



2021 EMPLOYEE HANDBOOK

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Welcome to Allies Supported Employment

Allies Supported Employment takes pride in having you join our team. We strive to provide our employees a safe and rewarding work environment for you thrive. Our goals are to provide top notch services to our clients by employing dedicated individuals to represent our mission and values.

Allies Supported Employment is required to comply with all state and federal laws. All policies and procedures therein this handbook support those laws and employee rights according to those laws. Every employee of Allies is required to support our efforts in remaining in compliance with state and federal regulations to the best of their ability. Any employee covered under a collective bargaining agreement should first adhere to the policies contained in the agreement.

The policies contained in this handbook pertain to all employees. All employees should use this handbook as a resource when questions arise pertaining to operations, policy and procedure.

Any employee covered under a collective bargaining agreement should first adhere to the policies contained in the agreement.

Every employee must acknowledge the receipt of this handbook with the understanding that they understand and acknowledge the basic guidelines concerning your employment. Allies Supported Employment reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment

If you have questions about your employment or any provisions in this handbook, contact Jesus Albert Scola.

We wish you success in your employment here at Allies Supported Employment!

All the best,

Hayden Johnson Allies Supported Employment

About the Company

Allies Supported Employment began in 2018. We saw the need for dedicated and integrated based companies in the Utah Valley area. We quickly spread throughout the state and are the only Supported Employment Firm in the state of Utah. We have gone from job coaching and job placement to consulting, management, holdings, and investing. We hope to continue to pave a path for future firms, schools, and clients. Our goal is to change the way that employers look at hiring in general and to eliminate barriers to employment working alongside the vocationally disenfranchised.

Allies Supported Employment strives to provide job coaching and placement for the state if Utah. We are the only company of this kind in the state of Utah so we are proud to be pioneers integrated based services in the Utah Valley area.

Mission Statement

Mission Statement:

"Building social and business capital alongside the vocationally disenfranchised through meaningful, gainful, and integrated employment."

At-Will Employment

Your employment with Allies Supported Employment is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave Allies Supported Employment at any time, with or without notice and with or without cause.

"Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Allies Supported Employment employees have the right to engage in or refrain from such activities. Only Hayden Johnson, Owner, and Jesus Albert Scola, Director of Operations, has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by Hayden Johnson, Owner, and Jesus Albert Scola, Director of Operations.

If a written contract between you and Allies Supported Employment is inconsistent with this handbook, the written contract is controlling. This policy may not be appropriate in its entirety for employees working in Montana.

Commitment to Diversity

Allies Supported Employment is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Allies Supported Employment and is an important principle of sound business management.

Standards of Conduct

Allies Supported Employment wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Allies Supported Employment property (including in Allies Supported Employment vehicles), or on Allies Supported Employment business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Allies Supported Employment or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra- company communications, or expense records.
- Taking or destroying Allies Supported Employment property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Allies Supported Employment trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of Allies Supported Employment or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Allies Supported Employment premises during working hours.
- Failure to dress according to Allies Supported Employment policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at Allies Supported Employment.
- Gambling on Allies Supported Employment premises.
- Lending keys or key-cards to Allies Supported Employment property to unauthorized persons.

We hope to give our employees opportunities to grow, gain experiences, and become financially stable. In that process we expect our employees to follow through, be transparent, ask questions, and seek work, we will do all that we can to help you be successful if you are willing to put forth effort on your end.

Your direct supervisor and upper management reserves the right to perform employee performance reviews as needed, but they will be done at least quarterly. We have implemented a three write up policy, after three write ups your direct supervisor reserves the right to let you go.

Examples of write ups may include, but are not limited to:

- Being consistently late for appointments.
- Taking unapproved last minute time off consistently.
- Taking pictures with clients.
- Posting personal client information online.
- Speaking ill of Allies Supported Employment to clients, vendors, etc.
- Taking advantage of Allies Supported Employment perks such as, free drinks and snacks at corporate office, personal use of Allies Supported Employment property, and/or parking in non-designated areas at the corporate office.
- Providing misinformation on time sheets or reporting sheets.
- Complaints from employers, parents, clients, etc.
- Not following through with assigned tasks.
- Not updating your time sheet before 6 PM on Fridays consistently.
- Not updating client forms at least weekly.
- Performing personal things while clocked in at work.

Your direct supervisor and upper management reserves the right to determine what consistently means in this context. In general, write ups will only occur if something becomes a consistent issue, we understand that mistakes happen, but if they occur frequently a write up will likely follow.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

Ethics Code

Allies Supported Employment will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to Allies Supported Employment.

We expect that officers, directors, and employees will not knowingly misrepresent Allies Supported Employment and will not speak on behalf of Allies Supported Employment unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about Allies Supported Employment or operation or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.Hiring and Orientation Policies

New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Allies Supported Employment and your job responsibilities and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship. During this introductory period, **you will not accrue paid time off.**

Disability Accommodation

Allies Supported Employment complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, Allies Supported Employment will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your direct supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, Allies Supported Employment will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by Allies Supported Employment in connection with a request for accommodation will be treated as confidential.

Allies Supported Employment encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Allies Supported Employment is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Allies Supported Employment.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Allies Supported Employment will not discriminate or retaliate against employees for requesting an accommodation.

EEO Statement and Non-Harassment Policy

Equal Opportunity Statement

Allies Supported Employment is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. Allies Supported Employment is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Allies Supported Employment will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. Allies Supported Employment will take appropriate corrective action, if and where warranted. Allies Supported Employment prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your direct supervisor or any other designated member of management.

Policy Against Workplace Harassment

Allies Supported Employment has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to Allies Supported Employment or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify your direct supervisor or any member of management.

Allies Supported Employment prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If Allies Supported Employment determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, Allies Supported Employment may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, Allies Supported Employment will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Religious Accommodation

Allies Supported Employment is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from Allies Supported Employment dress code or the individual's schedule, basic job duties, or other aspects of employment. Allies Supported Employment will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will Allies Supported Employment question the validity of a person's belief.

If you require a religious accommodation, speak with your direct supervisor or appropriate department.

Open Door/Conflict Resolution Policy

Allies Supported Employment strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your direct supervisor and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of Allies Supported Employment, management, its employees, vendors, customers, or any other persons or entities related to Allies Supported Employment, bring your concerns to the attention of your direct supervisor at a time and place that will allow the person to properly listen to your concern.

Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have already brought this matter to the attention of your direct supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

Affirmative Action Policy for Federal Contractors

As a federal contractor, it is the policy of Allies Supported Employment to take affirmative action as called for by applicable laws and executive orders to:

- Provide equal employment opportunities to all qualified persons and recruit, hire, train, terminate, promote, and compensate persons in all jobs without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information or characteristics, protected veteran status, or other protected classifications in accordance with federal law.

- Administer personnel actions in areas such as compensation, benefits, transfers, layoffs and recalls, Allies Supported Employment-sponsored education training, tuition assistance, and social and recreational programs to ensure that no employees are discriminated against.
- Ensure employment decisions are made in furtherance of the objective of equal employment including, but not limited to:
 - **Recruitment and selection** – Recruitment and hiring of all personnel is accomplished without discrimination against any individual whose status is protected by applicable state or local law.
 - **Promotion** – Individuals will be upgraded and promoted on the basis of their abilities, skills, and experience. Allies Supported Employment will undertake good faith efforts to ensure that minority and women employees, disabled individuals, and covered veterans, who are qualified, as well as those who become qualified through training, are considered for promotion.
 - **Transfers** – When vacancies occur, Allies Supported Employment will make every good faith effort to effect transfers of qualified minority and women employees, disabled individuals, and covered veterans, into areas where such employees may have been or may now be underutilized.
 - **Terminations** – When reductions in Allies Supported Employment work force occur, they will be based on nondiscriminatory factors and make every good faith effort to ensure that minorities and women, disabled individuals, and covered veterans are treated in a nondiscriminatory manner.

Applicants and employees will not be subjected to harassment, intimidation, or any type of retaliation because they have:

- Filed a complaint;
- Assisted or participated in an investigation, compliance review, or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity;
- Opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or in violation of
- Exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

3.Wage and Hour Policies

Introduction to Wage and Hour Policies

At Allies Supported Employment, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your direct supervisor.

Attendance Policy

Every employee is expected to work designated shifts as allotted by management. If you know ahead of time that you will be absent or late, provide six hours advance notice to your direct supervisor. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Any period of absence longer than one day, you will be required to notify your direct supervisor 2 weeks in advance and submit a time off request form.

A no, call no show is when an employee does not notify their direct manager of an unexcused absence. Any more than three (3) days of consecutive no call no shows will be considered job abandonment and can result in termination. Absences resulting from approved leave, or legal requirements are exceptions to the policy.

Business Expenses Policy

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Allies Supported Employment procurement processes. Allies Supported Employment will pay for expenses that are for business purposes with accurate documentation of the reimbursement such as a receipt or approved invoice. Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.

Direct Deposit

Allies Supported Employment encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Payroll for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check.

Paycheck Deductions

Allies Supported Employment is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact your Supervisor. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

Posting of Work Schedules

All work schedules will be dictated based off of employee caseloads. Case loads will be assigned at weekly team meetings and an official list of case loads can be found on the Google Drive. Google Drive will be where employees will submit their time sheets to their immediate supervisors weekly on Friday's before 6:00 PM.

Recording Time

Allies Supported Employment is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that Allies Supported Employment has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using Allies Supported Employment time sheets found on Google Drive. Exempt employees may also be required to track days or time worked. Speak with your direct supervisor for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Allies Supported Employment procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Time sheets/time cards are to be turned in to your direct supervisor or appropriate department before each week ending Friday at 6:00 PM.

Notify your direct supervisor of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to your Supervisor or appropriate department any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Pay Transparency Policy for Federal Contractors

The contractor Allies Supported Employment will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Meal and Rest Periods Policy

Allies Supported Employment strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your direct supervisor regarding procedures and schedules for rest and meal breaks. Allies Supported Employment requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take

your scheduled break or meal period, let your direct supervisor know; in addition, notify your direct supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your direct supervisor.

At certain times Allies Supported Employment may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At Allies Supported Employment, the standard pay period is biweekly for all employees. Pay dates are every other Friday. If a pay date falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your direct supervisor if this type of date arises.

If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy. If you find an issue, report it to your direct supervisor immediately.

Travel Time Pay

Some nonexempt positions within Allies Supported Employment require travel. Allies Supported Employment pays nonexempt employees for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is 9:00 AM-5:00 PM Monday through Friday.

Home to Work Travel

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

Special One Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that Allies Supported Employment may deduct/not count that time you would normally spend commuting to the regular work site.

Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. Allies Supported Employment will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

Calculating and Reporting Travel

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

4 Performance, Discipline, Layoff, and Termination

Criminal Activity/Arrests

Allies Supported Employment will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by Allies Supported Employment, whether on or off Allies Supported Employment property, may result in disciplinary action including suspension or termination of employment.

Disciplinary Process

Violation of Allies Supported Employment policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. Allies Supported Employment encourages a system of progressive discipline depending on the type of prohibited conduct. However, Allies Supported Employment is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your direct supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while Allies Supported Employment is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

Open Door/Conflict Resolution Policy

Allies Supported Employment strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your direct supervisor and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of Allies Supported Employment, management, its employees, vendors, customers, or any other persons or entities related to Allies Supported Employment, bring your concerns to the attention of your direct supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have already brought this matter to the attention of your direct supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Allies Supported Employment is prohibited. Allies Supported Employment recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to Allies Supported Employment should be reported to your direct supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

Pay Raises

Depending on financial health and other company factors, efforts will be made to give pay raises consistent with Allies Supported Employment profitability, job performance, and the consumer price index. Allies Supported Employment may also make individual pay raises based on merit or due to a change of job position.

Performance Improvement

Allies Supported Employment will make efforts to periodically review your work performance. The performance improvement process will take place quarterly, or as business needs dictate. You may specifically request that your direct supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

Post-Employment References

Allies Supported Employment policy is to confirm dates of employment and job title only. With written authorization, Allies Supported Employment will confirm compensation. Forward any requests for employment verification to Hayden Johnson, Owner, or Jesus Albert Scola, Director of Operations.

Promotions

To match you with the job for which you are best suited and to meet the business needs of Allies Supported Employment, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job.

All employees promoted into new job positions will undergo a 90-day introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Allies Supported Employment benefits for which they are eligible.

Transfers

Allies Supported Employment may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

Workforce Reductions (Layoffs)

Based upon business needs, Allies Supported Employment management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and Allies Supported Employment will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address. Allies Supported Employment follows Utah state laws regarding final pay, termination notices, and benefits continuation. Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of Allies Supported Employment.

5. General Policies

Authorization for Use of Personal Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Allies Supported Employment may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to Allies Supported Employment.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol or any other substance that may impair your judgement or ability to drive
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Travel and Mileage Reimbursement

All employees should record their mileage for work related activities. This includes mileage between appointments and to and from job sites. Mileage for commuting to the office or home should not be submitted.

Example/Scenario:

You leave your home at 8:45 and it takes you 15 minutes to get to your first appointment. You will not clock in at 8:45, you clock in at 9:00 when you arrive to your appointment. Your appointment lasts 30 minutes and you drive to your next appointment. You leave at 9:30 and arrive to your next appointment by 10:00. The 30 minute drive is clocked as travel time because you were driving in between job sites/appointments. Your 10:00 appointment ends at 1:00 and you drive home. It takes 30 minutes to drive home. The 30 minute drive home is not clocked.

Lunch and Breaks

Every employee is offered paid lunch under 30 minutes. If you take a lunch break longer than 30 minutes, you will be required to clock out until you return to your shift.

For job coaches: If you are with a client during their lunch break and you both are taking lunch together, you can spend time teaching them skills or prompting and can stay clocked in. For example, if you need to stay with the client during their lunch break to prompt them to return back to work, you should stay clocked in during that lunch break, even if it lasts longer than 30 minutes.

Computer Security and Copying of Software

Software programs purchased and provided by Allies Supported Employment are to be used only for creating, researching, and processing materials for Allies Supported Employment use. By using Allies Supported Employment hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Allies Supported Employment policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Allies Supported Employment, or developed by Allies Supported Employment employees or contract personnel on behalf of the Allies Supported Employment, is and will be deemed Allies Supported Employment property. It is the policy of Allies Supported Employment to respect all computer software rights and to adhere to the terms of all software licenses to which Allies Supported Employment is a party. The Director of Operations is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or Allies Supported Employment to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by Allies Supported Employment must be purchased after receiving approval from Hayden Johnson, Owner, or Jesus Albert Scola, Director of Operations.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by Allies Supported Employment.

Driving Record

All employees required to operate a motor vehicle as part of their employment duties at Allies Supported Employment must maintain a valid driver's license and acceptable driving record. Allies Supported Employment may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Allies Supported Employment.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

Employer Sponsored Social Events

Allies Supported Employment holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by your direct supervisor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

Incentive Programs

Incentives will be specified by supervisors on a case by case basis. However, job developers/consultants can receive bonuses based on job development performance. Those will be as follows:

1. \$100 bonus if your client finds a job in 60 days or less.
2. \$100 bonus if your client is making more than \$14.00 per hour.
3. \$100 bonus if your client obtains a job in a STEM field.
4. \$100 bonus if your client is receiving benefits.

Mail Use Policy

You are required to limit usage of the Allies Supported Employment mail service to business purposes only. You may not use Allies Supported Employment address to receive personal mail. Do not use Allies Supported Employment postage meter for your personal mail. Report any suspicious packages or envelopes to your direct supervisor immediately.

Non-solicitation/ Non-distribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Allies Supported Employment has implemented a Non-solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employee who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your direct supervisor.

Off-Duty Use of Employer Property or Premises

You may not use Allies Supported Employment property for personal use during working time. You are responsible for returning Allies Supported Employment property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy

machines, computers, Allies Supported Employment products, or office supplies for personal use without prior authorization.

It is Allies Supported Employment policy to control off duty and nonworking hour use of Allies Supported Employment facilities either for business or personal reasons. You are prohibited from using Allies Supported Employment facilities during off duty or nonworking hours without the written consent of your direct supervisor. If you use Allies Supported Employment facilities during your off-duty hours or Allies Supported Employment off-hours, you may be required to sign a log-in and log-out sheet maintained by Allies Supported Employment or building manager.

Dress & Grooming

Your personal appearance reflects on the reputation, integrity, and public image of Allies Supported Employment. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

Dress Code: Business casual

Men:

- jeans or slacks conservative colors
- polo shirts or button-up shirts conservative colors
- Well-groomed
- Beards should be kept and presentable
- no ripped jeans
- No graphic T-shirts
- No hats/caps
- No shorts
- No sandals
- Tattoos should be covered
- No face piercings

Women:

- Unrevealing shirts or blouses in conservative colors
- Jeans or slacks conservative colors. If wearing a skirt it should be at knee length.
- No ripped jeans
- The cloth should not be revealing
- No sandals

- No leggings
- No graphic T-shirts
- Tattoos should be covered

Allies Supported Employment, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on Allies Supported Employment. Contact your direct supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

Personal Cell Phone/Mobile Device Use

While Allies Supported Employment permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Allies Supported Employment property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Allies Supported Employment policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, Allies Supported Employment requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to the Allies Supported Employment network or to Allies Supported Employment equipment (computers, printers, etc.).

You may have the opportunity to use your personal devices for work purposes. Before using a personal device for work-related purposes, you must obtain written authorization from your direct supervisor. The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. To ensure the security of Allies Supported Employment information, if you are to use your personal device for work purposes you must ensure that you have an approved VPN and antivirus system in place approved by Hayden Johnson, Owner, or Jesus Albert Scola, Director of Operations. If you are authorized to use a personal device, you will receive a monthly stipend based on the estimated use of the device. If you obtain or

currently have a plan that exceeds the monthly stipend, Allies Supported Employment will not be liable for the cost difference.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

Personal Data Changes

It is your obligation to provide Allies Supported Employment with your current contact information, including current mailing address and telephone number. Inform Allies Supported Employment of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W- 2 and other mailings. To make changes to this information, contact Payroll or the appropriate department, or person.

Security

All employees are responsible for helping to make Allies Supported Employment a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your direct supervisor immediately. Refrain from discussing specifics regarding Allies Supported Employment security systems, alarms, passwords, etc. with those outside of Allies Supported Employment.

Immediately advise your direct supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of Allies Supported Employment. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

Social Media Policy

At Allies Supported Employment, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to Allies Supported Employment, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for Allies Supported Employment.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with Allies Supported Employment, as well as any other form of electronic communication.

Allies Supported Employment principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may

be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employee of Allies Supported Employment.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Allies Supported Employment cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Allies Supported Employment policy. Your personal posts and social media activity should not reflect upon or refer to Allies Supported Employment.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to Allies Supported Employment.
- Do not create a link from your personal blog, website, or other social networking site to an Allies Supported Employment website that identifies you as speaking on behalf of Allies Supported Employment.
- Never represent yourself as a spokesperson for Allies Supported Employment. If Allies Supported Employment is a subject of the content you are creating, do not represent yourself as speaking on behalf of Allies Supported Employment. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by Allies Supported Employment.

Media Contacts

If you are not authorized to speak on behalf of Allies Supported Employment, do not speak to the media on behalf of Allies Supported Employment. Direct all media inquiries for official Allies Supported Employment responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

Telecommuting

Telecommuting is defined as regularly working a full or partial workday from home or some other alternate work site.

Allies Supported Employment will make telecommuting available to our employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. Each department manager will determine, in his or her discretion, the positions within the department that may be suitable for telecommuting.

If you meet eligibility requirements for telecommuting, you must submit a Telecommuting Agreement form to your immediate direct supervisor for departmental approval. If you are granted a telecommuting arrangement, you will be subject to the same performance standards as prior to telecommuting. Telecommuting work areas may be evaluated to ensure that appropriate safety standards are met. Telecommuting may be a reasonable accommodation; consult Hayden Johnson, Owner, or Jesus Albert Scola, Director of Operations if you are requesting telecommuting as a reasonable accommodation.

Telephone Use

Allies Supported Employment phones are principally for work-related communications. Unless there is an emergency, limit long distance telephone calls to business purposes only. Limit personal use of Allies Supported Employment telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Use of Company Technology Policy.

Third Party Disclosures

From time to time, Allies Supported Employment may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of Allies Supported Employment and should refer any call requesting the position of Allies Supported Employment to Jesus Albert Scola, Director of Operations. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Jesus Albert Scola.

Use of Company Technology

This policy is intended to provide Allies Supported Employment employees with the guidelines associated with the use of Allies Supported Employment information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at Allies Supported Employment, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

Allies Supported Employment IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Allies Supported Employment IT resources and communications systems are the property of Allies Supported Employment. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Allies Supported Employment electronic information and communications systems.

Allies Supported Employment reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Allies Supported Employment IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that Allies Supported Employment will exercise this right periodically, without prior notice and without prior consent.

The interests of Allies Supported Employment in monitoring and intercepting data include, but are not limited to protection of Allies Supported Employment trade secrets, proprietary information, and similar

confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Allies Supported Employment IT resources and communications systems.

Do not use Allies Supported Employment IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, Allies Supported Employment will also advise law enforcement officials of any illegal conduct.

6. Benefits

Bereavement Leave

Allies Supported Employment recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Company will provide bereavement leave as follows: "Employees with more than 3 months' service may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

Allies Supported Employment may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis. Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Employee Assistance Program (EAP)

Allies Supported Employment provides confidential assistance through its employee assistance program (EAP) to all eligible employees and their family members/dependents. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the Company.

In certain circumstances, you may be referred to the EAP by your Supervisor due to job performance issues.

EAP services are available to eligible participants without charge; however, the cost of referrals to treatment or rehabilitation is your responsibility if it is not completely covered by insurance.

EAP services can be initiated by contacting the EAP service provider, please refer to the EAP brochures.

Exempt Personnel

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your direct supervisor for clarification.

Health Insurance Policy

Allies Supported Employment offers group health insurance benefits to all eligible full time employees who have worked for at least 2 months on the job. Health plan benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from Hayden Johnson, Owner.

Your group health benefits are paid in part by Allies Supported Employment. The remainder of the costs are paid by you through deductions from your paycheck.

Benefits may be canceled or changed at the discretion of Allies Supported Employment, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your health benefits under federal or state law. In such event, Allies Supported Employment will provide you with information about your rights to continue your benefits coverage.

Holidays

If you are required to work on a Holiday, Allies Supported Employment will pay time and a half.

The state of Utah celebrates the following days as legal holidays:

- New Year's Day – January 1st
- Martin Luther King, Jr. Day – the third Monday of January
- Washington and Lincoln Day – the third Monday of February
- Memorial Day – the last Monday of May
- Juneteenth – the third Saturday of June
- Independence Day – July 4th
- Pioneer Day – July 24th

- Labor Day – the first Monday in September
- Columbus Day – the second Monday of October
- Veterans Day – November 11th
- Thanksgiving – the fourth Thursday in November
- Christmas Day – December 25th

When a legal holiday falls on a Sunday, it will be celebrated on the following Monday and if it falls on a Saturday, it'll be celebrated the Friday before. This way, Utah residents will always get a three-day holiday weekend.

If a holiday falls on your regular day off, ask your direct supervisor how it affects you.

You will be compensated for holidays in accordance with federal and state law.

Paid Time Off (PTO)

Allies Supported Employment recognizes that employees have diverse needs for time off from work and, as such, Allies Supported Employment has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work .

Vacation 2 weeks paid vacation.

Personal 2 days per year Sick 8 days per year Birthday 1 day per year to celebrate birthday*

Eligibility

PTO is accrued upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 20 hours per week on a regular basis. Employees working less than 20 hours per week on a regular basis, on-call and temporary employees are not eligible to accrue PTO.

Availability

PTO accruals are available for use in the pay period following completion of 30 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued. Any PTO not used by December 31 of each year, will forfeit the PTO. PTO will not carry over into new calendar year.

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one day. Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

An employee is required to use PTO according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation. Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Payment Upon Termination

In accordance with Utah State law, after 180 days of employment, an employee will be paid upon resignation, separation or retirement for any *Vacation PTO days accumulated, but not used. Employees whose hours regularly drop below 20 hours per week will be paid PTO on the effective date of the change in hours. Employees will not be paid for Sick, Personal or Birthday PTO days.

Regular Full-Time Personnel

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 32 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at Allies Supported Employment are for regular full-time employees only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

Regular Part-Time Personnel

All employees who work fewer than 32 hours per week are considered part time. Part-time employees are not eligible for Allies Supported Employment benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

Severance Pay

In its discretion, Allies Supported Employment may provide a severance pay benefit to exemplary employees who leave work for reasons other than involuntary termination or economic downturn. As a general rule, when severance pay is offered, an employee will be provided with one week of severance pay for every year of employment with the Company. To be entitled to severance pay, the employee must have worked at least three years with the Company and be a regular full-time employee at the time of separation.

Temporary Personnel

Temporary employees are hired for a specific period or specific work project, not to exceed 4 months in duration. Allies Supported Employment reserves the right to extend the duration of temporary employment where necessary. Temporary employees are not eligible for benefits unless specified otherwise in this handbook or in the benefit plan summaries, or specifically permitted by law.

Unemployment Compensation Insurance Policy

Unemployment compensation insurance is paid for by Allies Supported Employment and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from Allies Supported Employment.

Workers' Compensation Insurance Policy

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Allies Supported Employment, no matter how slightly, you are to report the incident immediately to your direct supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your direct supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Covid-19 Policy

All client facing employees are required to wear a mask that covers the nose and mouth in all designated work areas at all times to protect themselves and the general public.

If an employee is on a job site and experiences illness related to COVID-19 symptoms, they should immediately notify their manager for further instruction.

Emergency COVID-19 Paid Leave Rights

Allies Supported Employment provides eligible employees with emergency paid sick leave under certain conditions until **March 31, 2021** under the Emergency Paid Sick Leave Act, which is part of the Families First Coronavirus Response Act (FFCRA).

Employees are eligible for up to 80 paid hours at the employee's regular rate based on regular scheduled work hours for instances where they are unable to work due to exposure to Covid-19, mandatory quarantine and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Employees are eligible for a maximum of 80 hours of paid sick leave based upon regular scheduled hours at the regular rate of pay because the employee is unable to work because of a need to care

for an individual subject to quarantine or to care for a child whose school or childcare facility is closed for reasons related to COVID-19.

An employee should provide notice to the employer where leave is foreseeable. After the first workday of paid sick time, Allies may require employees to telework if soundly able.

If an employee requires more than the allotted time for leave, they will be required to use their paid time off or sick leave.

After March 31, 2021, an employee will be required to use their accrued paid time off or sick time in the event of any COVID-19 related leaves unless the federal provisions are extended to employers. If the employee does not have any paid time off or sick leave and needs to request COVID-19 leave, the leave will be considered unpaid.

Eligibility

All employees are eligible for emergency paid sick leave.

Reason for Leave

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Potential Exemption

The Company, as a small business with fewer than 50 employees, under certain circumstances, may need to deny emergency paid sick leave under this policy if granting such leave would jeopardize the viability of the Company's business as an ongoing concern. The Company is exempt from the requirement of providing emergency paid sick leave to care for your son or daughter whose school or place of care is closed, or whose child care is unavailable, for COVID-19 related reasons when:

- Such paid leave would cause the Company's expenses and financial obligations to exceed available business revenue and cause the Company to cease operating at a minimal capacity;
- The absence of those requesting such leave would pose a substantial risk to the financial health or operational capacity of the Company because of their specialized skills, knowledge of the business, or responsibilities; or

- The Company cannot find enough other workers who are able, willing, and qualified and who will be available at the time and place needed, to perform the labor or services those requesting leave provide, and these labor and services are needed for the Company to operate at a minimum capacity.

Duration/Compensation

Full-time employees are entitled to up to 80 hours of paid sick leave for qualifying events. Part-time employees are entitled to take the number of hours they would normally be scheduled to work during a two-week period.

For employees with varying hours, one of the following methods for determining the number of hours paid will be used:

- If the individual has worked six months or more, the average number of hours that the individual was scheduled per day over the six-month period ending on the date on which the individual takes leave, including hours for which they took leave of any type.
- If the individual has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.

The rate of your pay depends on your reason(s) for taking leave. If you:

- Are subject to a federal, state, or local quarantine or isolation order related to COVID-19, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
- Have been advised by a health care provider to self-quarantine because of COVID-19 concerns, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
- Choose to obtain a medical diagnosis because you are experiencing symptoms of COVID-19, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
- Caring for or assisting an individual who is subject to an order or recommendation as described in bullet 1 or 2 above, pay is at two-thirds of the greater of your or the applicable minimum wage, capped at \$200 per day.
- Are caring for your child because of school or daycare closure, or because the child care provider is unavailable, due to COVID-19, pay is at two-thirds of the greater of your regular rate or the applicable minimum wage, capped at \$200 per day.
- Are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, pay is at two-thirds of the greater of your regular rate or the applicable minimum wage, capped at \$200 per day.

Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave before March 21, 2021. The Company will coordinate any interaction between local, state, and federal leave laws, including emergency paid sick leave laws, to the extent necessary and consistent with those laws.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Intermittent Use of Leave

If the Company directs or allows you to telework, but you are unavailable to do so because of one of the qualifying reasons for emergency paid sick leave, the Company may agree to allow you to take paid sick leave intermittently, in any agreed increment of time. If you normally report to work at a Company worksite, the Company may agree to allow you to take paid sick leave in any agreed increment of time to care for your son or daughter whose school or place of care is closed, or child care provider is unavailable, because of a COVID-19 related reason.

Documentation

When requesting emergency paid sick leave, you must provide the following information in writing:

- Your name;
- Date(s) for which leave is requested;
- Qualifying reason for the leave; and
- Verbal or written statement that you are unable to work because of the qualified reason for leave.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 1 above, you must additionally provide the name of the government entity that issued the quarantine or isolation order.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 2 above, you must additionally provide the name of the health care provider who advised you to self-quarantine due to concerns related to COVID-19.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 3 above, you must additionally provide either:

- The name of the government entity that issued the quarantine or isolation order to which the individual being cared for is subject; or
- The name of the health care provider who advised the individual being cared for to self-quarantine due to concerns related to COVID-19.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 5 above, you must additionally provide:

- The name of the child being cared for;
- The name of the school, place of care, or child care provider that has closed or become unavailable; and
- A representation that no other suitable person will be caring for the child during the period for which you take emergency paid sick leave.

The Company may also request you to provide such additional material as needed to support a request for tax credits pursuant to the FFCRA. The Company is not required to provide leave if materials sufficient to support the applicable tax credit have not been provided.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on March 31, 2021, unless further extended by federal guidelines

Court Attendance and Witness Leave

Allies Supported Employment realizes that, on occasion, employees may be subpoenaed to attend a deposition or hearing. In such cases, you will be provided unpaid leave to attend. Notify your direct supervisor as soon as possible to make scheduling arrangements.

Allies Supported Employment reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Allies Supported Employment will not retaliate against employees who request or take leave in accordance with this policy.

Jury Duty Leave

Allies Supported Employment encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your direct supervisor as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty.

Allies Supported Employment reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

Allies Supported Employment will not retaliate against employees who request or take leave in accordance with this policy.

Minor Child Court Attendance Leave

If you have a minor child that is required to appear in court, Allies Supported Employment will provide you unpaid leave to attend. Notify your direct supervisor as soon as possible to make scheduling arrangements.

Allies Supported Employment reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Allies Supported Employment will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, Allies Supported Employment will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your direct supervisor, consistent with applicable legal requirements.

Federal Contractor Paid Sick Leave (Accrual Method)

Allies Supported Employment provides all employees who perform work on or in connection with a covered federal contract paid sick leave for the following:

- Their own physical or mental illness, injury, or medical condition;
- To obtain diagnosis, care, or preventive care from a health care provider;
- To care for their child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association is the equivalent of a family relationship, who has any of the aforementioned conditions or needs for diagnosis, care, or preventive or is otherwise in need of care; or
- Their own illness, injury, or condition or to obtain care from a healthcare provider where the condition or care is the result of domestic violence, sexual assault, or stalking; to obtain additional counseling, seek relocation, seek assistance from a victim services organization, or take related legal action (including preparation for or participation in any related civil or criminal legal proceeding) as a consequence of domestic violence, sexual assault, or stalking; or to provide assistance to a person in a covered relationship who undertakes any of these actions as a result of domestic violence, sexual assault, or stalking.

You will accrue one hour of paid sick leave for every 30 hours worked on or in connection with a covered contract and up to 56 hours of paid sick leave each accrual year. Accrual for full-time employees is calculated on the assumption of 40 hours worked per week. Accrual for part-time exempt employees is based on typical number of hours worked on a covered contract each workweek. Once you accrue a total of 56 paid sick leave hours, accrual will stop. You will begin to accrue sick pay again once you have used some of the accrued sick pay. You may not use more sick pay than you have accrued, and may not receive an advance of sick pay that has not yet been accrued.

Unused, accrued paid sick leave hours are carried over to the next accrual year; however, you are not entitled to more than 56 hours at any given time. You may only accrue more hours if the balance is less than 56. As previously stated, upon accruing 56 hours any additional accrual stops until some hours are used.

Give your direct supervisor as much advance notice as possible if you are going to take sick time. When foreseeable, seven days' advance notice (either verbal or written) must be provided to use sick leave. However, there may be occasions, such as sudden illness, when advance notice is not possible. In those situations, inform your direct supervisor of the circumstances as soon as practicable. You may also be asked to provide a certification or documentation to your direct supervisor if absent for three or more consecutive full days.

You may use paid sick leave in no less than full hour increments. Incremental use of leave may not exceed working hours and must be used during hours when you would be working under a covered contract.

If your employment ends, no unused paid sick leave will be paid. Unused sick days may not be converted to a cash payment. You may be required to use available paid sick leave during family and medical leave (FMLA leave), and periods of paid sick leave as required under applicable state or local law.

Military Leave (USERRA)

Allies Supported Employment complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed

services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to your Supervisor or appropriate department. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your direct supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your Supervisor or appropriate department.

Maternity Leave

Our company **maternity leave policy** outlines the company's provisions for women employees who are expecting a child and/or require time to care and bond with their newborn.

The company endorses the right of its employees to become parents. We are also aware that pregnancy or caring for an infant or a newly adopted child may cause difficulties for them in relation with their job duties. We are, therefore, prepared to support pregnant employees and allow new mothers enough time to recover from childbirth and care for their child.

Allies will cover 6 weeks of paid leave at 85% of the employee's regular salary or hourly pay. This paid leave can run concurrent with any state mandated Family Medical Leave Act (FMLA).

Accommodations for Nursing Mothers

Allies Supported Employment will provide nursing mothers reasonable break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in company refrigerators located on the first floor in the lunch room area or in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time will be paid in accordance with federal law.

You are encouraged to discuss the length and frequency of these breaks with your direct supervisor.

No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

7. Safety and Loss Prevention

Business Closure and Emergencies

Allies Supported Employment recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

Company Closure

Examples of emergencies when Allies Supported Employment may close include, but are not limited to, power outages, blizzards, natural disasters, acts of terrorism, etc.

Notification

In an emergency, Allies Supported Employment will make every effort to notify you of the closing by email or by phone. These notification efforts assume that you have access to electricity and internet and/or phone service.

When Allies Supported Employment is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, Allies Supported Employment is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, Allies Supported Employment may decide to close mid-day. When Allies Supported Employment closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

Benefits Coverage

Your health insurance coverage will be maintained by Allies Supported Employment during the closure on the same basis as if you were still working.

Extending Leave

When Allies Supported Employment closure ends, you are expected to report to work. Contact your direct supervisor if you cannot return to work at the end of the closure. Allies Supported Employment recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when Allies Supported Employment is able to remain open. Allies Supported Employment recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your direct supervisor, by any method possible.

Time missed under circumstances where Allies Supported Employment remains open and you are unable to report to work is to be used as vacation time, personal time, or is unpaid.

Drug and Alcohol Policy

Allies Supported Employment is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of Allies Supported Employment to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

Allies Supported Employment expressly prohibits employees from engaging in the following activities when they are on duty or conducting Allies Supported Employment business or on Allies Supported Employment premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. Allies Supported Employment does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to Allies Supported Employment Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your direct supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

General Safety Policy

It is the responsibility of all Allies Supported Employment employees to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to your direct supervisor as soon as reasonably possible and complete an occupational illness or injury form as needed. Failure to follow Allies Supported Employment health and safety rules may result in disciplinary action, up to and including termination of employment.

Policy Against Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Allies Supported Employment, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

Allies Supported Employment has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Allies Supported Employment property or while performing Allies Supported Employment business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your direct supervisor, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to your Supervisor or appropriate department.

Drug-Free Workplace

Drug-Free Workplace Act

As a federal contractor, Allies Supported Employment must comply with the requirements of the Drug-Free Workplace Act of 1988, which is a part of Public Law 100-690, Anti-Drug Abuse Act of 1988. The federal Drug-Free Workplace Act of 1988 (§ 5152) covers grants and contracts for the procurement of any service with a value of \$25,000 or more.

To comply with the act, federal agency contractors and federal grant recipients must provide a drug-free workplace. These federal contractors and grant recipients will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against employees for violations.
- Distribute a copy of the policy statement to employees engaged in the performance of a federal grant or contract.
- Notify employees that compliance with the policy is a condition of employment on such grant or contract and that employees must abide by the terms of the policy statement. The policy statement includes the requirement that employees notify Allies Supported Employment of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on employees who are so convicted.
- Establish a program of drug-free awareness, informing employees about the organization's policy of maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug- abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

Drug-Free Workplace Policy

Allies Supported Employment, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
- Any employees convicted of a criminal drug statute violation occurring in the workplace must notify their direct supervisor of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, Allies Supported Employment must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
- Upon receiving such notification, Allies Supported Employment, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with Allies Supported Employment, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

Allies Supported Employment will evaluate its obligations in accordance with state and other applicable laws where required, on a case by case basis.

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, Allies Supported Employment must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Nonsmoking Policy

Allies Supported Employment is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking in the office, client areas, and restrooms is prohibited.

9. Non-Compete, Trade Secrets and Inventions

Non-Compete

Covenant Not to Compete. You agree that at no time during the term of your employment with Allies Supported Employment that you will engage in any business activity which is competitive with Allies Supported Employment nor work for any company which competes with Allies Supported Employment. For a period of one (1) year immediately following the termination of your employment, you will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with Allies Supported Employment within 100 miles of the facility in which you were employed.

Non-solicitation. During the term of your employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or independent contractor of Allies Supported Employment on behalf of any other business.

Soliciting Clients After Termination of Agreement. For a period of one (1) year following the termination of your employment and your relationship with Allies Supported Employment, you shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the clients of Allies Supported Employment or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of Allies Supported Employment on whom you have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with Allies Supported Employment.

Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Allies Supported Employment employees are required to protect the confidentiality of Allies Supported Employment trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to Allies Supported

Employment. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your direct supervisor or appropriate department.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Allies Supported Employment, is a "work for hire" and is the property of the Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and Owners.

Customer Relations

Customer, Client, and Visitor Relations

Allies Supported Employment strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your direct supervisor immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your direct supervisor or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing Allies Supported Employment as a leader in its field.

Products and Services Knowledge

As a representative of Allies Supported Employment, you are expected to be familiar with the products and services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of Allies Supported Employment. We consider our employees to be the best reflection of our business brand and company success.

We have strict deadlines that we would like to have our employees reach when working with clients.

With Work Strategy Assessments we would like our employees to contact the client within 48 hours of receiving the clients assessment/contact information. The assessment should be finished within 2 weeks of first meeting the client. If the client is not contacted within 48 hours, and the assessment is not finished within 2 weeks of meeting, a write up may occur without proof/justification in writing. The information that needs to be obtained and sent to your direct supervisor is:

- The work strategy assessment itself.
- The Employment Profile Page.
- A copy of 2 forms of ID.

For job placement, we would like to have our clients placed in a job within 60 days of the work strategy assessment meeting. If your client is placed within that 60-day window you will receive a \$100 bonus. If the client gets a job that pays \$14.00 per hour or more, you qualify for an additional \$100 bonus. If the client obtains a job in a STEM field you qualify for an additional \$100 bonus. If your client goes over the 120 days without a placement we will be conducting a performance meeting with your direct supervisor and potentially the client's counselor. We require that all job placement forms be sent to your direct supervisor within 24 hours of the client getting the job. If the forms are not sent within the 24-hour period a write up can occur without appropriate justification.

The forms that need to be sent to your direct supervisor within 24 hours of the client obtaining the job are:

- The CIE Form 60.
- Job Analysis Form.
- DWS form 630
- Job Development Update Form.

For job coaching you will be expected to complete your job coaching forms weekly by Friday at 6:00 PM at the latest, and ideally daily. If the forms are not completed at least weekly, that is cause for a write up. Creativity is rewarded and with coaching being so different client to client and business to business, we cannot offer specific bonuses, but we will offer bonuses based off client performance, employer reviews, creativity with job carving, creativity with creation of task analysis', etc.

Forms to be completed with coaching are:

- Job coaching update form.
- Task analysis using the company iPads or self-developed task analysis.
- Monthly coaching update form.

Closing Statement

Allies Supported Employment strives to create a productive, safe working environment for all of our employees. This handbook should be used as a resource for all work-related situations. Any questions or concerns about any content within this handbook should be forwarded to Human Resources or a direct supervisor. All employees are expected to follow the rules and guidelines in this handbook.

Thank you for being a part of the Allies Supported Employment Team