued paid time off in accordance with state and federal medical leave regulations.

Pregnancy Accommodation and Leave

Wild Sun provides reasonable accommodations to birthing employees for health conditions related to pregnancy, childbirth, or physical recovery from childbirth to the extent the accommodation can be made without imposing undue hardship on the business. When an employee requests leave or accommodation under this policy, Wild Sun will engage with the employee in a timely and good-faith interactive process to determine accommodations for the employee, which may include, but are not limited to:

- allowing more frequent/longer breaks
- allowing more frequent restroom, food, and water breaks
- providing or modifying equipment or seating
- placing limitations on lifting
- temporary transfer to a less strenuous or less hazardous position
- job restructuring
- light-duty work, if available
- assistance with manual labor; or
- modified work schedules

Wild Sun Behavioral Services will not require an employee to take leave to the extent that another reasonable accommodation can be provided. Similarly, Wild Sun will not require an employee to accept an accommodation that the employee has not requested or that is unnecessary for the employee to perform the essential functions of her job.

Before providing leave or a reasonable accommodation under this policy, Wild Sun may require the employee to provide certification from a licensed health care provider of the necessity for the leave or the accommodation. If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave as permitted under applicable law.

Wild Sun Behavioral Services prohibits retaliation against an employee for requesting or using leave or accommodation under this policy. For more information about this policy please contact your manager.

Adoption Leave

Wild Sun Behavioral Services provides leave to an employee who is an adoptive parent or a stepparent, at the time of birth or initial placement for adoption of a child, under the same terms and conditions as Wild Sun provides such leave to employees who are biological parents. Employees with questions regarding leave under this policy should contact their manager.

Military Leave

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or the National Guard or the Naval Militia will be granted a temporary leave of absence without

pay while engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.

Discrimination and retaliation in employment based on your military service are prohibited, and you will retain all your legal rights for continued employment under USERRA.

Volunteer Emergency Worker and Firefighter Leave

An employee who is a volunteer emergency worker, including volunteer firefighters, and who takes time off work because they have responded to an emergency summons from a qualified volunteer organization will be granted up to 15 days per year of unpaid leave for this purpose, so long as the employee provides Wild Sun Behavioral Services with a written statement from the chief of their department that their absence was due to such response.

If an employee is summoned to respond to an emergency during working hours, the employee must notify their manager as soon as possible. Wild Sun Behavioral Services reserves the right, at its discretion, to deny such leave if the employee is essential to the operation of the daily business.

Jury Service Leave

If an employee is summoned to report for jury duty, they will be granted a leave of absence when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. Wild Sun Behavioral Services reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to Wild Sun.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service must be certified by the court and filed with Wild Sun Behavioral Services no later than Wednesday of the following week.

Regular employees (including temporary, part-time, and casual employees who have a determined schedule) who serve on a jury will be paid their regular wages, up to \$50 per day for the first three days of juror service. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

Witness Leave

If an employee is absent from work to serve as a witness or to appear as the victim in a criminal case, the employee will be granted leave without pay for such time as it is necessary to comply with the request. Wild Sun may require proof of the need for leave.

Voting Leave

If employees do not have three consecutive non-working hours before or after their shift while the polls are open, they will be granted two hours off for voting while polls are open on Election Day. This leave will be paid at the employee's regular rate of pay.

To receive this leave, employees must apply for voting leave before Election Day. Wild Sun Behavioral Services may specify the hours of time off, but employees who request it are entitled to take the two hours at the beginning or the end of their work shifts.

Crime Victim Leave

An employee who is the victim of a crime, or the immediate family member of a crime victim, will be granted an unpaid leave of absence to respond to a subpoena or to assist in the preparation for a criminal proceeding. Employees requesting leave under this policy should notify their manager immediately so that Wild Sun Behavioral Services may plan accordingly with as little disruption as possible.

HEALTH, SAFETY, AND SECURITY

Non-Smoking

Smoking is not permitted at any locations affiliated with Wild Sun Behavioral Services. Employees wishing to smoke should do so during their break times, outside Wild Sun premises in designated areas, and in accordance with local ordinances.

Drug and Alcohol

Wild Sun Behavioral Services is dedicated to providing employees with a workplace that is free of drugs and alcohol. For the safety of our employees and clients, Wild Sun reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol under state, federal, or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or if there is an apparent inability to perform the duties required of that position. Specific jobs may, at Wild Sun's discretion, require regular drug testing. Drug or alcohol tests may be conducted after an accident or with reasonable suspicion of impairment while on the job. Under those circumstances, the employee may be driven to a certified lab for the test at Wild Sun Behavioral Services' expense.

Any employee found to use, sell, possess or distribute drugs that are illegal under state, federal or local laws, including marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on Wild Sun premises, performing Company-related duties, or while operating any Company equipment is subject to disciplinary action, up to and including termination of employment. Please note that although the state has legalized the use of marijuana, Wild Sun Behavioral Services does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in

work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor or manager of any job limitations. Upon notification of job limitations, Wild Sun Behavioral Services will make reasonable efforts to accommodate the limitation.

The moderate use of alcohol at Company approved meetings, with business meals, travel, and entertainment, or in an appropriate social setting is not prohibited by this policy.

To the extent any federal, state, or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

Reasonable Accommodations

It is the policy of Wild Sun Behavioral Services to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA. Wild Sun will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability concerning any terms, privileges, or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation, and training.

Employees who become disabled should notify their supervisor or manager if the conditions of the disability impair their ability to perform the essential functions of their position. Where reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question. Wild Sun will also make reasonable accommodations for employees who have work limitations related to pregnancy, childbirth, or a related medical condition. This may include temporary transfer to a less strenuous or less hazardous position, if an employee so requests upon the advice of their health care provider. Reasonable accommodations include any effort that would not impose an undue hardship on the operation of Wild Sun Behavioral Services. Undue hardship refers to any action that requires significant difficulty or expense when considered in relation to factors such as the size of the business, the financial resources of the business, or the nature and structure of its operation, including consideration of the special circumstances of public safety.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by

reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by management regarding the employee's immediate employment situation.

Employee Injury and Accident Response and Reporting

Each employee must adhere to the following safety standards:

- Comply with safety policies and manager instructions
- Report unsafe conditions or equipment
- Report all injuries and "close calls" to their manager immediately
- Refrain from unsafe behavior or endangering other employees
- Assume responsibility for their conduct and actions
- Ask questions when unsure of safe work procedures
- Use all safety equipment/devices provided for their protection
- Report activities occurring in the workplace when considered unsafe or illegal
- Not jeopardize their safety through drug or alcohol use
- Demonstrate a positive verbal and visual example for other employees to follow

If an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by the supervisor, or manager. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to management as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by management.

In addition to compliance with safety measures imposed by the federal Occupational Safety and Health Act (OSHA) and state law, Wild Sun Behavioral Services has an independent interest in making its facilities a safe and healthy place to work. Wild Sun recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a supervisor or manager immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing safety-related complaints, or requesting to see injury and illness logs.

Providing Urgent Maternal Protections for Nursing Mothers

It is the policy of Wild Sun Behavioral Services to comply with all the relevant and applicable provisions of the PUMP Act.

Scheduling:

Nursing employees will be allowed reasonable break times during their working hours to express breast milk. The frequency and duration of breaks will be determined by the individual's needs, in accordance with state, federal or local laws.

Nursing employees are eligible for up to two (2) twenty (20) minute paid breaks. Breaks longer than twenty (20) shall be unpaid beginning at the twenty first (21st) minute. Additional breaks outside of this shall be unpaid unless otherwise required by state, federal or local laws.

Employees should coordinate their pumping schedule with their immediate supervisor to ensure minimal disruption to workflow and team dynamics.

Location and Storage:

A designated private area will be provided for nursing employees to express breast milk. This area will be clean, comfortable, and shielded from view, ensuring privacy.

The designated lactation room will be equipped with electrical outlets for breast pump use, and a small refrigerator to store expressed breast milk.

Reasonable efforts will be made to ensure the availability of a sink with running water near the lactation room for cleaning purposes.

Pregnant Workers Fairness Act (PWFA)

An employee may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to Daniel Kurty. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.

- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Wild Sun Behavioral Services will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Wild Sun Behavioral Services prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Family and Medical Leave Insurance (FAMLI)

Eligible Colorado workers have the right to take FAMLI leave for covered circumstances at any point in their employment.

Circumstances in which FAMLI leave may be taken may be but may not limited to:

- Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
- Caring for a family member with a serious health condition.
- Caring for your own serious health condition.
- Making arrangements for a family member's military deployment.
- Obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.

Eligibility

Starting in 2024, paid family and medical leave benefits will be available to most Colorado workers who have earned \$2,500 over the previous year for work performed in Colorado. You don't have to work for Wild Sun Behavioral Services a minimum amount of time in order to qualify for paid family and medical leave benefits.

Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to 4 more weeks of paid leave per year for a total of 16 weeks. FAMLI leave may be taken continuously, intermittently, or in the form of a reduced work schedule.

How to Apply

Employees will be able to apply for benefits beginning in the last quarter of 2023. The first benefit payment will become available in January 2024. Instructions on how to apply for benefits will be available on famli.colorado.gov.

FAMLI and PTO

Wild Sun Behavioral Services and the employee shall mutually agree as to whether or not the employee will or will not use their PTO prior to FAMLI benefits or in conjunction with FAMLI benefits to supplement their FAMLI payment to ensure full wage replacement.

Payroll Deductions

The FAMLI program is funded through premiums paid by both workers and Wild Sun Behavioral Services. The portion paid by workers will be made through a simple payroll deduction facilitated by Wild Sun Behavioral Services.

**To see what your estimated deduction will be, check out the premium and benefit calculator on famli.colorado.gov.*

Benefit Amounts

FAMLI wage replacement benefits will be paid at a rate of up to 90% of the employee's average weekly wage with lower wage earners receiving a higher percentage. Benefits are calculated on a sliding scale using the individual's average weekly wage from the previous five calendar quarters in relation to the average weekly wage for the state of Colorado and may increase over time. Benefits are capped at \$1,100 per week.

Employee Rights and Protections

Eligible Colorado workers have the right to take FAMLI leave for covered circumstances at any point in their employment. Once you have worked for Wild Sun Behavioral Services for at least 180 days, your job is protected under the law. That means you're entitled to return to the same position, or an equivalent position, when your leave ends.

You can still take FAMLI leave before you meet that 180 day threshold, but Wild Sun Behavioral Services is not required to keep your job for you when your leave is over. As long as you are eligible and qualify to use paid leave, Wild Sun Behavioral Services cannot prevent you from taking leave, and cannot penalize you for taking paid leave. You are also entitled to the same healthcare benefits while you are on FAMLI leave, but you also remain responsible for paying for those benefits in the same amounts as before the leave began.

Workers' Compensation

Wild Sun Behavioral Services provides insurance for all work-related injuries or illnesses. The name of Wild Sun Behavioral Services' workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all insurance benefits provided by Wild Sun. These contracts shall not be limited, expanded, or modified by any statements of Company

personnel of Company documents. Any discrepancies shall be determined by reference to the insuring contracts.

Workplace Violence and Security

Wild Sun Behavioral Services intend to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom Wild Sun does business. Wild Sun has zero tolerance for violent acts or threats of violence.

Wild Sun Behavioral Services expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or Wild Sun property will be considered acceptable behavior. Possession of dangerous or deadly weapons including, but not limited to, any firearms or other weapons; explosive devices, and/or hazardous materials on Wild Sun premises or off Wild Sun premises while performing job-related duties is strictly prohibited. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Wild Sun premises will be subject to immediate discharge.

Employees within Wild Sun Behavioral Services share the responsibility for the identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, manager, or designee. All suspicious individuals or activities should also be reported to a manager as soon as possible. Do not place yourself at risk, if you see or hear a commotion or disturbance near your workstation, do not try to intercede.

Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

Driving Safety

The safety and well-being of our employees are of critical importance to Wild Sun Behavioral Services. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on Wild Sun business will be expected to consistently follow all the safety procedures below.

1. All employees are expected to wear seat belts at all times while in a moving vehicle being used for Wild Sun business, whether they are the driver or a passenger.
2. Use of handheld devices, whether personal or Company-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending, or receiving text messages or e-mails, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle before using any device.

3. Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voicemail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to clients, associates, and business partners of the policy as an explanation as to why calls may not be returned immediately.
4. Although the use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.
5. The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on Wild Sun business.
6. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, or changing radio stations or music is also strongly discouraged while driving, even when in slow-moving traffic.
7. The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.
8. All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
9. All passengers must be approved by management in advance of travel.
10. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
11. Employees must promptly report any accidents to local law enforcement as well as to Wild Sun by established procedures.
12. Employees are also required to report any moving or parking violations received while driving on Company business and/or in Company vehicles.
13. Insurance must be maintained current as a term and condition of continuing employment in positions that require driving.

Wild Sun Behavioral Services provides in-home therapy. Employees may be required to drive to their clients' houses. Employees are not to drive a personal vehicle for Company business for any other purposes unless authorized to do so. If the job requires an employee to operate their personal vehicle, the employee shall be required to submit proof of a current and valid state driver's license. If employees use their own vehicle, either by authorization or requirement to carry out the business of Wild Sun Behavioral Services, they must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of insurance.

If an employee is involved in an automobile accident while on Company business (in a personal or Company vehicle) they must report the accident to their supervisor or manager immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. Employees should not admit liability or guilt and should not apologize or say they are sorry under any circumstances, even if they believe they are at fault.

Inclement Weather

This policy establishes guidelines for Company operations during periods of extreme weather and similar emergencies. Wild Sun Behavioral Services will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, Wild Sun Behavioral Services does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment about road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of designated managers will Wild Sun Behavioral Services cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices to apply:

- Non-exempt hourly employees will be sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay.
- Exempt employees will be expected to continue work from home if their job duties allow. Wild Sun will pay the exempt employee's regular salary regardless, as outlined in the Exempt Employee Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Other Work Options

Supervisors may approve requests for employees to temporarily work from home if doing so allows completion of work assignments.

Infectious Disease

Management will take proactive steps to protect the workplace in the event of an infectious disease outbreak. Employees are encouraged to engage in good hygiene practices while at work, especially handwashing with soap and water, or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizers. Employees are to make their best effort to avoid contact with bodily fluids.

In the case of an outbreak, Wild Sun leadership staff will report the knowledge of the suspected outbreak to the local public health agency or the Colorado Department of Health within four hours of detection).

A committee will be designated to monitor and coordinate events around an infectious disease outbreak as well as to create work rules that could be implemented to promote safety through infection control. Management is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

It is the goal of Management during any period of quarantine or infectious disease outbreak, to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Disasters and Emergencies

Disasters/Emergencies may include but are not limited to, the following: fire, bomb scare, active shooter, severe weather, external hazmat incident, bioterrorism threats. As appropriate, call 911.

The management team will be responsible for identifying all patients and staff in the field, at the time of emergency. Patients and staff will be contacted via phone (voice call, text messaging). Management will notify state and local officials of any on-duty staff or clients that they are unable to be contacted.

Management encourages patients and their families to follow their personal emergency plans and instructions. Patients and families have the ultimate responsibility for planning appropriately.

Lockdown

- Facility lockdown can be used in emergencies such as active shooter, escaped prisoners, criminals being chased by police, threats made by a significant other or another unknown person, or any other event that threatens the safety of the staff or client.
- If the emergency occurs at a patient's home, staff should request that the access doors be locked.
- Staff must notify management and request additional instructions.

Shelter in Place (SIP)

- Shelter in Place means that the staff and/or patients will remain in the clients' homes. Sheltering can be used due to sudden severe storms, tornados, violence/terrorism, or hazardous materials conditions in the area.
- Advise patients or caregivers that windows and doors should be firmly closed and checked for soundness. Storm shutters, if available, should be closed. If a storm gets very strong, in the event of a tornado or windows are threatened, staff, patients, and caregivers should move to interior rooms and hallways.
- If sheltering is used in the event of a hazardous chemical incident, windows and doors will be shut and all fans, air conditioners, and ventilators will be turned off. The cloth should be stuffed around gaps in the bottom of the doors.
- If the emergency occurs at the patient's home, shelter in place and notify management and request additional instructions.
- Wild Sun Behavioral Services will re-establish contact with all patients as soon as possible after the emergency has passed to check for injuries or deterioration of health. Corrective actions will be initiated.

Evacuation

- There are a number of hazards that could cause an evacuation. The most common would be a fire in or near the patient's home, rising floodwaters, or an evacuation order issued by the police, fire department, or other governmental authority.
- If the evacuation is from the patient's home, the staff on duty at the home will notify management and request assistance to evacuate the client if needed. In the event of a fire or other condition requiring immediate evacuation, call 911 for assistance.
- Management will contact patients/staff in a mandatory evacuation area as soon as possible to assure safety.

Suspension of Services

- If the emergency results in the inability of Wild Sun Behavioral Services to continue providing services, Wild Sun Behavioral Services will create a plan for continuity of services.
- Patients and/or caregivers will be notified that Wild Sun Behavioral Services will not be able to provide services and referrals will be made for appropriate accommodations

Documentation

- During an emergency, documentation should continue for all patients in the process of treatment.
- All rules about the protection of and access to patient information (HIPAA) remain in effect during an emergency.

WORKPLACE GUIDELINES

Hours of Work

Employees are expected to be at their work area, ready to work at their scheduled time. Employees will be given their duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if Wild Sun Behavioral Services changes its operating hours, employees will be given written notice to facilitate any personal planning.

Off-the-Clock Work

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Non-exempt staff will require pre-approval for use of non-billable hours otherwise considered off-the-clock. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. This includes checking email on personal devices after work hours. Any possible violations should be reported promptly to a supervisor or member of management.

Meal Periods

Except for certain exempt employees, employees who are scheduled to work a shift that exceeds five consecutive hours are entitled to take a non-compensated meal period each workday of 30 minutes.

Rest Periods

Employees will take a 10-minute rest period for every four (4) hours worked (or a major fraction thereof), which should be taken so far as practicable in the middle of each work period. Employees are expected to schedule their rest periods at their discretion under these guidelines unless instructed otherwise by their manager. Rest periods may not be combined with meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets. Rest periods may not be waived to shorten employees' workdays or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period.

Lactation Accommodation

Wild Sun Behavioral Services provides a supportive environment to enable breastfeeding employees to express their milk during work hours for up to two years following the birth of a child. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form are unacceptable and will not be tolerated.

Attendance and Tardiness

Employee attendance is a major concern of Wild Sun Behavioral Services. Unsatisfactory attendance including tardiness and leaving work early is unacceptable performance. Employees will be rated in their performance appraisal in the categories of attendance and punctuality.

If an employee is ill, injured, or an unexpected emergency arises which prevents them from coming to work, the employee must notify their supervisor or manager no later than 30 minutes before the start of their scheduled workday. If an employee's supervisor, manager, or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact Wild Sun Behavioral Services, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When an employee calls in absent, they are to advise Wild Sun of their expected date of return. Management reserves the right to require proof of illness, injury, or accident, including a doctor's statement after four (4) consecutive days of illness, or notice for any temporary disability.

Repeated absences, excessive absences (excused or unexcused), or a pattern of absences are unacceptable job performance. If an employee is absent for three consecutive days and has not provided proper notification, Wild Sun will assume that the employee has abandoned their position and may be treated as having voluntarily terminated employment with Wild Sun.

If an employee becomes ill at work, they should notify their supervisor or manager immediately. If an employee is unable to perform their job tasks, they may be sent home for the remainder of the day or until able to work again.

Employees shall be at their workstation ready to begin work at the start of their scheduled work time or resumption of work duties. If employees are not prepared, they will be considered tardy.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

Supervision and Observation

Upon hire, and before working with any client, Behavior Technicians will be introduced and oriented to each client and all pertinent stakeholders. The Behavior Technician will have a supported opportunity to establish rapport before being trained in program implementation. The BCBA will provide direct and supported instruction in treatment plan implementation and guarantee that the Behavior Technician is sufficiently trained before providing any 1:1 services.

A BCBA will provide at minimum 1 hour of supervision for every 10 hours of direct Behavior Technician treatment hours. Supervision hours may be conducted either 1:1 or in a group format. Outside of observation/supervision hours, a BCBA will be available by phone during service hours for consultation or emergency response/support.

Attire Guidelines

The dress code at Wild Sun is considered "casual professional" when working directly with clients. As a representative of Wild Sun, we would like you to dress in a way that shows respect for yourself, our clients, their families, and us as your employer.

We trust that you are able to determine what clothing items best support your ability to conduct your job in a professional manner, however, you must adhere to the following guidelines:

- No visible midriff
- Shorts and skirts must extend beyond finger length when resting at your sides
- Sleeveless tops must have straps that are at least three inches
- No tube tops
- No visible undergarments
- No pajamas or sleepwear
- No sandals or flip flops
- Clothing should display only child-friendly images/text
- Jewelry and accessories must not pose safety hazards (e.g., potential for choking, entanglement, breakage, or other forms of damage)
- Clothes should be free of tears, stains, or other visible damage
- Please refrain from using strongly scented products to ensure a comfortable environment for everyone

For external meetings with stakeholders, industry professionals, educators, and/or other service providers (ex. IEP meetings, meetings that occur in professional environments, etc.) we expect employees to adhere to a more business-professional attire. Some examples of business-professional attire are, but not limited to:

- Dress pants, khakis, casual dresses or skirts
- Blouses, collared shirts or polos
- Athletic dress shoes, casual dress shoes, flats or low heels

Managers are responsible for enforcing dress and grooming standards for their departments. Any employee whose appearance does not meet these standards may be counseled. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the situation.

We acknowledge and respect the importance of clothing worn for religious purposes or disabilities, please speak with your supervisor to discuss accommodation.

Confidentiality

There shall be no disclosure of any confidential information or trade secrets to anyone outside Wild Sun Behavioral Services without the appropriate authorization. Confidential information may include internal reports, policies, procedures, and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instruments, formulas, and technology. In addition, always respect financial disclosure laws and third-party intellectual property.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax, and email.

When an inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to a supervisor or manager without comment from the employee. When an inquiry is made regarding any client, the inquiry must be forwarded to a supervisor or manager.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA).

Health Insurance Portability and Accountability Act (HIPAA)

Protecting the privacy of our patient's medical information helps to foster long-term patient relationships built on confidence and trust. In addition, safeguarding Protected Health Information or "PHI" is required by the Health Insurance Portability and Accountability Act (HIPAA).

Our Practice is considered a covered employer that is required to comply with the HIPAA Privacy Rule. The Privacy Rule basically states that a patient's PHI is confidential and that no one associated with our Company (such as employees, volunteers, interns, or contractors) may use or disclose such information without the patient's written authorization except under limited and specific circumstances.

Protected Health Information or "PHI" includes any patient health information that is individually identifiable. Individually identifiable health information is that which can be linked to a particular person or group of people, usually by the patient's name, social security number, address, birth date, or another piece of demographic information. For example, a patient's medical condition coupled with that patient's name would be considered PHI. In addition, simply the fact that an individual is a patient at our Practice is also considered PHI. So in your

role with Wild Sun Behavioral Services, you are required to safeguard any patient information, including demographic data that relates to:

- Our patients' past, present or future physical or mental health or conditions,
- All provisions of health care provided to the patient, and
- All information about the past, present, or future payment for the provision of health care to the patient

During the course of your employment with the Practice, you will inevitably come into contact with Protected Health Information. This information may be in any medium (i.e. written, electronic, oral, overheard, or observed). The policy that we use in our Practice is that such information may be disseminated to other employees within the Practice on a strict "need to know" basis. You are not to discuss any type of PHI with another employee who does not have a legitimate, work-related need to know such information. In addition, under no circumstances are you permitted to discuss or otherwise disclose PHI with anyone else, including other patients, the patient's family or friends, your family or friends, etc., as doing so violates the federal HIPAA law.

A HIPAA covered entity, such as our Practice, is permitted to use and disclose PHI, without the patient's authorization under the following circumstances:

1. To the patient. You never have to be concerned with the HIPAA Privacy Rule when discussing the patient's health information with that patient.
2. For treatment, payment, and health care operations.
3. For informal reasons, as long as the patient has the opportunity to agree or object.
4. For purposes incidental to another permitted PHI disclosure
5. For Public Interest and Benefit Activities, or
6. For the purposes of research, public health, or health care operations.

Please keep in mind that HIPAA Privacy Rule covered transactions include, but are not limited to:

- Healthcare Claims
- Health Plan Eligibility Communications
- Health Plan Enrollment and Disenrollment
- Healthcare Payment and Remittance
- Health Plan Premium Payments
- Claim Status Communications
- Referral Certification and Authorization
- Coordination of Benefits

You will receive training regarding the Practice's Privacy and HIPAA policies. You are required to follow our rules and policies in this regard as a condition of employment. Unauthorized

disclosures of PHI or other Privacy or HIPAA violations will result in disciplinary action up to and including termination of employment.

HIPAA compliance is complex, and it is an area that the Practice takes very seriously. Should you ever have questions or concerns regarding our HIPAA policy, a specific disclosure, or a disclosure request, please direct such questions to your manager.

Client Incident Reporting

Wild Sun Behavioral Services provides a humane and caring environment, which includes diligence to ensure the safety of the persons served. Reporting serious incidents and acting on the information in these reports is essential. Wild Sun Behavioral Services will complete Incident Reports for all individuals receiving services.

Wild Sun Behavioral Services is required to record incident reports for all required incident types as identified by the Division for Intellectual and Developmental Disabilities.

If an individual is injured, employees and contractors will complete a written Incident report within twenty-four (24) hours of the witnessed or reported incident. Wild Sun Behavioral Services employees and contractors will complete a written summary. The report will include information on the initial/preliminary action taken by Wild Sun Behavioral Services in response to the allegation, injury, medical crises, or other occurrences and indicate what additional follow-up is planned.

Conflict of Interest

Wild Sun Behavioral Services is judged by the collective and individual performance of its employees. Wild Sun has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, Wild Sun holds itself and its employees to the highest standards of lawful and ethical conduct.

Employees must be very careful that their relationship with clients or vendors and other activities do not subject them or Wild Sun to questions or undue criticism. Employees must refrain from engaging in any activity that could conflict with their status as a Company employee. This includes the use of an employee's position with Wild Sun for personal profit, advantage, or entering into transactions or relationships where an employee may have a conflict of interest, is improperly benefiting from an affiliation with Wild Sun, or is violating laws governing fiduciary relationships. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

If an employee has questions about the propriety of a transaction or activity, they should seek guidance from their supervisor or manager. If necessary, employees should seek written approval before proceeding.

Business Gifts

Wild Sun Behavioral Services wants at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the policy of Wild Sun that employees are prohibited from either directly or indirectly asking, demanding, exacting, soliciting, or seeking anything of value for themselves or any other person or entity.

Employees are also prohibited from either directly or indirectly accepting, receiving, or agreeing to receive anything of value for themselves or for any other person or entity (other than employee paychecks from Wild Sun) for, or in connection with any transaction or business of Wild Sun that has a value of \$50 or more. If an employee is promised, offered, or given anything of value from any member, prospective member, customer, or prospective customer for, or in connection with any transaction or business of Wild Sun, employees are to advise their supervisor or manager at once.

Outside Activities

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- Work-related activities and conduct away from Wild Sun must not compete with, conflict with or compromise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to Wild Sun.
- Wild Sun employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Wild Sun, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

Reporting Irregularities

It is the responsibility of each employee of Wild Sun Behavioral Services to immediately report any irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of Company funds or property and suspicious persons or activity.

If an employee's actual or constructive knowledge of any irregularity exists and the employee does not report it to their supervisor or manager, that employee has engaged in unacceptable job performance.

Inspections and Searches

Any items brought to or taken off of Wild Sun premises, whether the property of the employee, Wild Sun, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by Wild Sun. Wild Sun may monitor any telephone conversation employees have on Wild Sun-owned or controlled equipment, premises, or property. Any inspection or search conducted by the Wild Sun or its designees may occur at any time, with or without notice.

Electronic Assets Usage

Wild Sun Behavioral Services recognizes that the use of the internet has many benefits for the Company and its employees. The internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately if required by their job. Use of the internet for non-work purposes should be held to a reasonable limit; reasonableness will be determined by management. Non-work internet usage may be prohibited. If employees have questions about what constitutes reasonable usage, they should not hesitate to contact their manager or supervisor.

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

- Employees are prohibited from placing any passwords or restrictors on any document, computer, or computer software without the prior permission of their supervisor or manager. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any Company information without the appropriate authorization is strictly prohibited
- Company internet and email access may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, or harassing nature, or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other federal or state-protected status shall be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language (materials that would adversely or negatively reflect upon Wild Sun or be contrary to Wild Sun's best interests) and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email are forbidden.
- Copyrighted materials belonging to entities other than Wild Sun may not be transmitted by employees on Wild Sun's network. All employees obtaining access to another company's or

individual's materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except with permission or as a single copy to reference only. If employees find something on the internet that may be interesting to others, they should not copy or download it. Instead, they can give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on their own.

- Employees should not use the system in a way that disrupts its use by others. This includes but is not limited to streaming of any video, unless work-related, streaming of music unless approved by management, sending or receiving many large files, and sending email messages to an excessive number of users or sending emails that are not work-related in content.
- The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise the security of Wild Sun's information. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio, or images that they place on Company drives or send over Wild Sun's internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that Wild Sun's name is attached to all messages so use discretion in formulating messages.
- Email is not guaranteed to be private or confidential. All electronic communications are Company property. Therefore, Wild Sun reserves the right to examine, monitor, and regulate email messages, directories, and files, as well as internet usage. Also, the internet is not secure so don't assume that others cannot read or possibly alter messages.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside Wild Sun.

All Company-supplied technology including computer systems and Company-related work records belong to Wild Sun Behavioral Services and not the employee. Wild Sun routinely monitors usage patterns for its email and internet communications. Although encouraged to explore the resources available on the internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the email and internet connection, are Wild Sun-owned, all Company policies are in effect at all times. Any employee who abuses the privilege of Wild Sun-facilitated access to email or the internet may be denied access to the internet.

Social Media

Wild Sun Behavioral Services acknowledges the importance of social media as a means of communication and expression. We respect our employees' rights under the National Labor Relations Act (NLRA) to engage in protected concerted activities. However, this policy is designed to provide guidelines for responsible and professional use of social media while ensuring compliance with new National Labor Relations Board (NLRB) rulings.

Guidelines:

Protected Concerted Activities:

Wild Sun Behavioral Services fully respects and supports employees' rights to engage in protected concerted activities, which may include but are not limited to discussions related to wages, working conditions, and other terms of employment on social media.

Professional Conduct:

While using social media, employees are expected to maintain a professional and respectful tone. Avoid engaging in any activities that could harm the reputation of the clinic or breach patient confidentiality.

Confidential Information:

Do not share any confidential or proprietary information about the clinic, its patients, or employees on social media. Protect sensitive data as mandated by HIPAA and other relevant laws.

Disclaimers:

If an employee's social media account is linked to Wild Sun Behavioral Services or contains work-related content, they must include a clear disclaimer stating that the views expressed are their own and not necessarily those of the clinic.

Harassment and Discrimination:

Do not engage in or condone harassment, discrimination, or any form of cyberbullying on social media. Report any instances of such behavior to Daniel Kurty

Accuracy and Accountability:

Ensure that the information shared on social media is accurate and reliable. If corrections are needed, make them promptly and transparently.

Endorsements, Sponsorship, Reviews and Other:

If you are endorsing products, services, or organizations, ensure it is clear that your endorsement is personal and not on behalf of Wild Sun Behavioral Services.

When providing reviews and feedback for products, services, or organizations, make it evident that your endorsement represents your personal views and is not on behalf of Wild Sun Behavioral Services.

Consequences of Violation:

Violations of this policy may lead to disciplinary action, up to and including termination of employment, depending on the severity of the breach and the clinic's discretion while maintaining compliance with the new National Labor Relations Board (NLRB) rulings.

Representation

Do not represent yourself as a spokesperson for Wild Sun Behavioral Services unless requested to do so by management. If Wild Sun is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Wild Sun, fellow employees, members, customers, suppliers, or people working on behalf of Wild Sun.

Using Social Media at Work

Do not use Company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Company Device Usage and Personal Cell Phones

The telephones of Wild Sun Behavioral Services are to be restricted to business calls for Company business. All employees are required to be professional and conscientious at all times when using Company phones. The use of personal cell phones or other devices during working hours should be held to a reasonable limit. The reasonableness of cell phone usage will be determined by management.

Personal Property

Wild Sun Behavioral Services is not liable for lost, misplaced, or stolen personal property. Employees should take all precautions necessary to safeguard their personal possessions. While Wild Sun does not prohibit personal items in the office, desks and office areas are to be kept as neat and organized as possible. Employees should refrain from having their personal mail sent to Wild Sun because mail may be automatically opened.

Parking

All parking is at an employee's own risk. It is recommended that employees and visitors lock their vehicles and take other appropriate safeguards. Employees are not to park in areas reserved for visitors.

EMPLOYMENT SEPARATION

Resignation

For a smooth transition of clients, we ask that BCBA's provide a minimum of four weeks' written notice of their intent to resign. We ask RBT's to provide a minimum of two weeks' written notice, though we hope you communicate plans of leaving as soon as possible for the benefit of our clients. An employee's notice of resignation to voluntarily terminate employment with Wild Sun Behavioral Services should be submitted to their supervisor or manager. An exit interview may be requested.

Personal Possessions and Return of Company Property

Any Company property issued to employees, such as computer equipment, keys, tools, parking passes, or Company credit cards must be returned to Wild Sun Behavioral Services at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment, employees are to remove their personal possessions from all Company property.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Wild Sun Behavioral Services, LLC

I acknowledge receipt of Wild Sun Behavioral Services' employee handbook. I agree to read the handbook and to follow the guidelines and policies outlined in the handbook and any amendments to the handbook along with the other policies and procedures of Wild Sun.

I understand that my employment with Wild Sun Behavioral Services is at-will, which means it can be terminated at any time, with or without cause, and with or without prior notice, either by Wild Sun Behavioral Services or myself. While my wages are paid regularly, I acknowledge that I am not being hired for any definite period. I also acknowledge that neither the handbook nor any policy of Wild Sun Behavioral Services guarantees or promises employment or continuing employment. No representations or promises have been made to me that I can only be disciplined or discharged under specific circumstances or after certain events. I understand that the handbook is for informational purposes only and does not create a contract of employment or continuing employment between myself and Wild Sun Behavioral Services. Company policy requires employees to be hired at will, and this policy cannot be changed by any oral modifications. My at-will employment status with Wild Sun Behavioral Services has been fully explained, and I have had the opportunity to ask questions regarding Company policies and my at-will employment status.

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time. I realize that nothing in this handbook is intended to infringe upon my rights under Section 7 of the National Labor Relations Act (NLRA). Additionally, I am hereby made aware that under the Defend Trade Secrets Act I may not be held criminally or civilly liable under federal or state trade secret laws if I disclose a trade secret to a government official or attorney solely to report or investigate a violation of law, or in a complaint or document filed in a lawsuit if that filing is made under seal.

Signature

Printed Name

Date