



EMPLOYEE HANDBOOK

Bardin Behavioral Health, LLC
Employee Handbook
Adopted 12.30.2020

DISCLAIMER

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE CITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDERSTANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE CITY [ADMINISTRATOR/ MANAGER/MAYOR] OR APPROVED BY VOTE OF COUNCIL.

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Section 1: The Way We Work

A Word About Our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve difficulties that may arise and develop a mutually beneficial relationship.

A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the Company. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the Company. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Company.

Not all of the Company's policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more important ones. Additionally, employees who work in certain geographic areas may be covered by local ordinances which require different policies than some of those contained in this Employee Handbook. The Company will comply with all applicable local ordinances and any policy required by a local ordinance will be set forth in an addendum to this Employee Handbook. If an employee has any questions or concerns about this Employee Handbook or any other policy or procedure, please ask your supervisor, your Human Resources representative, or another member of management. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the president of the Company in a signed written contract, the Company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be approved by the president of the Company. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Additionally, the Company reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, or transfer job positions, or assign additional job responsibilities.

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY

DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED— WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

This Employee Handbook refers to current benefit plans maintained by the Company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

Nothing in this Employee Handbook or in any other document or policy is intended to violate any local, state, or federal law. Nothing in this Employee Handbook or in any other document or policy is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act (NLRA). Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (“EEOC”), National Labor Relations Board (“NLRB”), Securities and Exchange Commission (“SEC”) or any other federal, state or local agency charged with the enforcement of any laws.

Equal Employment Opportunity

Bardin Behavioral Health is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers based on their actual or perceived: race (including traits historically associated with race, such as hair texture and hairstyles), religion(including dress or grooming practices), color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression/transgender (including individuals who are transitioning, have transitioned, to the gender with which they identify), age (40 and over), sexual orientation, military and veteran status and any other consideration protected by federal, state or local law (collectively referred to as "protected characteristics").

Bardin Behavioral Health also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any protected characteristics or is associated with a person who has or is perceived as having any of those characteristics. The Company also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers. **All such conduct violates Company policy.**

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the South Carolina Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the Company is not obligated to disclose the wages of other employees.

Prohibited Harassment

The Company's policy prohibits harassment or disrespectful conduct based on any protected characteristic and applies to all persons involved in the operation of the Company. The Company's prohibited harassment policy applies to all employees, as well as to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment is unwelcome and offensive behavior. The following is a partial list of what might constitute harassment:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts, or messages.
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis.
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Prohibited harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creating a hostile, intimidating, or offensive environment.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Abusive Conduct Prevention

It is expected that the Company and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

Reasonable Accommodation for Disabilities, Religion, Pregnancy

To comply with applicable laws ensuring equal employment opportunities for individuals with qualified disabilities, the Company will make reasonable accommodations for the known physical or mental

limitations of an otherwise qualified applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of his or her job or to obtain equal job benefits should contact Human Resources to request such an accommodation. The Company will engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform his or her essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The Company will evaluate information obtained from the employee, and possibly his or her health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to the health and/or safety of the individual or others, the Company will generally make the accommodation. However, the Company retains discretion in the selection of an alternative effective and reasonable accommodation, consistent with business necessity. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation in a timely fashion (including medical information) and being willing to consider alternative accommodations when applicable.

Employees occasionally develop serious or life-threatening illnesses. The Company is committed to supporting such employees' efforts to continue their normal pursuits, including working. When necessary and where required by law, the Company will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life-threatening illnesses. All employees, including employees with serious or life-threatening illnesses or other disabilities, must maintain acceptable performance standards. Employees with questions or concerns about life threatening illnesses are encouraged to contact Human Resources for information and referral to appropriate services and resources.

An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it.

Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including termination of employment.

An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should contact Human Resources and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation. The Company will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state, or local law.

Anti-Retaliation

Retaliation is prohibited against any person by another employee or by Bardin Behavioral Health for using the Company's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted

by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit. The Company will not retaliate or discriminate against an employee or applicant and will not knowingly tolerate or permit retaliation by management, employees, or co-workers.

Complaint Procedure

Any person covered by Company policy that believes he or she has been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with the Company in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report or complaint to his or her direct supervisor, any member of administration/ management, or Human Resources. Employees are not required to make a report or complaint directly to their immediate supervisor but can speak to any individual identified in this policy. Human Resources and members of administration/management can be reached at (916) 729-3098. 1620 Santa Clara Drive, Ste. 100, Roseville CA, 95661. Supervisors and managers who observe or receive complaint or reports of misconduct are required to immediately report such complaints to the Director of Operations. All complaints will be referred to Director of Personnel, who will attempt to resolve issues internally.

If you make a report or complaint, please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your report or complaint in writing, but it is not mandatory. This will aid in the Company's investigation and a quick and fair resolution.

When a report or complaint is received, the Company will conduct a fair, timely, thorough, and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. Complaints and reports will be kept confidential to the extent possible, will be documented and tracked for reasonable progress, and will be closed in a timely manner in accordance with the circumstances. The Company expects all employees to fully cooperate with any investigation conducted by the Company into a complaint of proscribed harassment, discrimination, or retaliation, or regarding the alleged violation of any other Company policies.

Upon completion of the investigation, the Company will communicate its conclusion as soon as practical. If the Company determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

You also should be aware that the Federal Equal Employment Opportunity Commission investigates and prosecutes complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.eeoc.gov.

Categories of Employment

INTRODUCTORY PERIOD

Full-time and part-time employees are on an introductory period during their first 90 days of employment. Canceling or missing scheduled training/work may result in termination of employment.

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Please keep in mind that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the Company. Your cooperation and assistance in performing such additional work is expected. During this time, you will be able to determine if your new job is suitable for you and your human resources manager will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time thereafter. Your status as an at-will employee does not change. Additionally, the Company reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, or transfer job positions, or assign additional job responsibilities.

EMPLOYEE CLASSIFICATIONS

Employees are classified as either exempt or nonexempt under federal and state wage and hour laws and are further classified for administrative purposes. The following designations are used throughout this Employee Handbook.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and South Carolina wage and hour laws and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Exempt employees are required to work as much of each workday/workweek as necessary to complete their job responsibilities. Exempt employees are not eligible for overtime pay. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor or Human Resources with any questions or concerns regarding this status.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable South Carolina exemption tests and who are *not* exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of eight hours in any workday and 40 hours in a workweek. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor or Human Resources with any questions or concerns regarding this status.

Full-Time Employees

Full-time nonexempt employees are those who are typically scheduled for and who do work a schedule of at least 30 hours per week and at least 1560 hours per year. Full time exempt employees typically work 40 or more hours per week and 2080 hours per year. Full-time employees are generally eligible for the employee benefits described in this Employee Handbook and are provided with benefits required by applicable law.

Part-Time Employees

Part-time nonexempt employees are those who are normally scheduled to work and who do work fewer than 30 hours per week and less than 1560 per year. Part time exempt employees typically work less than 40 hours per week or 2080 hours per year. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for some, but not all, employee benefits described in this Employee Handbook and are provided with benefits required by applicable law.

Temporary Employees

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or nonexempt on the basis of job duties and compensation.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal or local leave of absence will be placed on inactive status.

Unless health benefit extension is required by law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to elect to continue their health care coverage at the employee's expense. Contact Human Resources for more information.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility. The Employment Eligibility Verification Form I-9 must be completed the first day of employment.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

New Employee Orientation

Upon joining the Company, you were given this copy of our Employee Handbook. Later editions of the Handbook will be distributed to all Employees. After reading the Employee Handbook please sign the receipt page and submit during online orientation. If you are a new Employee, you will then be asked to complete personnel, payroll, and benefit forms.

Should you lose your Employee Handbook or if it becomes damaged in any way, please visit the Employee Portal Resource Center for an additional copy.

Your Director of Operations

This Department acts as an information center for both employees and management. This department plays an important part in formulating and interpreting Company policy and offers help with a variety of problems and matters that concern employees and management. Human Resources staff members are available to discuss subjects such as employment/ recruitment, benefits, employee records, safety, and disciplinary problems.

Your Director of Operations is open 9:00 to 4:00 p.m., Monday through Friday. Appointments may be arranged for other times. You may e-mail questions to info@bbhaba.com

You are encouraged to contribute suggestions or questions so the staff may be more responsive to your needs.

Talk to Us

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations. Choosing to speak up about workplace concerns helps build a healthy, ethical, and compliant company and is part of our culture. To promote that culture, the Company encourages employees to speak up and raise questions and concerns promptly about any situation that may violate our Code of Conduct, our core values, or our policies. At Bardin Behavioral Health, we know our people are our most valuable asset. It benefits all of us if we raise our concerns so the Company may consider them carefully and address them properly.

The Company is deeply committed to promoting a culture of ethical conduct and compliance with:

- Our Code of Conduct, core values, and policies.
- The laws, rules, and regulations that govern our business operations; and
- Best practices in accounting, auditing, and financial reporting matters.

We expect all our employees, supervisors, directors, and agents to follow this commitment in all aspects of their work. We promote an environment that fosters honest, good faith communications about matters of conduct related to our business activities, whether that conduct occurs within Bardin Behavioral Health, involves one of the Company's contractors, suppliers, consultants, or clients, or involves any other party with a business relationship to the Company. Consistent with our commitment to ethics, compliance, and the law, we welcome your good faith questions and concerns about any conduct you believe may violate our policies, especially conduct that may be illegal, fraudulent, unethical, or retaliatory.

If you have a problem or concern (other than one covered by the harassment/retaliation/discrimination complaint policy), it is usually best to first present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor is able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with any office personnel. He/she will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

The Company realizes that coming forward with questions or concerns may sometimes feel like a difficult decision, but we are committed to fostering an environment that does not deter individuals from speaking up when they observe conduct that may violate any and all Company employees' obligations to perform our jobs in a manner that is consistent with the Company's policies and procedures, as well as applicable laws. For that reason, the Company will not tolerate retaliation of any kind because an employee in good faith raises a question or concern about a violation or suspected violation of our policies, or the laws and

regulations under which we do business, or because the employee participates in or cooperates with an investigation of such concerns.

Retaliation is any conduct that would reasonably dissuade an employee from raising, reporting or communicating about good faith concerns through our internal reporting channels or with any governmental authority, or from participating in or cooperating with an investigation or legal proceeding raising such concerns.

Retaliation may occur through conduct or written communication and may take many forms, including actual or implied threats, verbal or nonverbal behaviors, changes to the terms or conditions of employment, coercion, bullying, intimidation, or deliberate exclusionary behaviors.

The Company cannot correct problems unless it is aware that they exist. For that reason, we ask that employees raising concerns provide as much detailed information as possible, including the background and history of the concern, names, dates, and places where possible, and the reasons why the situation is cause for concern. This is especially important for concerns raised anonymously, so that the Company may conduct an appropriate review and if necessary, begin an investigation.

The Company is committed to reviewing all reported concerns, conducting proper, fair, and thorough investigations tailored to the circumstances, and taking appropriate remedial and concluding steps as warranted. All action taken by the Company in response to a concern will necessarily depend on the nature and severity of the concern. When an employee raises a concern, the Company will maintain confidentiality to the fullest extent possible, consistent with applicable legal requirements and the need to conduct an adequate investigation or review. The Company expects that concerns will be submitted in good faith and that employees will participate truthfully in any investigation or inquiry arising from a concern submitted under this Policy. Remember, all good faith concerns and reports raised under this policy will be taken seriously

Please note as well that the Company does not prohibit anyone from electing to report concerns to, make lawful disclosures, provide documents or other information to or communicate with the Equal Employment Opportunity Commission (“EEOC”), National Labor Relations Board (“NLRB”), Securities and Exchange Commission (“SEC”) or any other federal, state or local agency about conduct believed to violate laws or regulations. The Company also does not prohibit employees from participating in an investigation or proceeding conducted by one of these agencies.

Section 2: Your Pay and Progress

Employee Times Entries

Time entries must be submitted by 12:00 a.m. on the day of service using Square Payroll. Timesheets are verified for accuracy daily by the employee and may be audited by Supervisors, Human Resources and/or Payroll personnel.

Hourly employees failing to submit their time entries on time risk not being paid on time, but all efforts will be made to ensure hours are present. It is the employees’ responsibility to be sure hours are recorded and entered correctly in order for their paycheck to be accurate. Employees may be paid, as a courtesy, an amount for their typical hours worked if payroll is notified an employee has not recorded their time or recorded it incorrectly. As a result, an employee may be required to return monies overpaid to Bardin Behavioral Health, LLC and Bardin Behavioral Health may be required to add monies to a paycheck short paid as soon as the correction is discovered, and payroll can process the check. Reporting a late timecard submission is the responsibility of the employee and may result in disciplinary action up to and including termination of employment.

Nonexempt employees must report *all* time worked and must *not* work any time that is not authorized by their supervisors. This means nonexempt employees must not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless directed to do so. Employees who have questions about when or how many hours they are expected to work should contact their supervisor.

Employees who are classified as exempt must record absences from work for reasons such as leaves of absence, sick leave, or vacation. Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive his or her salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, an exempt employee will not be paid for days not worked in the circumstances set forth under Paycheck Deductions below.

The Company may require an exempt employee to use available PTO or sick leave as a replacement for salary when the employee takes less than a full day off from work. An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror, as a witness or in the military or for lack of work.

Some salary employees are still required to follow the submission schedule, as required by their job description.

Repeated late time entries submitted by an employee may result in discipline, up to and including termination of employment.

Every employee is expected to accurately record time. Altering or falsifying time, recording time for another employee, billing for full shifts and only working partial hours, misreporting mileage, misrepresenting drive times, double billing and other fraudulent timekeeping practices represent serious offenses and may result in discipline, up to and including termination of employment. It is a violation of the Company's policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked or to alter another employee's time records. If any employee is directed or encouraged to incorrectly report hours worked or to alter another employee's time records, he or she should report the incident immediately to a supervisor. In addition, any such actions may be reported to the appropriate law enforcement agency/s.

Paid Time Off (PTO), Unpaid Time Off (UTO), and Sick Leave (SL) are discussed in the *Paid Time Off (PTO) and Sick Leave* Sections.

Payday

You will be paid semimonthly on the 10th of the month and the 26th of the month for the periods that have ended on the 15th of the month and the last day of the month.

When our payday is a bank holiday, you normally will be paid on the last working day before the holiday. If payday is a Saturday, you may be paid on a Saturday if payday is Sunday you may be paid on a Monday.

Please review your paycheck for errors. If you find a mistake, report it to your Payroll or Director of Operations immediately. Your Payroll or Director of Operations will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The Company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. The Company will not make any deduction from an employee's wages which is not either authorized by the employee in writing or permitted by South Carolina or federal law. The amount of all deductions will be listed on an employee's pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the Company that exempt (salaried) employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the Company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state or local law or ordinances, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences and the employee is not yet eligible for or has exhausted all leave available under the policy; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with your Director of Operations.

Garnishment/Child Support

When an employee's wages are garnished by a court order, the company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The Company will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. If you choose to receive a paycheck it will be mailed to your mailing address. If you choose direct deposit your paystub is available online via payroll account. If you need assistance logging into your payroll account, please email info@bbhaba.com

Performance Reviews

Your performance is important to the Company. Registered Behavior Technician (RBT) performance reviews will be done every 6 months.

All non-Behavior Technician staff performance reviews will be done annually (every 12 months).

Our performance review program provides the basis for better understanding between you and your supervisor and/or your human resources manager, with respect to your job performance, potential and development within the Company.

New employees will generally receive their first review six months after the end of their 90-day introductory period.

Pay Raises

Depending upon your performance the Company's profitability and other business considerations, adjustments in your pay may be made when there has been an improvement in or sustainment of an already good performance in accordance with the current pay scale.

Pay Advances

Pay advances will not be granted to employees.

Overtime

There may be times when you will need to work overtime so that we may meet the needs of our patients. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance. Working overtime without prior authorization may result in disciplinary action. Generally, unless an alternate workweek is in effect or state law dictates otherwise, non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for: (1) hours worked in excess of eight hours in a day; (2) hours worked in excess of 40 hours in a week not compensated as daily overtime; and (3) for the first eight hours of work on a seventh day of work in a single workweek; and at a rate of double their regular hourly rate for: (a) hours worked in excess of 12 hours in a day; and (b) hours worked in excess of eight hours on a seventh day of work in a single workweek. Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees.

For overtime pay calculation purposes, the workday begins at 12:01 AM and ends at midnight. The workweek begins at 12:01 AM Monday and ends at midnight Sunday. We will allow employees to make up time for work missed because of their personal obligations. Employees who wish to do so must provide your Director of Operations with a written and signed request for each occasion that they desire to make up time and must be made up in the same workweek that it was missed. However, an employee who makes up missed time in the same workweek will not be paid overtime for the additional hours of work on a given day unless they exceed 11 on that day or total more than 40 in that week.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with your Director of Operations.

Reporting Time Pay

The Company will make every effort to notify employees in advance when it is not necessary to report to work. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event a nonexempt employee reports for work without being notified in advance that services are not needed, he or she will be compensated in accordance with applicable state and federal wage and hour laws.

Section 3: Time Away from Work and Other Benefits

Employee Benefits

The Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

Benefit plans offered by Bardin Behavioral Health are defined in legal documents such as insurance contracts and summary plan descriptions. If employees are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the plan documents govern, not the informal wording of this Employee Handbook. Plan documents, if applicable, are available for employees' inspection. The Company and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Company.

Employment benefits vary according to the position and status of the employee.

Full-time employees are eligible to receive all employment benefits offered the Company. Part-time employees are eligible to receive employment benefits offered by the Company as noted in this section. Part-time employee benefits may be offered on a pro-rated basis. Temporary employees are not entitled to any Company benefits except those required by law. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. Employees should contact Human Resources for detailed benefits information.

This Employee Handbook describes the current benefit plans maintained by the Company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. Coverage under any benefit plan will become effective in accordance with the requirements of the plan and state and federal law. The Affordable Care Act and/or other applicable federal or state law may affect eligibility, coverage and waiting times.

All the employee benefit programs at Bardin Behavioral Health are administered by the Company or its designated administrators. The Company reserves to itself and its administrators the exclusive authority and discretion to determine all issues of eligibility and all questions of interpretation and administration of each benefit program and to increase, decrease or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to the terms of the plans and any legal restrictions. . We will keep you informed of any changes.

Holidays

The Company observes specific holidays each calendar year by closing for business. Holidays are observed on the day on which the holiday falls. Holiday observance will typically be announced in advance. As the Company is closed for business, holidays are taken as unpaid days off for non-exempt employees, and PTO may not be used for holidays.

Paid Time Off (PTO) and Unpaid Time Off (UTO)

Regular full-time and regular part-time employees are eligible to earn paid time off (PTO) after completion of their 90-day initiation period. Part time employees accrue vacation on a prorated basis. PTO is to be used for scheduled time away from work for vacations or personal business. PTO may also be substituted for otherwise unpaid days off due to an authorized leave of absence or for illness when an employee has

exhausted sick leave balances. PTO is earned as service to the Company is performed, and is earned and scheduled in accordance with the following policy:

After completion of the 90-day initiation period, Behavior Technicians and nonexempt (hourly) administrative personnel begin to accrue PTO at the rate of 0.033 hours for each hour worked., unless a different rate is agreed to in writing by the President and/or the Director of Finance.

After completion of the 90 day initiation period, BCBA's and exempt (salaried) administrative employees will begin to accrue PTO at the rate of 0.057 hours of for each full day of employment, unless a different rate is agreed to in writing by the President or Director of Finance.

PTO accrual will be capped at one and one half (1 ½) times the employee's annual accrual. Once that cap is reached, no additional PTO will be earned until sufficient accrued PTO time used. Employees will not be given retroactive credit for any period of time in which they do not accrue PTO because they were at the maximum. It is your responsibility to keep track of your accrued PTO time. Your PTO balance is available to you on your paystub. You may also consult Human Resources regarding the balance and dollar equivalent of your accrued PTO.

The Company encourages employees to use PTO for time off to refresh and rejuvenate on an annual basis. For this reason, the Company reserves the right to schedule PTO for employees. The Company does not generally permit employees to take pay in lieu of time off. However, the Company reserves the right to compensate employees for earned, unused PTO at any time in its sole discretion.

PTO and/or UTO off be requested at least two weeks in advance, absent extenuating circumstance. When possible PTO and UTO will be granted but shall be scheduled to provide adequate coverage of jobs and staff requirements. The Company will make the determination in this regard.

Eligible employees may use accrued PTO after completion of their 90-day introductory period. Exempt employees should report only full days of absence for vacation.

PTO pay is not counted for the purpose of calculating an employee's overtime hours of work or overtime premiums. Moreover, PTO does not accrue during unpaid leaves of absence or other periods of inactive service.

Upon termination of employment, employees will be paid for all accrued but unused PTO through the last day of work. Vacation days will be paid at the employee's regular rate of pay at the time of termination of employment

Temporary employees do not earn PTO.

Sick Leave

South Carolina provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act. Additionally, some areas have local ordinances related to sick leave for employees working in their jurisdiction. The Company will comply with all local requirements, to the extent they provide more generous benefits than those in this policy.

You cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If you have any questions about paid sick leave, please contact Human Resources.

ELIGIBLE EMPLOYEES

All employees (regular full time, regular part time and temporary) who have worked in South Carolina for the Company for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

However, employees are not eligible to take paid sick time until they have worked for the Company for 90 days from their date of hire.

AMOUNT

The Company will provide eligible employees with three days or 24 hours of paid sick time on their first day of employment. You will need to meet the 90-day employment requirement before taking any leave.

Unused paid sick time will not carry over from year to year. However, Bardin Behavioral Health will place three days or 24 hours of paid sick time into your leave bank each year on your anniversary date. You will be able to access all three days or 24 hours of paid sick time at the beginning of each 12-month period.

The Company does not pay employees for unused paid sick time.

REASON SICK LEAVE MAY BE USED

Paid sick time can be used for the following reasons:

- Diagnosis, care, or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault, or stalking. Please refer to the policy on Domestic Violence Leaves.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent," defined as a biological, foster, or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

USE OF PAID SICK LEAVE

- If the need for paid sick leave is foreseeable, you must provide advance oral or written notification to your supervisor. If the need for paid sick leave is not foreseeable, provide notice to your supervisor, as soon as practical.
- Sick Leave may be used in increments of one hour.
- Use of paid sick time may run concurrently with other leaves under local, state, or federal law.

The Company will keep confidential the health information of the employee or employee's covered family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee or employee's covered family member. Such information will not be disclosed except to the affected employee or as required by law.

Medical and Dental Insurance

Under the Company's current plan, full time employees may enroll in a single, a single plus one dependent or a family contract for medical and dental insurance on the first day of the month following four consecutive payroll periods of working 60+ hours (at least 30 hours/week). Bardin Behavioral Health currently contributes 50% of the employee health benefits premiums and 15% of dependents/family health benefit premiums, and the employee is responsible for the remainder. BBH currently contributes 50% of employee only dental benefit premiums. The employee is responsible for the remaining 50%, as well as 100 % of any benefit for family coverage. Premiums that are the employee's responsibility will be paid through automatic payroll deduction.

Information and enrollment forms may be obtained from your Director of Operations.

Participating employees are also covered under our medical insurance plan's prescription drug program.

The details of the plan and eligibility requirements may be obtained from your Director of Operations.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon termination you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact your Director of Operations.

COBRA

You and your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct; or
- Your employment status changes due to a reduction in hours; or
- Your child ceases to be a "dependent child" under the terms of the medical and/or dental plan or
- You become divorced or legally separated; or
- You become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage. For more information regarding COBRA, you may contact your Director of Operations.

Section 125 Plans

The Company offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance, and out-of-pocket medical expenses or dependent care expenses on a “before tax,” rather than an “after tax” basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to your Human Resources Manager.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes, or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

Paid Family Leave Insurance

Currently, the State of South Carolina may provide partial wage benefits to eligible employees for up to a maximum of six weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care.
- To care for a serious health condition of an employee's child, parent, spouse, or registered domestic partner.

Beginning July 1, 2020, the maximum number of weeks eligible employees may receive benefits under the State PFL program will increase to eight weeks.

Beginning January 1, 2021, eligible employees who are covered and eligible under the FMLA, will be able to collect PFL benefits if they take time off for “qualifying exigencies” which are certain activities related to the covered active duty status of their spouse, registered domestic partner, child or parent who is a member of the U.S. Armed Forces.

The PFL benefits described in this policy are a state-provided partial wage replacement benefit, not a protected leave of absence. To obtain approval for a leave of absence for the reasons set forth above, employees must contact their supervisor or Human Resources and comply with applicable eligibility, notice, and certification requirements when required by state or federal law.

The Paid Family Leave Act provides benefits based on past quarter earnings for up to six weeks (eight weeks beginning July 1, 2020) in a 12- month period. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition, or, effective January 1, 2021, for a qualifying exigency related to the active duty of the employee’s spouse, registered domestic partner, child or parent who is a

member of the U.S. Armed Forces In addition, there is a seven-calendar day waiting period before benefits begin.

You are responsible for filing your claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the Internet or in person. All eligibility and benefit determinations are made by the Employment Development Department.

You may not be eligible for Paid Family Leave benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off, rather, family leave insurance may provide compensation during an approved leave pursuant to the South Carolina Family Rights Act, the Federal Family and Medical Leave Act or any Company provided leave.

Leaves of Absence

There are many types of leave which may be available to you. The various types of leave are summarized below. The Company will grant leaves of absence as required by law and may grant leaves of absence to employees in certain other circumstances. It is important to request any leave in writing as far in advance as possible, to keep in touch with your supervisor and/or Human Resources during your leave, and to give prompt notice if there is any change in your return date. Some types of leave have specific request/notification and certification requirements and it is your responsibility to comply with any such requirements. Additionally, the Company reserves the right to require medical certification or other verification of the need for leave from the employee or an appropriate third party, as appropriate. If your leave expires and you have not contacted your supervisor or Human Resources, it will be assumed that you do not plan to return, and you have terminated your employment. If you are unwilling or unable to return to work at the conclusion of any leave, your employment may be terminated.

This Handbook contains only a summary of the leaves that may be available. Some types of leave have detailed requirements regarding eligibility, duration, benefits, etc. Leaves of absence are generally unpaid, but you may be eligible to utilize accrued sick leave or PTO, as set forth in the summary of the various leaves below. You should contact Human Resources prior to taking any leave for information about leave requirements and make sure you understand the requirements and ramifications of any leave.

It is understood that you will not obtain other employment (other than military duty pay) or apply for unemployment insurance while you are on a leave of absence. Acceptance of other employment (nonmilitary) while on leave will be treated as a voluntary resignation from employment with the Firm.

The Company may hold in abeyance or proceed with any counseling, performance review, or disciplinary action, including discharge, that was contemplated prior to any employee's request for or receipt of a leave of absence or that has come to the Company's attention during the leave. If any action is held in abeyance during the leave of absence, the Company reserves the right to proceed with the action upon the employee's return. Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and up to the Company's expectations and to observe all policies, rules, and procedures.

Jury or Witness Duty

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summonses or subpoenas, attend court for prospective jury service or serve as a juror or witness under court order. Under no circumstances will employees be terminated, coerced, or penalized because they request or take leave in accordance with this policy.

Employees must notify their supervisor with notice of any jury summons or subpoena or court order within a reasonable time after receipt and before their appearance is required. Verification from the court clerk of having served or appeared may be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror or witness is not compensable except that exempt employees will not incur any reduction in pay for partial week's absence due to jury or witness duty. Employees may use vacation, personal leave or compensatory time off that is otherwise available to the employee for time spent responding to a summons and/or subpoena, for participating in the jury selection process or for serving on a jury or as a witness. Employees may retain any mileage allowance or other fees paid for the jury or witness duty.

Any employee on jury or witness duty is expected to report or return to work for the remainder of the work schedule when dismissed from jury or witness duty.

Voting Leave

The Company believes that every employee should have the opportunity to vote in any state or federal election, general primary, or special primary. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify your supervisor and scheduler of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to your Director of Operations as soon as possible.

Military Leave

Both state and federal law provide employees with the right to take leave in order to serve in the military. Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. Generally, employees have the right to leave for:

- Active duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty; and
- The time required for examinations to determine the fitness of the person for such duty

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Director of Operations and your scheduler so arrangements for leave can be made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Company unless military necessity makes this impossible.

Military leave requirements are complex. Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

You must notify the Director of Operations and your scheduler of your intent to return to employment based on requirements of the law.

Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from your Director of Operations.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must notify their supervisors and request this leave in writing to Human Resources within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

School Discipline Leave

Employees who are the parent or custodial guardian of a child in kindergarten or grades one through 12 may take time off to attend a school conference involving the possible suspension of their child.

To be eligible for leave, the child must be living with the employee, and the employee must provide advance notice that his or her appearance at the school has been requested.

The Company may require employees to provide documentation, including a copy of the school's notice or some other certification stating that the employee's presence at the school is mandatory.

Employees wishing to take such leave may utilize their existing vacation time or other accrued paid time off.

School visits for other purposes may be covered under the Company's School Visitation Leave policy.

School Visitation and Child Care Activities Leave

If an employee who is the parent or guardian of a child who is suspended is required to appear at the child's school, the employee may take time off without pay if they provide reasonable advance notice to your Director of Operations of the need for time off.

Employees, who are the parent, guardian, step or foster parent, or grandparent having custody of children in grades K-12, or of children attending a licensed daycare facility, are allowed up to 40 hours of leave without pay per calendar year to participate in activities of their child's school or day care facility unless

employed at a worksite with less than 25 employees. This leave should not exceed eight hours in any calendar month. Requests for such leave must be made in advance of the planned absence and employees must provide documentation from the school or day care facility as proof of their participation in school or day care activities.

You can use the time off to find, enroll or reenroll a child in a school or with a licensed childcare provider or to participate in activities of the child's school or licensed childcare provider.

You can also use time off to address a "childcare provider or school emergency" if you give notice to the Company. A "childcare provider or school emergency" means that your child cannot remain in a school or with a childcare provider due to one of the following:

- The school or childcare provider has requested that your child be picked up, or has an attendance policy (excluding planned holidays) that prohibits your child from attending or requires your child to be picked up from the school or childcare provider;
- Behavioral or discipline problems.
- Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays; or
- A natural disaster, including, but not limited to, fire, earthquake, or flood.

You must provide your supervisor with documentation from the school or licensed childcare provider verifying that you were engaged in these child related activities on the day and time of the absence.

If more than one parent is employed by Bardin Behavioral Health, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by their supervisor.

You must use PTO leave in order to receive compensation for this time off.

Nonexempt employees who do not have paid time off available will take the time off without pay. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time and part-time employees are eligible immediately upon hire for 3 unpaid days for the death of an immediate family member. Members of the immediate family include spouses, registered domestic partners, parents, brothers, sisters, and children, children of registered domestic partners, grandchildren, grandparents, parents-in-law, and parents of registered domestic partners.

Full-time and part-time employees are eligible immediately upon hire for one unpaid day to attend the funeral of aunts, uncles, nieces, and nephews.

Part-time employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work. Requests for bereavement leave should be made to your Director of Operations as soon as possible.

Personal Leave of Absence

Under special circumstances, full-time employees who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons.

Leaves may not exceed 12 weeks during which time no benefits will accrue. Leaves of absence are granted only after earned vacation is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

Domestic Violence, Sexual Assault or Stalking Victim Leave and Accommodation

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. The Company will not discriminate against employees who are victims of domestic violence or sexual assault for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a domestic violence victim or his or her child.

The Company will also not discriminate against an employee who is a victim of domestic violence or sexual assault for taking time off from work and available paid sick time under the Healthy Workplaces, Healthy families Act may be used to seek medical attention for injuries caused by such domestic violence, to obtain services from a domestic violence program, to obtain psychological counseling related to the domestic violence, or to participate in actions to increase safety from future domestic violence, including temporary or permanent relocation.

The Company may require the employee to provide written verification of the need for time off, such as a police report, court order or documentation from a medical professional.

Reasonable accommodation for victims of domestic violence, sexual assault or stalking which include the implementation of safety measures or procedures, may be made. Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact their supervisor or Human Resources and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work, as well as documentation listed above. The Company will engage in an interactive process to identify possible accommodations that are effective and will make reasonable accommodation unless undue hardship will result.

The Company will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, the Company will notify the employee before any information is released.

The Company will not discriminate, harass, or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or takes or requests leave in accordance with this policy.

The leave is unpaid. However, employees may use accrued sick time or PTO, as available.

Victims of Felony Crimes Leave

The Company prohibits discrimination against and will grant reasonable and necessary leave from work without pay, to employees who are victims, or whose spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother,

father, stepfather, registered domestic partner, or child of a registered domestic partner is a victim, of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime.

Affected employees may elect to use accrued PTO, and/or sick leave in lieu of unpaid leave. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

When feasible, affected employees must provide the Company with advance notice of the employee's need for leave, including a copy of the notice of the scheduled proceeding. If advance notice is not feasible, affected employees must provide documentation evidencing the legal proceeding requiring the employee's absence from (1) the court or government agency setting the hearing; (2) the district attorney or prosecuting attorney's office; or (3) the victim/witness office that is advocating on behalf of the victim within a reasonable time after leave is taken.

Leave To Attend Court Proceedings for Serious Crimes

The Company prohibits discrimination against and will grant time off to an employee who is a victim of certain serious criminal offenses and wishes to take time off to appear in court to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, or post-conviction release decision or any proceeding in which a right of the victim is at issue.

A "victim" means any employee who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a serious criminal offense. The term "victim" also includes the employee's spouse, registered domestic partner, parent, child, sibling, or guardian. Criminal offenses for which time off will be granted include:

- vehicular manslaughter while intoxicated
- Felony child abuse likely to produce great bodily harm or a death
- Assault resulting in the death of a child under eight years of age
- Felony domestic violence
- Felony physical abuse of an elder or dependent adult
- Felony stalking
- Solicitation for murder
- A serious felony, such as kidnapping, rape or assault
- Hit-and-run causing death or injury
- Felony driving under the influence causing injury; and
- Specified sexual assault

Before employees may take time off under this policy, they must provide the Company with reasonable advance notice of their intention to take time off, unless the advance notice is not feasible. If an employee must take an unscheduled absence due to victimization from a serious criminal offense, the employee must provide the Company with a certification within a reasonable time. The types of certification to account for an unscheduled absence include: a police report indicating the employee was a victim of one of the specified serious criminal offenses; a court order protecting or separating the employee from the perpetrator of one or more of the specified offenses, or other evidence from the court or prosecuting attorney that the

employee has appeared in court; or documentation from a medical professional, domestic violence counselor or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries resulting in victimization from one of the specific serious criminal offenses.

Confidentiality regarding the situation, including an employee's request for the time off, will be maintained to the greatest extent possible.

Employees may use accrued benefits, such as PTO or sick leave, in order to receive compensation during the time taken off from work. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bone Marrow and Organ Donor Leave

Employees who are donors for organ or bone marrow may take time off as follows:

- You must be employed for at least a 90-day period immediately before the beginning of leave.
- You may take up to 30 business days of paid leave, and up to an additional 30 business days of unpaid leave in anyone-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave.
- You may take up to 5 business days of leave in anyone-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, the Company will continue to provide and pay for any group health plan benefits you were enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state South Carolina Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

The Company requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, PTO and/or vacation, and that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, PTO and/or vacation. Once you have exhausted the required paid sick, PTO and/or vacation leave, you will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Family and Medical / Pregnancy Disability Leave

ELIGIBILITY

The federal Family and Medical Leave Act (FMLA) s up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply).

- You have worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- You are employed at a work site where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of your child, or placement of a child with you for adoption or foster care (FMLA).
- Incapacity due to pregnancy, prenatal medical care, or childbirth (FMLA).
- Your serious health condition that makes you unable to perform your job (FMLA).
- To care for your spouse, child or parent who has a serious health condition (FMLA)

For additional information about eligibility for family/medical leave, contact Human Resources.

MILITARY FAMILY LEAVE ELIGIBILITY

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending postdeployment reintegration briefings.

Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered servicemember is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

CALCULATING THE 12-MONTH PERIOD

The Company uses the calendar year for purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken. Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period. For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

PREGNANCY, CHILDBIRTH OR RELATED CONDITIONS AND BABY BONDING

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under South Carolina law (CFRA). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (FMLA). Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that

runs at the same time as their pregnancy disability leave (PDL). Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding. However, If you are not eligible for baby bonding leave because you work at a worksite with less than 50 employees in a 75-mile radius, you may be eligible for time off to bond with a new child under the New Parent Leave Act (if you meet the eligibility requirements under this law). For more information, contact Human Resources.

LEAVE PROCEDURES

The following procedures shall apply family/medical leave:

- Please contact Human Resources and your supervisor as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
 - If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- If the FMLA/CFRA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require you, at the Company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Company.

MEDICAL CERTIFICATION

The Company requires you to provide certification of the need for FMLA/CFRA leave, in accordance with state and federal law. Leave related to a health condition of the employee or the employee's family member must be certified by a health care provider. You will have 15 calendar days from the Company's request for certification to provide it to the Company unless it is not practical to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. *(For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.)* If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition
- Probable duration of the condition
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If both parents are employed by the Company and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks of family/medical leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are absent because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work certificate from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A copy of the military member's active duty orders (or other official documentation issued by the military) which indicates the military member is on covered active duty or call to covered active duty status may be required for leave related to military service or status. A leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Pay and Benefits

Family leave is unpaid. However, employees may elect to substitute accrued PTO and sick leave for the otherwise unpaid leave. Under certain circumstances, the Company may require you to use accrued leave. Substitution of PTO or sick leave does not extend the 12-week period. In order to use paid leave for FMLA leave, you must comply with the Company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact Human Resources.

If you are taking family/medical leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work, as set forth in the pregnancy Disability policy below. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

If paid leave is substituted for unpaid Family Leave time off, payment for the employee's portion of health and benefit plan premiums will be deducted as per regular payroll practices. If your leave is unpaid, your

premium payment is due when it would be made by payroll deduction. You are responsible to make arrangements with Human Resources.

Reinstatement

Under most circumstances, upon return from family/medical leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Paid Time Off and Sick Leave Accrual

PTO or sick time will not accrue during any unpaid portion of the leave of absence, and employees will not receive pay for official holidays that are observed during their leave of absence except during those periods when they are substituting PTO or sick leave for unpaid leave. Any State Disability Insurance for which employees are eligible may be integrated with accrued vacation or sick leave benefits so that they do not receive more than 100 percent of their regular pay.

Please contact Human Resources with any questions regarding accrual of other Company provided paid leave benefits (such as PTO or sick leave) during unpaid FMLA/CFRA leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take Family and Medical Leave Act/South Carolina Family Rights Act leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 15 minutes.

Pregnancy Disability Leave and Accommodation

ELIGIBILITY

Any employee who is disabled by pregnancy, childbirth, or a related medical condition (including medical conditions relating to lactation) is eligible for up to four months of pregnancy disability leave. For purposes of this policy, employees are "disabled by pregnancy" when, in the opinion of their health care provider, they cannot work at all or are unable to perform any one or more of the essential functions of their job or to perform them without undue risk to themselves, the successful completion of their pregnancy or other persons as determined by a health care provider. The term "disabled" also applies to certain pregnancy related conditions, such as severe morning sickness or the need to take time off for prenatal or postnatal care, bed rest, post-partum depression and the loss or end of pregnancy (among other pregnancy-related conditions that are considered to be disabling).

Any employee who is affected by pregnancy may also be eligible for a temporary transfer or another accommodation. Employees are "affected by pregnancy" if they are pregnant or have a related medical condition and their health care provider has certified that it is medically advisable for the employee to temporarily transfer or to receive some other accommodation.

The Company will provide reasonable accommodations (which may include a temporary transfer to a less strenuous position) to an employee affected by pregnancy if:

- She requests accommodation
- The request is based upon the certification of her health care provider as "medically advisable"; and
- The transfer or other requested accommodation can be reasonably accommodated pursuant to applicable law.

No additional position will be created, and the Company will not terminate another employee, transfer another employee with more seniority, or promote or transfer any employee who is not qualified to perform the new job as a part of the accommodation process. However, if intermittent leave or leave on a reduced work schedule is medically advisable you may, in some instances, be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transfer to an alternative position can include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

Examples of reasonable accommodations include: (1) modifying work schedules to provide earlier or later hours; (2) modifying work duties, practices or policies; (3) providing time off; (4) providing furniture (such as stools) and modifying equipment and devices; and (5) providing additional break time for lactation or trips to the restroom. If time off or a reduction in hours is granted as a reasonable accommodation, the Company will consider the reduced hours/time off as pregnancy disability leave and deduct those hours from an employee's four-month leave entitlement. Requests for accommodation will be handled in accordance with Company policy on reasonably accommodating disabilities.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

To be approved for a pregnancy disability leave of absence, a temporary transfer or other reasonable accommodation, employees must provide the Company with:

- 30 days' advance notice before the leave of absence, transfer or reasonable accommodation is to begin, if the need is foreseeable
- As much notice as is practicable before the leave, transfer, or reasonable accommodation when 30 days' notice is not possible: and
- A signed medical certification from their health care provider that states that they are disabled due to pregnancy or that it is medically advisable for them to be temporarily transferred or to receive some other requested accommodation.

The Company may require employees to provide a new certification if they request an extension of time for their leave, transfer, or other requested accommodation.

Failure to provide the Company with reasonable advance notice may result in the delay of leave, transfer, or other requested accommodation.

DURATION

The Company will provide employees with pregnancy disability leave for a period not to exceed four months. The four months is defined as the number of days (and hours) the employee would normally work within four calendar months or 17.33 workweeks. This leave may be taken intermittently or on a continuous basis, as certified by the employee's health care provider.

The Company may require an employee to temporarily transfer to an available alternative position to meet the medical need of the employee to take intermittent leave or work on a reduced schedule as certified by the employee's health care provider. The employee must be qualified for the alternative position, which will have an equivalent rate of pay and benefits, but not necessarily equivalent job duties.

Any temporary transfer or other reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of pregnancy disability leave time the employee has available to her unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work.

The length of the transfer will depend upon the employee's physical condition before and after childbirth.

PAY AND BENEFITS

PDL is unpaid. However, the Company will pay out accrued sick leave during an employee's PDL, and employees may also elect to have accrued PTO paid out. However, use of PTO or sick time benefits will not extend the available leave of absence time. PTO and sick time will not accrue during any unpaid portion of the leave of absence, and employees will not receive pay for official holidays that are observed during their leave of absence except during those periods when they are substituting vacation or sick leave for unpaid leave. The Company will maintain an employee's health insurance benefits during an employee's pregnancy disability leave for a period of up to four months (as defined above) on the same terms as they were provided prior to the leave time. In some instances, the Company may recover premiums it paid to maintain health insurance benefits if an employee fails to return to work following her pregnancy disability leave for reasons other than taking additional leave afforded by law or Company policy or not returning due to circumstances beyond the employee's control.

If paid leave is substituted for unpaid PDL time off, payment for the employee's portion of health and benefit plan premiums will be deducted as per regular payroll practices. If your leave is unpaid, your

premium payment is due when it would be made by payroll deduction. You are responsible for arrangements with Human Resources

Any State Disability Insurance for which employees are eligible may be integrated with accrued vacation or sick leave benefits so that they do not receive more than 100 percent of their regular pay.

Please contact Human Resources with any questions regarding accrual of other Company provided paid leave benefits (such as PTO or sick leave) during unpaid PDL.

REINSTATEMENT

If the employee and the Company have agreed upon a definite date of return from the leave of absence or transfer, the employee will be reinstated on that date if she notifies the Company that she is able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, the employee will be returned to work within two business days, where feasible, after she notifies the Company of her readiness to return.

Before employees will be allowed to return to work in their regular job following a leave of absence or transfer, they must provide Human Resources with a certification from their health care provider that they can perform safely all of the essential duties of the position, with or without reasonable accommodation. If employees do not provide such a release prior to or upon reporting for work, they will be sent home until a release is provided. This time before the release is provided will be unpaid.

Employees will be returned to the same position upon the conclusion of their leave of absence or transfer unless the position ceases to exist. In cases where the employee's position no longer exists, the Company will provide a comparable position on the scheduled return date or within 60 calendar days of that return date. However, employees will not be entitled to any greater right to reinstatement than had they continued working

Volunteer Civil Service Personnel Leave

The Company will not terminate or discipline any employee who is a volunteer firefighter, reserve peace officer or emergency rescue personnel because the employee takes time off to perform emergency duty. In the event you need to take time off for this type of emergency duty, please alert your supervisor or Human Resources before leaving the company's premises.

A "volunteer firefighter" includes any person registered as a volunteer member of a regularly organized fire department of a city, county, city and county or district having official recognition of the government of the city, county or district in which the department is located; or a regularly organized fire department of an unincorporated town.

"Emergency rescue personnel" includes any volunteer or paid officers, employees, or members of a fire department or fire protection or firefighting agency who perform first aid and medical services, rescue procedures and transportation or other related activities necessary to insure the health or safety of a person in immediate danger. Such personnel include those who work for the: (1) federal or state government; (2) city, county, city *and* county, district or other public or municipal corporation or political subdivision of this state; (3) sheriff's department, police department or private fire department; or (4) disaster medical response entity sponsored or requested by the state.

All time off taken under this policy is unpaid, except that exempt employees will be paid when required under applicable law.

Rehabilitation Leave

Our Company is committed to providing assistance to our employees. Any employee who wishes to voluntarily enter and participate in an alcohol and/or drug rehabilitation program may be granted a reasonable accommodation. This accommodation may include time off without pay and/or an adjusted work schedule provided the accommodation does not impose an undue hardship on the Company. In general, it is your responsibility to notify your supervisor of the need for accommodation. Available PTO and sick leave may be used.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

The Company shall take reasonable steps to safeguard the privacy of any employee as to the fact that he or she has enrolled in an alcohol or drug rehabilitation program.

This policy does not prevent the Company from refusing to hire or disciplining, up to and including discharge, an employee who, because of the current use of alcohol or drugs, is unable to perform his or her duties or cannot perform the duties in a manner that would not endanger his or her health or safety, the health or safety of others, or damage the Company.

Social Security

During your employment, you and the Company both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Employment Development Department by telephone, letter, on the internet or in person.

Employees are responsible for filing their own unemployment claims with the Employment Development Department or like agency in the state where they reside.

Workers' Compensation

On the job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. This program covers most injuries or illnesses, sustained in the course of employment, that require medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits or, if you are hospitalized, treatment immediately.

If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor and/or your Director of Operations. Consistent with state law, state law, failure to report an injury within a reasonable period could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the Company's leaves of absence or reasonable accommodation policies. Employees should consult with Human Resources for additional information.

The Company will not discharge or otherwise discriminate against any employee because he or she reports a work-related fatality, injury or illness. However, the Company will notify the workers' compensation insurance company if we have reason to believe an employee has supplied false or misleading information in connection with a claim and/or has filed a fraudulent claim. Workers' compensation fraud is a crime and may also be grounds for disciplinary action, up to and including termination of employment.

Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a health care provider confirming the employee's ability to return to work.

Educational Assistance Plan

Bardin Behavioral Health offers an Educational Assistance Plan (EAP) to its qualified employees. The terms of the plan and the description of the EAP are defined in Appendix A. A copy of the plan is available from your Payroll Department at Payroll@learningarts.com.

Tuition Loan Plan

Bardin Behavioral Health offers a Tuition Loan Plan (TLP) to its qualified employees. The terms and descriptions of the loan are disclosed in Appendix B. A copy of the loan documents will be provided during the loan application process from your Payroll Department at Payroll@learningarts.com.

Section 4: On the Job

Attendance and Punctuality

Attendance and punctuality are important factors for your success within the Company. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the office headquarters as far in advance as is feasible under the circumstances, but no later than 24 hours before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent in excess of three days without notifying the Company, it is assumed that you have voluntarily abandoned your position with the Company, and you may be removed from the payroll.

Confidentiality of Patient Matters

Our professional ethics and HIPAA regulations require that each employee maintain the highest degree of confidentiality when handling patient matters.

To maintain this professional confidence, no employee shall disclose patient information to outsiders, including other patients or third parties and members of one's own family.

Questions concerning patient confidentiality may be addressed with your supervisor, HIPAA Privacy Officer and/or Custodian of Records.

Discussions with Patients

When working on an assignment in a patients' home or school, you may be asked to offer specific suggestions or comments regarding his or her program.

Prior to discussing any suggestions with a patient, your recommendations must first be approved by your supervisor.

Care of Patient Records

The impression that patients have of the Company is based, in part, on the way we care for their records. If we are careless with their files and records, patients may conclude that we have the same attitude toward our technical work. As professionals and a HIPAA compliant service provider, we must respect the confidence in which we are entrusted and ensure that patient files are handled with care. Employees may not work from an unsecure location.

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job and department. Our normal business hours are:

Monday through Sunday: Variable

Check with your scheduler if you have questions about your hours of work.

Working Hours

The Company workweek is Monday through Sunday.

Meal Period

Except for certain exempt employees, all employees who work five or more hours in a day are required to take a 30-minute unpaid duty-free meal period, which must start before the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work). An employee who works over ten hours in a day is required to take a second 30-minute unpaid duty-free meal period, which start before your tenth hour of work, unless the employee elects to waive the second meal period as described below. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, unless there is a valid written

agreement for an on-duty meal period, employees must clock in and out for their meal periods or record the beginning and ending time of the meal period on their timesheet every day.

Nonexempt employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, immediately notify Human Resources.

Anytime you miss a meal period t (or you work any portion of a provided meal period), you are required to report to your supervisor or Human Resources and document the reason for the missed meal period or time worked.

WAIVER OF MEAL PERIOD

Employees may waive their meal periods only under the following circumstances. If an employee will complete their workday in six hours, the employee may waive their meal period. Additionally, depending upon your occupation, employees who work more than ten hours in a day may be able to waive their second meal period, but only if they take their first meal period and they do not work more than 12 hours that day. Please speak to your supervisor for clarification on whether you are entitled to waive your second meal period. Anytime you elect to waive a meal period you must submit a written request and receive prior written authorization from the Director of Operations. Employees may not waive meal periods to shorten their workday or to accumulate meal periods for any other purpose.

ON DUTY MEAL PERIOD

In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Unless your supervisor directs you to take an on-duty meal period due to the nature of your job duties and you agree to an on-duty meal period in writing, you will not be permitted to take an on-duty meal period.

Breaks

NON-EXEMPT

All non-exempt employees who work at least 3.5 hours in a workday are authorized and permitted to take one paid 15-minute rest break for every 4 hours worked, or major fraction thereof. Thus, employees are permitted to take rest breaks as follows:

Shift Length	Rest Breaks
3.5-6 hours	One 15-minute break
6-10 hours	Two 15-minute breaks
10-14 hours	Three 15-minute breaks

Whenever practicable, rest breaks should be taken near the middle of each four-hour work period. There may be practical considerations that make this general timing infeasible and that require Bardin Behavioral Health to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Employees may not accumulate rest breaks or use rest breaks as a basis for starting work late, leaving work early, or extending a meal period. Because rest breaks are paid, non-exempt employees should not clock out for them.

Supervisors are responsible for administering their department's meal and rest breaks.

Any non-exempt employee who is not provided with a meal period or authorized and permitted to take a rest break pursuant to the terms of this Policy is immediately entitled to a meal or rest break premium. Supervisors will be responsible for authorizing meal or rest break premiums. Any supervisor who knows or should reasonably know that a meal or rest period was not provided in accordance with this Policy should arrange for a premium to issue to the employee. Employees are responsible for reporting to their supervisor any meal break that was not provided or any rest break not authorized and permitted where the supervisor would have no reason to otherwise know of this fact. Any employee who feels that he or she is owed a premium as a result of this Policy but has not received the premium should report the missing premium immediately to his or her supervisor or to Human Resources.

LACTATION BREAKS

The Company recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. Company will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, the Company will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact Human Resources to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request. The Company will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

On the Job Training

Director of Operations and your Supervisor are responsible for initiating all on-the- job training for employees. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

The Company will pay for any required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program.

If you have any questions regarding training, please see your supervisor.

Standards of Conduct

Each employee has an obligation to observe and follow the Company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the Company. The Company does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the Company's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Company activities or in Company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of Company property, equipment or facilities in connection with outside work while on Company time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Access to Personnel Files

Current and former employees have a right to inspect or receive a copy of the personnel records that the Company maintains relating to employee's performance or to any grievance concerning the employee. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to Human Resources. You can obtain a form for making such a written request.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The Company may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date the Company receives your written request to inspect or copy your personnel records (unless you/your representative agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the Company will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Current and former employees also may inspect their payroll records upon written or oral request and may request a copy of these records. The Company will comply with written payroll records requests as soon as practicable, but no later than 21 calendar days following the request. Current and former employees who request a copy of their payroll records may be charged a reasonable fee related to the cost of copying the requested documents.

Only authorized members of management and Human Resources have access to an employee's personnel file. Only Human Resources is authorized to release information about current or former employees on behalf of the Company. However, the Company will cooperate with—and provide access to an employee's personnel file to—law enforcement officials or local, state, or federal agencies in accordance with applicable law, or in response to a subpoena, in accordance with applicable law.

For more information, contact Human Resources, the Custodian of Records or HIPAA Privacy Officer.

Patient and Public Relations

The Company's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that patients have toward the Company may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a patient for granted, but if we do, we run the risk of losing not only that patient, but his or her associates, friends or family who may also be patients or prospective patients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Solicitation and Distribution

The Company has established the following rules applicable to all employees and non-employees that govern solicitation, distribution of written material and access to Company property:

- No employee may engage in solicitation or promote support for any cause or organization during his or her working time or during the working time of the employee or the employees at whom such activity is directed
- Employees may distribute or circulate any written or printed material only in non-work areas, during nonworking times. No employee may distribute or circulate any written or printed material

in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed

- Non-employees are not permitted to solicit or to distribute written material for any purpose on company property; and
- Off-duty employees are not permitted in work areas.

Strict compliance with these rules is required.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for the Company; it does not include break periods, meal periods, or periods in which an employee is not performing and is not scheduled to be performing services or work for the Company.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up to date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to Human Resources promptly.

Care of Equipment

You are expected to demonstrate proper care when using the Company's property and equipment. No property may be removed from the premises without the proper authorization of management. All Company property used at off premise sites is still the property of Bardin Behavioral Health and it is expected that such property will be treated with respected and proper care. If you lose, break, or damage any property, report it to your supervisor or your Director of Operations at once. Employees using a Bardin Behavioral Health device must disclose passcodes to IT Personnel to maintain records of equipment and access.

Visitors

Restricting access to company premises helps maintain safety standards, protect against theft, ensure security of equipment, protecting patient privacy and other confidential information, safeguard employee welfare, and avoid potential distractions and disturbances. For this reason, only authorized visitors are allowed in the workplace and all authorized visitors, including friends, family, and former associates, must register at the front desk. All visitors must always be escorted by a Company employee.

Employees being visited are responsible for the actions of their guest(s). Should a guest of an employee act in such a manner that disrupts the normal working conditions of the Company or threatens the security of the Company and/or its employees, the employee accompanying the guest may be held responsible for the guest's actions and subject to disciplinary action up to and including termination of employment.

The Company reserves the right to verify the contents of packages and briefcases brought onto company premises by visitors.

If an employee suspects or becomes aware of any unusual situation, he or she should immediately notify their supervisor immediately.

Patient Records

Bardin Behavioral Health maintains all original patient records in the headquarters office. Electronic copies are maintained on the Bardin Behavioral Health server. All records are stored for a minimum of six years in accordance with the HIPAA Privacy Rules (Appendix B) and Security Rules (Appendix C). In 2014 Bardin Behavioral Health began storage of patient records exclusively in electronic format in accordance with HIPAA regulations.

All patient records are confidential and cannot be released to any outside agencies without a signed letter of release from the minor patient's parent or guardian.

Patient records are audited no less than twice annually to ensure that all necessary documentation is accounted for and up to date.

PRIVACY STATEMENT: Bardin Behavioral Health treats all information obtained from and about patients in the course of providing services as confidential. Bardin Behavioral Health does not share or disseminate such information to third parties except as authorized and necessary to perform services and assist the patient. Employees are not to provide such information to third parties without authorization from their supervisor after written request from the third party and a signed, notarized release of information from the patient whose information is being requested.

Shift Cancellation - Patient No Show or Parent/Guardian Absence

If a patient is not at the house, school, or other worksite at the start of scheduled program hours Bardin Behavioral Health employees are required to call the cancellation department immediately to receive instructions as to the next course of action.

Employees will be paid for a portion of their schedule shift when there is a patient cancellation in accordance with the Reporting Time Pay Regulations.

Bardin Behavioral Health employees are not allowed to be in the home alone with a patient at any time. A parent, guardian, or caregiver with a signed medical release on file with Bardin Behavioral Health must be in the home at all times during scheduled program hours. If the parent, guardian, or caretaker leaves the premises during program hours the remaining shift must be cancelled.

If the parent, guardian, or caretaker leaves the premises and leaves a Bardin Behavioral Health employee alone in the home with the patient without notice that employee should contact the headquarters office immediately. If the parent, guardian, or caretaker does not return to the home within five minutes of discovering their absence the Bardin Behavioral Health the headquarters office will contact the local police or sheriff.

Shift Cancellation - Employee Illness

Any employee canceling a patient shift due to illness is required to call cancellations at least 24 hours prior to the scheduled shift, if possible. Cancellations will inform the Behavior Specialists and the family of the shift cancellation.

Bardin Behavioral Health will attempt to arrange for alternative staff to cover the shift. If it is possible to do this Bardin Behavioral Health will inform the family.

Attempts will be made to make-up shifts that were cancelled by Bardin Behavioral Health personnel. Cancellations will inform all parties involved if a make-up is happening.

NOTE: If the employee is unable to reach the headquarters office it is acceptable to contact the Behavior Specialist assigned to the case. The Behavior Specialist in this situation is responsible for contacting the headquarters office.

Shift Scheduling for Part-Time Hourly Employees

Basic Scheduling – Most work performed by part-time hourly employees is performed at the clinics, homes, and schools of the patients. This work is almost always scheduled for a discrete time period (10:00 a.m. to 1:00pm, for example) at a particular site. Each such period at a single site is referred to as a “shift”, by Bardin Behavioral Health. A single shift may be any period of time as designated by Bardin Behavioral Health. Employees are considered to be working during the scheduled work time.

With multiple employees and patients, effective scheduling is crucial to the success of the Bardin Behavioral Health mission. Bardin Behavioral Health wants to serve as many patients as possible. Therefore, Bardin Behavioral Health requires its employees to provide a minimum 2-week advanced notice as to changes their availability.

Split Shifts

Multiple Shifts – Split Shift is for qualified hourly scheduled employees only. Once employees notify Bardin Behavioral Health of their availability, they will be assigned to work for which they are qualified. Hourly employees who have sufficient time and qualifications may be assigned more than one shift per workday at more than one location. Hourly employees who are assigned multiple shifts at multiple locations on a single day, and who in fact work those shifts, and whose shifts are scheduled a minimum of 91 minutes (30 minutes are designated for lunch break) between shifts, will receive additional compensation equal to one hour’s pay at the minimum wage rate then in effect. This is referred to as the “split shift”. This split shift will be indicated on the employee schedule and employees need to claim the split shift in the appropriate space provided in the time reporting records.

The split shift payment is not paid for time worked, but as additional compensation in recognition of the fact that the hourly employee has worked more than one shift at more than one site on the date in question.

Any employee may decline to work at a particular work site or time for good cause. However, employees need to recognize repeated cancellations by employees are disfavored and may result in an unfavorable evaluation, reduction in the shifts which the employee is offered, and/or other discipline, including discharge.

Travel to Work for Hourly Employees-Excessive Drive Time

Basic Travel to Work Requirements – Most work performed by these employees is performed at clinics, the homes, and schools of the patients. Employees will necessarily travel to these work sites. Employees are not required or expected to report to the headquarters or local office before appearing for work at work sites.

Employees are expected to appear at the work site on time and fully prepared for work. The mode of travel to any work site is completely within the employee's discretion, provided that it allows the employee to arrive on time and prepared for work. Work time begins when the employee's shift begins, as scheduled by Bardin Behavioral Health. Work time ends when the shift ends, as scheduled. Bardin Behavioral Health does not compensate hourly employees for travel time to or from work or for mileage. Employees are considered to be traveling to and from work before and after each shift which they elect to work.

Excessive drive time (EDT) will be assigned if travel is more than 45 miles and 60 minutes to first shift or more than 45 miles and 60 minutes home from last shift.

Typically, hourly administrative staff and/or office personnel are not entitled to excessive drive time compensation. However, there may be circumstance pre-determined by your Director of Operations in which hourly administrator or office personnel would be entitled to excessive drive time compensation.

Travel Between Patient Locations for Hourly Employees-Drive Time

Bardin Behavioral Health defines the travel time between patients as Drive Time. All hourly employees will be compensated for Drive Time at a rate equal to the current rate of minimum wage. Drive time will be indicated on a Behavior Technician's schedule and scheduled through the scheduling department. Bardin Behavioral Health will do it is best to determine the actual drive time. It is the Behaviors Technician's responsibility to inform their scheduler if an assigned drive time is not sufficient, this may be one trip or continual trips to a patient shift. If the drive time to a patient shift is delayed because of construction, an accident, severe weather, or other delays the Behavior Technician is required to let headquarters know so the determination of whether or not the patient shift should be canceled. If the shift is canceled every effort will be made to reschedule the shift. Employees must enter the drive time on their timecards. Drive time will be counted towards an hourly employee total hour worked.

Hourly administrative staff and/or office personnel are not entitled to drive time compensation.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Employees Required to Drive /Mileage

Employees whose job duties require them to drive a Company vehicle or their own vehicles for Company business will be required to show proof of current valid driving licenses and proof of insurability under the Company's policy or current effective insurance coverage before the first day of employment.

The Company participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of their job, the Company retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Mileage is calculated at the current IRS rate and is based on the miles between shifts. Reimbursement for mileage may be in the form of a separate check. Dates are established by the employer.

Travel/Expense Accounts

The Company will reimburse all employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed: Travel Expense

Lodging

Tips

Business Meals (in accordance with our per diem rates; room service excluded)

This list is not all-inclusive. Contact the Director of Operations regarding additional reimbursable business expenses.

Company Credit Card Use

The undersigned employee (“Employee”) of TEACHING AUTISTIC CHILDREN, INC., doing business as BARDIN BEHAVIORAL HEALTH (“Company”) hereby agrees to the following terms:

Credit Limits: Company may set a limited amount which may be charged on any credit card which is to be used by Employee. Charges above this limit are not authorized and will be considered as abusive use of Company credit card(s).

Other Uses: Employee shall follow Company procedures in respect to purchase on all items required for Company business. Employee understands and agrees that any charge made using a Company credit card which is not authorized by this Agreement will be unauthorized and will be treated as a willful/dishonest act of Employee.

Documentation: All purchases made using a Company credit card by Employee must be documented by receipts, which shall be delivered to Company promptly in accordance with Company procedures. Failure to provide a receipt on a timely basis may result in the purchase/charge being treated as unauthorized and a willful/dishonest act by Employee.

Abusive Card Use: Employee’s card use is subject to review by Company. Any use of a Company credit card by or through Employee in violation of this Agreement shall be considered abusive card use. In the event that abusive use of Company credit card by an Employee is suspected, the Employee will be notified and may meet and confer with the Company’s designated representative in a good-faith effort to review and resolve any issue. Abusive card use shall be considered a willful/dishonest act by Employee.

Reimbursement to Company: Employee agrees that the Company shall be entitled to recover, from Employee; amounts charged to Company-issued credit cards by Employee improperly or contrary to

Company policy. Employee agrees to repay such amounts to the Company in full on demand. A The Company and Employee may agree that Company will recover such amounts from Employee by deduction from Employee's paycheck(s), in which case, Employee will sign an authorization for the deductions. The Company reserves the right to report to appropriate law enforcement agents any act which may constitute a criminal offense.

Loss/Theft of Card: If Employee at any time loses possession of a Company-issued credit card; Employee shall immediately notify the Company of the loss.

Personal Property

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Identification Badges

You will be issued an identification badge upon hire. It must be worn where it can be seen at all times when you are working.

Signing In And Out

Employees are required to sign in and out on all required documents/devices in Bardin Behavioral Health offices/clinics, patient homes, school sites, clinics, or other designated work site per patient program as proof of services provided. Signing in and out may be electronic in nature.

Personal Electronic Devices and Telephone Calls

Although the Company permits employees to bring personal electronic devices, including cellular phones, smartphones, and personal digital assistants, into the workplace, employees are expected to remember that working time is for work.

Therefore, employees should only engage in personal phone calls and other use of electronic devices during nonworking time, including meal and rest breaks. Outside of this time, personal phone calls and communications should be kept to a minimum and for emergencies only.

Personal cell telephones must be turned off or set to a silent alert during working hours.

Employees are prohibited from using cell telephones to text message while working with a patient. The exception would be to contact a supervisor.

Personal electronic devices may not be used in the work environment (including off-site work-related functions) to display or transmit sexually explicit messages, ethnic slurs, racial epithets, or anything that could be reasonably construed as harassment or disparaging to others.

Employee Email Usage

The Company maintains voice mail, electronic mail (e-mail) and electronic data storage, processing and transmission equipment and programs, which employees may use. All use of Company facilities and equipment is subject to the following:

1. All computers and systems located on Company premises or provided for the use of any Employee by the Company are Company property and the Company retains the right to retrieve and/or inspect them at any time. Employee agrees to turn over to his/her supervisor, on demand or termination of employment, all such property subject to his/her control. All information stored on or received by any Company device, including, but not limited to, mobile phones and computers, is the property of the Company. Therefore, employees cannot have any expectation or right of ownership or privacy in the information, material or images contained in any Company computer or other equipment used at the office, on the road, or at a patient home. Any information obtained by employees from Company equipment and/or facilities remains Company property despite its transfer, download or storage on other equipment or facilities. Employees are specifically prohibited from recording or transferring to a device which is not Company property any record or information whatsoever that is Company property or confidential information of a patient.
2. Minimal personal use of the e-mail and Internet system is permitted as long as it does not interfere with timely and appropriate job performance. However, employees should not use Company equipment or facilities for any communication or to store any data which they consider private.

The Company maintains the right to screen all inbound and outbound email content. Email messages or attachments that contain obscene or similarly offensive material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work related.

The Company may, in its discretion, review communications to and from a personal account, subject to state laws regarding attorney-client communications.

If an employee wants to communicate with an attorney or send an otherwise confidential piece of communication that he or she does not want the Company to monitor, the employee should consider using a personal email address and personal computer equipment. If an employee does use company equipment, he or she consents to any monitoring by the Company and should understand that he or she has no right to privacy with respect to such communications, to the extent permissible under applicable law.

3. Company facilities and equipment, as well as any employee owned equipment or devices used for Company business or on Company property, must not be used in a way that may be disruptive, offensive to others, or harmful to morale. For example: sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs, or political beliefs shall not be displayed or transmitted.
4. Employees should consider all electronic communications and transmissions to be of a permanent nature, such that the Company will be able to retrieve and read or view them at a later time. Therefore, all communications on Company computers and systems should be composed with the belief that they will be subject to review by the Company and its designated employees.
5. All internal emails must be answered within 24 hours. All Staff except RBT, BCAT and Behavior Technicians are expected to create an "out of office" reply for PTO and UTO.
6. Company management monitors e-mail and Internet usage. All Employees must be certain that Company equipment is being used in accordance with Company policies. Employees should

inquire of Human Resources if they have any questions about specific policies or uses. The Company retains a copy of all passwords necessary to access Company property, which includes all data stored on Company property. No Employee is authorized to create any password unknown to the Company for the purpose of storing or accessing Company property or information. System security features, including passwords and message-delete functions, do not neutralize the Company's ability to access any message at any time. Employees must assume that all use of Company equipment is monitored by Company representatives.

7. The use of outside email services or personal email accounts for Company purposes is not permitted. Any Company related communication, including but not limited to those sent to patients, prospective patients, funding agencies or employees, must be maintained using the Company email address provided to you.
8. If applicable all email should be sent in "plain text" format and not include images, rich text content or HTML in the body of the message.
9. Email should include a signature with the following information:

Name (and degree(s))
Title
Bardin Behavioral Health Phone: 803-394-5619
Bardin Behavioral Health Cell Phone:
Fax: 803-339-1907

Confidentiality Notice: This electronic mail transmission is intended for the use of the individual or entity to which it is addressed and may contain confidential information belonging to the sender and/or third parties. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please notify the sender immediately by e-mail and delete the original message. Thank you for your cooperation.

Employees whose work includes 50% or more time in the field are welcome, but not required, to add their Company provided cellular phone number as "direct". A sample email signature follows:

Kind Kelly
Human Resources Manager Bardin Behavioral Health
Phone:
Fax:

Confidentiality Notice: This electronic mail transmission is intended for the use of the individual or entity to which it is addressed and may contain confidential information belonging to the sender and/or third parties. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this transmission in error, please notify the sender immediately by e-mail and delete the original message. Thank you for your cooperation.

Voice Mail Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and patients. Therefore, we have a proprietary voice mail system to facilitate the transmittal of business-related information within the Company and with our patients. This system and all information transmitted by or stored in it is Company property.

The voice mail system is intended for business use only. The use of the Company's voice mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

The Company's policies against sexual and other types of harassment apply fully to the voice mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Employees are not allowed to engage in the transmission of sexually explicit messages, ethnic slurs, racial epithets, or anything that could be reasonably construed as harassment or disparaging to others.

All voice mail passwords must be made available to the Company at all times. Please notify your supervisor if you need to change your password.

Violation of these policies may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the Company's private voice mail system and the voice mail of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Company's private voice mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the Company's private voice mail system are private or confidential. Any communication which an Employee sends or receives using Company property or systems becomes Company property and a Company record and may be accessed by authorized Company personnel.

Internet and Electronic Resources Usage

As a growing company, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet.

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

The Company's electronic resources must not be used for solicitation purposes during working time. The Company's no solicitation rule applies to the use of electronic resources.

This policy describes the Company's general guidelines for using its electronic resources, including electronic mail (email), voicemail, internet access and computer systems.

Employees should use the Company's electronic resources with the understanding that these resources are provided for the benefit of the Company's business. Employees should never use the Company's electronic resources for personal use in a manner that interferes with their work duties or any responsibilities to customers.

The Company's policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Employees are not allowed to engage in the transmission or receipt of sexually explicit messages, ethnic slurs, racial epithets, or anything that could be reasonably construed as harassment or disparaging to others. Sending, saving, accessing, or viewing obscene or similarly offensive material on the Company's electronic resources is prohibited. Messages stored and/or transmitted by the Company's electronic resources, including the computer, voicemail, email, or the telephone system, must not contain content that may reasonably be considered to be obscene or other patently offensive material. Prohibited material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images

that would discriminate against or harass someone on the basis of his or her race, color, sex, age, national origin or ancestry, disability, or any other category protected by federal, state or local law. Likewise, any use of the internet, email, or any other electronic resource to engage in harassment or discrimination prohibited by company policies is unlawful and strictly prohibited. Violators may be subject to discipline, up to and including termination of employment.

Unless otherwise noted, all software on the internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. Any abnormal usage will be investigated thoroughly, Employees learning of any misuse of the Internet shall notify a member of management. Violation of internet policy may result in disciplinary action up to and including discharge.

Computer and Systems Security

All computers and the data stored on them are, and always remain, the property of the Company. As such, all messages created, sent, or retrieved over the internet or the Company's electronic mail systems are the property of the Company, and should be considered company information. The Company reserves the right to retrieve and read any message composed, sent or received using the Company's electronic resources, including all computer equipment and the electronic mail system, for any business reason, including but not limited to, ensuring compliance with this and all company policies.

Employees should be aware that even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, internet and email messages are not private. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Employees should also be aware that duplicates of email transmitted through a personal, web-based email account using company equipment could be stored on that equipment; likewise, information regarding internet sites that an employee has accessed may also be stored.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. Failure to comply with Company policies concerning appearance and/or hygiene may result in discipline, including discharge.

Our patient's satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct patient contact, you represent the Company with your appearance as well as your actions. The properly attired individual helps to create a favorable image for the Company, to the public and fellow employees.

Corporate Office Location

- All administrative employees are expected to dress in a business-casual manner
- No tank tops with less than a 2" strap, tube or halter-tops,
- Pants should be worn at the waist and shirts should be long enough to cover waist when bending over.
- Dresses, skirts or shorts must be no more than 3" above the knee.
- All office staff must wear shoes that reflect a professional appearance.

Clinics, In-Home & Community Sessions

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- No tank tops with less than a 2” strap, tube or halter-tops, or t-shirts with printed logos may be worn under any circumstance (exception to this is Bardin Behavioral Health logo printed t- shirts/polo tops).
- Shirts must cover the chest and waist. Please be aware of your clothing when you are bending down and working on the floor.
- Pants must be worn so that when bending over no undergarments or skin is exposed, be aware of pants sliding down. Please wear a belt if necessary. Pants should be worn at the waist.
- No opened toed shoes or shoes without a back are permitted whatsoever. Employees are encouraged to keep a pair of socks handy in case families ask you to remove your shoes before entering the home.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous, or excessive. If jewelry poses a safety hazard, it is prohibited during session.
- Smokers should refrain from smoking a minimum of ½ hour prior to patient contact and should take care to wash hands.
- Any item of apparel or adornment that violates a Company policy, interferes with performance of duties by an Employee, or constitutes a hazard should not be worn during working hours or on Company premises.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of The Company. Part of the impression you make on others depends on your choice of dress, personal hygiene, and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Reference Checks

The Company will not honor any oral requests for references. All requests must be in writing and on Company letterhead. Generally, we will only confirm our employees' dates of employment, salary history and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of The Company. If you receive a request for reference information, please forward it to your Director of Operations.

Protecting Company Information

Protecting Company information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed.

The Company's confidential and proprietary information is vital to its current operations and future success. Each employee should use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information.

In no event should employees disclose or reveal confidential information within or outside the Company without proper authorization or purpose.

"Confidential Information" refers to a piece of information, or a compilation of information, in any form (on paper, in an electronic file, or otherwise), related to the Company's business that the Company has not made public or authorized to be made public, and that is not generally known to the public through proper means.

By way of example, confidential or proprietary information includes, but is not limited to, nonpublic information regarding the Company's business methods and plans, databases, systems, technology, intellectual property, know-how, training, marketing plans, business development, products, services, research, development, scientific principles and methodology, inventions, financial statements, financial projections, financing methods, pricing strategies, compliance strategies, customer/patient sources, employee and patient health/medical records, system designs, customer lists and methods of competing]. Additionally, employees who by virtue of their performance of their job responsibilities have the following information, should not disclose such information for any reason, except as required to complete job duties, without the permission of the employee at issue: social security numbers, driver's license or resident identification numbers, financial account, credit or debit card numbers, security and access codes or passwords that would permit access to medical, financial or other legally protected information.

Confidential Information does not include information lawfully acquired by non-management employees about wages, hours or other terms and conditions of employment, if used by them for purposes or activities protected by the National Labor Relations Act such as engaging concerted activity for their mutual aid or protection. Nothing in this Employee Handbook prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority, or disclosing Confidential Information which the employee acquired through lawful means in the course of his or her employment to a governmental authority in connection with any communication or report, or from filing, testifying or participating in a legal proceeding relating to any violations, including making other disclosures protected or required by any whistleblower law or regulation to the Securities and Exchange Commission, the Department of Labor, or any other appropriate government authority.

Further, employees are hereby notified that under the 2016 Defend Trade Secrets Act (DTSA): (1) no individual will be held criminally or civilly liable under Federal or State trade secret law for the disclosure of a trade secret (as defined in the Economic Espionage Act) that: (A) is made **in confidence to** a Federal, State, or local government official, either directly or indirectly, or to an attorney; and made **solely for the purpose of** reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, **if such filing is made under seal** so that it is not made public; and, (2) an individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by court order.

All telephone calls regarding a current or former employee's position/compensation with The Company must be forwarded to your Director of Operations.

The Company's address shall not be used for the receipt of personal mail.

Conflict of Interest / Code of Ethics

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its Directors and other employees. Therefore, employees must never use their positions with the Company, or any of its patients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The Company adheres to the highest legal and ethical standards applicable in our business. The Company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees must conduct themselves in such a way as to avoid actual or potential conflicts of interest. The following are examples of prohibited conflicts of interest in any aspect of their jobs:

- Acting as a director, consultant, agent or employee of a supplier, patient, competitor, or any entity that engages in business with the Company
- Owning a material interest in or being a creditor of or having other financial interest in a supplier, customer, competitor, or any entity that engages in business with the Company
- Receiving from or giving to any supplier, patient or competitor gifts, gratuities, special allowances, discounts, or other advantages not generally available to employees of the Company
- Having any significant direct or indirect personal interest in a business transaction involving the Company
- Conducting outside activities that materially detract from or interfere with the full and timely performance of an employee's services for the Company; or
- Influencing commercial transactions involving purchases, contracts or leases in a way that would have a negative impact on the Company or its business.

If an employee finds that he or she has, or is considering the assumption of, a financial interest or outside employment relationship that might involve a conflict of interest, or if the employee is in doubt concerning the proper application of this policy, he or she should promptly discuss the matter with Human Resources and refrain from exercising responsibility on the Company's behalf in any manner that might reasonably be considered to be affected by any adverse interest.

Failure to disclose the fact of a conflict or potential conflict may constitute grounds for disciplinary action. This policy in no way prohibits employee affiliations or activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

Employees of the Company shall conduct their personal affairs such that their duties and responsibilities to the Company are not jeopardized and/or legal questions do not arise with respect to their association or work with the Company. Employees fail to so conduct themselves may be subject to discharge.

Outside Employment

The Company respects each employee's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Conflicts of Interest policy set forth in this Handbook or adversely affect the employee's ability to perform his or her job. Under certain circumstances, however, if an employee's personal conduct adversely affects his or her performance on the job, or begins to make it impossible for him or her to carry out any or all of his or her job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

An example of an activity that might adversely affect an employee's ability to perform his or her job duties is outside employment. While the Company does not prohibit employees from holding other jobs, the following types of outside employment are prohibited:

- Employment that conflicts with the employee's work schedule, duties and responsibilities or creates an actual conflict of interest
- Employment that impairs or has a detrimental effect on the employee's work performance with the Company
- Employment that requires employees to conduct work or related activities during working times or using any of the Company's tools, materials, or equipment; and
- Employment that directly or indirectly competes with the business or the interests of the Company.

For the purposes of this policy, self-employment is considered outside employment.

The Company will not assume any responsibility for employees' outside employment. Specifically, Bardin Behavioral Health will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment

Employee Client / Patient Relationships

BARDIN BEHAVIORAL HEALTH provides professional services in the field of Applied Behavior Analysis (ABA). These services include the implementation of accepted scientific principles and methodologies for diverse purposes, including behavior modification in individuals. In order to provide such services appropriately, Bardin Behavioral Health employs Board Certified Behavior Analysts (BCBA) and Board-Certified Associate Behavior Analysts (BCaBA), Registered Behavior Technicians (RBT) and other personnel. In accordance with the policies of the Behavior Analysis Certification Board (BACB), all BCaBA, and RBT (certification to begin 2014) who provide services in the ABA field are required to be supervised by a BCBA. Each BCBA is subject to ethical requirements which govern his/her conduct as well as the conduct of those persons who work under the supervision of that BCBA. Therefore, each employee of Bardin Behavioral Health who provides services to patients of LA must be familiar with and conform to the ethical requirements imposed on the BCBA. The "Guidelines for Responsible Conduct" issued by the Behavior Analyst Certification Board (2010), which are pertinent to the issue of relationships between Bardin Behavioral Health employees and clients are in Appendix C. Conduct applied to RBT are indicated in the BACB Guidelines too. Each field Employee must become familiar with the Guidelines in Appendix C.

Bardin Behavioral Health also adheres to the rules and regulations set forth by HIPAA Privacy Rule and Security Rule (Section 164, pp 59-115 Appendix D). These rules govern responsibility to patient care, privacy, and storage of patient files. A summary of the rules follows, full disclosures of the rules are in Appendix D. Bardin Behavioral Health began referring to its clients as patients in 2014 keeping with the more stringent rules set forth by HIPAA in 2014.

Summary of HIPAA Privacy and Security Rules

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) required the Secretary of the U.S. Department of Health and Human Services (HHS) to develop regulations protecting the privacy and security of certain health information. To fulfill this requirement, HHS published what are commonly known as the HIPAA [Privacy Rule](#) and the HIPAA [Security Rule](#). The Privacy Rule, or *Standards for Privacy of Individually Identifiable Health Information*, establishes national standards for the protection of certain health information. The *Security Standards for the Protection of Electronic Protected Health Information* (the Security Rule) establish a national set of security standards for protecting certain health

information that is held or transferred in electronic form. The Security Rule operationalizes the protections contained in the Privacy Rule by addressing the technical and non-technical safeguards that organizations called “covered entities” must put in place to secure individuals’ “electronic protected health information” (e-PHI). Within HHS, the Office for Civil Rights (OCR) has responsibility for enforcing the Privacy and Security Rules with voluntary compliance activities and civil money penalties.

Contact with the Media

To ensure that the Company communicates with the media in a consistent, timely and professional manner about matters related to the Company, you should notify the Sr. Director of Operations that you have been contacted by the media whenever you are asked to speak on behalf of the Company, so that the Company knows that a media inquiry has been made. Do not respond to media inquiries on the Company’s behalf without authorization. No employees, unless specifically designated by the Sr. Director of Operations, is authorized to make statements on behalf of the Company. This rule does not prevent you from speaking with the media, but you should not attempt to speak on behalf of the Company unless you have specifically been authorized to do so by the Sr. Director of Operations, Director of Finance or the President.

New Employee Referral Bonus

The Company may pay, in its discretion, a bonus to any employee who refers an applicant to the Company who is ultimately hired by the Company to a full-time or part-time position. The bonus is payable upon the successful completion, by the newly hired employee, of his/her first ninety days of introductory period and first 6-month review. The referring employee must still be employed with the Company at the time the bonus is paid. Employee referrals must be directed to your Director of Operations info@bbhaba.com

Lunchroom

A lunchroom is available for your use. Although the Company provides general custodial care, Employees must clean up the portion of the lunchroom which they use. The lunchroom should be kept clean at all times. The designated Supervisor of the lunchroom is authorized to establish policies and procedures concerning use of the lunchroom, and all Employees are required to comply with them.

Company Cell Phones

Employees in certain positions are issued Company devices such as cell phones, tablets, laptops etc. so they may maintain contact with patients and co-workers when they are out of the office on business.

Employees are encouraged to take appropriate safety precautions when using their issued devices. The use of handheld cell phones while driving is prohibited. Employees are expected to comply with all Company policies and applicable laws regarding the use of cell phones.

Employees may be responsible for overage charges that result from excessive use of Company issued devices.

The use of cell phones is not a work requirement for most employees. Employees who are not issued a Company cell phone will not be reimbursed for the use of their personal cell phones.

Employees are expected to demonstrate proper care of their issued devices. If you lose, break, or damage your Company issued device, report it to the clinical director or the director of operations at once. All Company issued devices must be returned upon leaving The Company or upon transferring to a position that does not require a Company issued device.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide your Director of Operations with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the Company.

Employees who are rehired following a break in service in excess of 30 days, other than an approved leave of absence, must serve a new 90-day introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

All Company property must be returned upon termination of employment. The Company may take legal action to seek the return of Company property and/or the recovery of any replacement costs for such property.

You should notify the Company if your address changes prior to your receipt of income tax information (form W-2) for the calendar year in which the termination of your employment occurs so that your tax information will be sent to the proper address.

Section 5: Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately. All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. or to the Director of Operations.

To help foster a safe workplace, please observe the following precautions:

1. Notify your supervisor of any emergency. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately. Additionally, you should report all work-related injuries or illnesses to others immediately to your supervisor.
2. The use of alcoholic beverages or other drugs during working hours will not be tolerated. The possession of alcoholic beverages or other drugs on the Company's property or at schools or patient residences is prohibited. Employees may use appropriate prescription medications only in accordance with their physician's direction and only if such use does not interfere with the performance of the Employee's duties or otherwise violate Company policy.
3. Use, adjust, and repair machines and equipment only if you are properly trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess; just ask your supervisor.
6. Know the locations, contents and use of first aid and firefighting equipment.
7. Follow Company policies related to fostering a safe and healthy work environment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Blood borne Pathogens Exposure Control

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, the Company has instituted a blood borne pathogens exposure control program.

Briefly, our program includes an employee exposure determination, information and training about blood borne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written Infection Control Plan, which is available to you in accordance with the plan.

Further information about our Blood borne Pathogens Exposure Control Program will be provided to affected employees and may be obtained from your Director of Operations.

Safety Drills

Fire/safety drills are scheduled periodically throughout the year. These drills are an important aspect in employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see your safety officer or office manager.

Ergonomics

The Company is subject to OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The Company believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact Human Resources.

Workplace Violence

Violence or threats of violence by an employee or anyone else against any Company Employee, patient or business contact will not be tolerated. The purpose of this policy is to protect all Employees and the Company from injury, liability, and the many other adverse results of violence.

Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

The prohibition against threats and acts of violence applies to all persons involved in the operation of the Company, including, but not limited to, company employees and other personnel, contract and temporary workers, consultants, contractors, customers, vendors, visitors and anyone else on the Company's premises.

Workplace violence is any intentional conduct that is sufficiently severe, abusive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, coworkers, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees. Workplace violence is taking any action likely to cause bodily harm or property damage, including stalking, or otherwise forcing undue attention on someone, whether romantic or hostile. Threats of violence may include displays of weapons, making a hitting motion or obscene gesture as well as direct or indirect verbal threats to do harm to a person or property.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, you are expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

Workplace violence does not refer to workplace arguments or debates that are zealous or impassioned, provided there is no resort to any form of coercion. Discussions about sporting activities, popular entertainment or current events are not considered workplace violence when there is no threat of violence being directed to the workplace or any individual connected with it. Rather, workplace violence refers to behavior that demonstrates an intention to engage in violence, condones violence in our workplace, or targets any individual with acts or threats of violence.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible. However, the Company policy is that all such reports will be investigated and documented. Employees are required to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including failure to report or fully cooperate in the Company's investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

The Company wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Company prohibits the control, possession, transfer, sale or use of such materials on its premises to the extent permitted by applicable law. We require the cooperation of all employees in administering this policy.

Offices, desks, lockers, and other storage devices are provided for the convenience of employees but remain the sole property of the Company. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Company at any time, either with or without prior notice.

In addition, that all offices, desks, files, lockers, equipment, etc. which the Company provides are the property of the Company and are issued for the use of employees only during their employment, and only for purposes consistent with their employment.

to protect the property and to ensure the safety of all employees, patients and the Company, the Company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Company's property. The Company also reserves the right to search any item of Company property which is located on the premises of a patient or school where Company Employees perform duties on behalf of the Company, with the permission of the owner or manager of those premises. In this regard, it should be noted

Inspection may be conducted at any time by any authorized Company representative, at the discretion of the Company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are found to be in possession of stolen property, weapons, or illegal substances of any kind will be subject to disciplinary action, up to and including discharge.

Hazard Communication

The Company may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage, and control measures relating to these substances if you will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the designated safety officer prior to purchasing chemicals for the Company or bringing them on to our premises. For additional information, please refer to the Company's written Hazard Communication Program. If you have any questions, ask your safety officer or office manager.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor or office manager.

Cell Phone Use / Texting While Driving

The Company prohibits employees from using cellular phones (whether Company issued or privately owned) for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that driving while holding and operating a handheld wireless telephone or electronic wireless communications device is a violation of South Carolina law unless the device is specifically designed and configured to allow hands-free operation and is used in that manner while driving. Under South Carolina law, such handheld devices can only be operated while driving in a manner requiring use of the driver's hand if: the device is mounted on the vehicle's windshield or affixed to the dashboard or center console in a manner that does not hinder the driver's view of the road; and the driver uses his or her hand to activate or deactivate a feature of the device with a single swipe or tap of the driver's finger.

Smoking in the Workplace

The Company is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas outside the building.

Violations of this policy may result in disciplinary action, up to and including discharge.

Concealed Weapons

Possession, use, or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to your supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

In an Emergency

Your supervisor or your Director of Operations should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your supervisor or your Director of Operations is unavailable, contact the nearest Company official.

Should an emergency result in the need to communicate information to employees outside of business hours, your supervisor or your Director of Operations will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your Director of Operations when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your supervisor or your Director of Operations or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your supervisor or your Director of Operations to await further instructions or information.

Please direct any questions you may have about the Company's emergency procedures to your supervisor or your Director of Operations.

Substance Abuse

Bardin Behavioral Health is concerned about the use of alcohol, marijuana, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and seriously impair Company operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on Company property, at work or working on Company business. The following are strictly prohibited by Company policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol, or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Being under the influence of a controlled substance for which the employee has a valid prescription unless the doctor has advised the employee that the substance will not adversely affect the employee's ability to perform his or her duties safely and efficiently.
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol, or marijuana while on the job.

Violation of these rules and standards of conduct will not be tolerated. Bardin Behavioral Health also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the Company reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on Bardin Behavioral Health. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

The Company will encourage and reasonably accommodate employees with alcohol, marijuana, or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

This policy represents management guidelines. For more information, please speak to your Director of Operations.

Receipt of Employee Handbook and Employment-At-Will Statement

Acknowledgement and Receipt

I acknowledge that I have received and read a copy of the Bardin Behavioral Health Employee Handbook. I understand that the Employee Handbook sets forth the terms and conditions of my employment with the Company as well as the duties, responsibilities, and obligations of employment with the Company. I understand that Bardin Behavioral Health has provided me various alternative channels [including anonymous and confidential channels,] to raise concerns of violations of this handbook and company policies and encourages me to do so promptly so that Bardin Behavioral Health may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations.

I agree to abide by and be bound by the rules, policies and standards set forth in the Employee Handbook.

I acknowledge that my employment with Bardin Behavioral Health is at-will, meaning that it is not for a specified period of time and that the employment relationship may be terminated at any time for any reason, with or without cause or notice, by me or the Company. **I further acknowledge that only the President/Owner or his or her authorized representative has the authority to enter into an agreement that alters the at-will relationship. Any such agreement must be in writing and signed by the President/Owner or his or her authorized representative.**

I further acknowledge that the Company reserves the right to revise, delete and add to the provisions of the Employee Handbook, but that all such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of the Employee Handbook. Furthermore, the Company's policy of at-will employment may only be changed as stated in the prior paragraph.

I understand and acknowledge that nothing in this Employee Handbook or in any other document or policy is intended to prohibit me from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission ("EEOC"), National Labor Relations Board ("NLRB"), Securities and Exchange Commission ("SEC") or any other federal, state or local agency charged with the enforcement of any laws.

I also understand and acknowledge that nothing about the policies and procedures set forth in this Employee Handbook should be construed to interfere with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act.

I have read and understand the above statements.

Employee Signature

Print Name

Date

Acknowledgement of Receipt of Policies on Prohibited Harassment, Discrimination, and Retaliation

I have received my copy of the Company's Harassment, Discrimination and Retaliation policies, including the procedure to report an incident or complaint. I understand and agree that it is my responsibility to read and familiarize myself with and abide by these policies.

I understand that the Company is committed to providing a work environment that is free from harassment, discrimination, and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature: _____

Employee's Printed Name: _____

Date: _____