



Welcome to Connect Plus Therapy (referred to as “Connect Plus,” “the Agency,” or “the Company” from here on.) We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us.

Our Mission

Connect Plus Therapy is “Therapy with heart.” We provide high-quality Applied Behavioral Analysis (ABA) services that focus on the overall quality of life for our clients and their families. We value the relationships that we develop with our families and provide a naturalist approach to support each individual’s needs.

We strive to help clients reach their greatest potential using data-driven, evidence-based, and developmentally appropriate practices, to create and promote a difference in our community and world.

Core Values

Connect Plus is a “**People First**” organization. We care about our teams as a whole, including our clients, their families and communities, assigned providers and supporting staff. We provide “therapy with heart”, not measuring the head-count, but the heart-count.

Connect Plus believes in a “**Flexible Mindset**” as it enables us to find creative solutions for any challenges that may arise and supports the teaching approach we have for our clients and families as a life skill worth having.

Connect Plus “**Wants to Make a Difference**” and encourages everyone involved in the care of our clients to be that person contributing towards building something great. No matter how small or great, we believe that every supportive task, gesture, or action will make a difference in someone else’s life.

Connect Plus practices the “**Ability to Act Autonomously**”, allowing everyone the space to make rational and informed decisions within the lines of our company’s values, policies and procedures.

This employee handbook was created to guide Connect Plus employees through the policies and standard operating procedures of our agency so that together we may best advance Connect Plus’s mission. In addition, this handbook was developed to inform employees of their rights and responsibilities, as well as the vision and integrity of Connect Plus as a service provider. Of course, this handbook cannot cover every eventuality that may arise. Its purpose is to summarize or highlight current policies and practices for staff members.





Welcome

Please take time to thoroughly read the policies contained in this handbook and note that periodically policies are reviewed and are subject to change at the company's sole discretion without advance notice.

In the event of a dispute between something communicated verbally versus what is contained in this handbook, the handbook shall govern. If you have questions or would like more information, your Supervisor or our HR Generalist are the best resources to ensure you have a clear understanding of our policies, the essential functions of your role and to guide you as you grow in your career with our organization.

We look forward to working with you!

Sincerely,

Aron Igel

Chief Executive Officer

Conditions of Employment		7
Employment at Will		
Background Check Policy		7
Legal Authorization to Work in the United States		
Equal Opportunity & Commitment to Diversity		8
Equal Employment Opportunity Policy	8	Reasonable Accommodation Policy
Commitment to Ensuring Equal Employment Opportunities		Pregnancy Accommodation Policy
Commitment to Diversity	9	Religious Accommodation Policy
Americans with Disabilities Act (ADA)	10	
Harassment Policy		11
Harassment Policy	11	Reporting and Complaint Procedures
Definition of Sexual Harassment		Investigation
Verbal Harassment	12	Corrective Actions
Physical Harassment	13	
Conflicts of Interest & Confidentiality		15
Conflict of Interest Policy	15	Confidentiality Policy
Employment Relationship		17
Employment Classification Policy	17	Pay Deductions
Hours of Work, Overtime, and Pay Dates	17	Wage Theft Notice – Handbook Statement: Philadelphia, PA
Work Week & Hours of Work	18	Access to Employee Files / Personnel Records
Orientation, Trainings, and Meetings		Employee File Retention
Meal & Rest Breaks Policy		Employee Personal Data Changes Policy
Lactation Break Policy		Employment Inquiries/Verifications/Reference Policy
Time Records Policy	19	Salary Verification
Overtime Policy		Employment of Relatives & Domestic Partners Policy
Paychecks		Separation of Employment Policy

Workplace Safety		23
Drug & Alcohol Policy	23	Commitment to Safety
Smoke-Free Workplace Policy		Inclement Weather/Emergency Closings Policy
Workplace Violence Policy		
Workplace Guidelines		25
Attendance Policy	25	Improper Uses of Company Technology
Job Performance		Company Email Policy
Performance Review Process	26	Confidentiality and Trade Secrets
Field Staff		Disciplinary Action
Outside Employment		Data Security Policy - Passwords, Passcodes, and Keys
Dress & Grooming Policy		Solicitation & Distribution Policy
Personal Mail and Telephone Calls Policy	27	Employee Code of Ethics & Conduct
Social Media Policy		Misconduct Policy
Common Sense First		Child Protection Policy
Non-Disparagement	28	Recognizing Suspected Child Abuse
Confidentiality		Reporting Suspected Abuse
Inventions, Patents and Intellectual Property		How to Complete the Suspected Child Abuse Report Form
Identification or Identifying Information	29	Crisis Plan
Links to Connect Plus		Off-Duty Misconduct Policy
Monitoring by Connect Plus		Rights and Reporting Responsibilities
Clarification or Questions		Acting in Good Faith
Acceptable Use Policy	30	Whistleblower Policy - Protection and No Retaliation
Access to Systems		Progressive Discipline Policy
Storing/Deleting Messages		Succession Plan
Online Harassment Policy		

Employee Benefits		42
Medical Insurance	42	Vacation Policy
Workers Compensation Benefits		Vacation Carryover
Short-term Disability Insurance		Pay in Lieu of Vacation
Company Holidays		Vacation Scheduling
Holiday Pay Policy	43	Sick Time Policy
Religious Holidays		BCBA Supervision
Time Off & Leave of Absences		45
Jury Duty Leave	45	Certification of an Employee's Serious Health Condition
Military Leave		Certification for a Family Member's Serious Health Condition
Voting Leave		Certification of Qualifying Exigency for Military Family Leave
Witness Leave		Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave
Victims of Crime Leave	46	Recertification
Domestic or Sexual Violence Leave Policy		Procedure for Requesting FMLA Leave
Voluntary Emergency Responders Leave	48	Designation of FMLA Leave
Family & Medical Leaves of Absence	49	Intent to Return to Work from FMLA Leave
Amount of Leave	53	Continuation of Health Benefits
Employee Status After Leave	54	Reinstatement
Use of Paid and Unpaid Leave	55	Misrepresentation
Intermittent Leave or Reduced Work Schedule		Key Employees
Acknowledgment, Receipt, & Agreement to Follow All Policies		60

Employment at Will

The provisions of this handbook are not intended to create contractual obligations concerning any matters it covers and may be modified or eliminated by the agency at any time. Nor is the handbook intended to create a contract guaranteeing that you will be employed for any specific length of time. We certainly hope that your employment with Connect Plus will be a mutually beneficial and long-term relationship. However, we wish to emphasize that Connect Plus is an at-will employer. This means that either the employee or Connect Plus may terminate the employment relationship at any time for any reason, with or without cause or advance notice.

No supervisor, employee, or representative of the company is authorized to enter into an agreement with you for employment for a specified period or make any promises or commitments which are contrary to the foregoing unless those agreements are in a written company contract signed by Mr. Aron Igel, CEO.

Nothing in the above statement is intended to interfere with, restrain, or prevent converted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Connect Plus's employees have the right to engage in or refrain from such activities without restriction.

Background Check Policy

It is the policy of Connect Plus to perform certain background checks of its employees and applicants. This may include an investigation of your previous employment, drug testing, criminal and civil history, driving records, etc. We will use this information as part of the basis for our decision regarding your employment or assignment to selected engagements. This means that your former employers may be contacted, a complete criminal background check, FBI clearances, and a child abuse background check. We may not obtain this information without your express written consent. You do not have to consent; however, you will not be considered for employment or assignment unless you agree to permit us to obtain this information. All staff who work directly with a child must obtain and maintain their mandated reporter training.

Legal Authorization to Work in the United States

Connect Plus complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked when they start with the Agency to provide original documents verifying their right to work in the United States and to sign an Employment Eligibility Verification form required by federal law (INS Form I-9). If an individual cannot verify their right to work within three days of hire, the Agency will terminate their employment.

Equal Employment Opportunity Policy

Connect Plus is committed to assuring equal employment opportunity without regard to race, color, sex (including pregnancy and parenting status), religion, national origin, disability, age, sexual orientation, gender identity, marital status, veteran status, genetic information, and any other quality or characteristic protected by applicable law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Connect Plus expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above or any other factor applicable by law.

Discrimination against any employee, applicant, or third party on any of these bases is prohibited. No manager or supervisor is authorized to make any employment or other decision based on any of these characteristics, in whole or in part, except as may be necessary to fulfill Connect Plus's obligations to consider a reasonable accommodation to religious beliefs and observances, and disabilities when requested or known.

Commitment to Ensuring Equal Employment Opportunities

All employment decisions, policies, and practices are made in accordance with federal, state, and local anti-discrimination laws. We will not engage in or tolerate unlawful discrimination in any manner or form whatsoever. Anyone who discriminates unlawfully (including any form of unlawful harassment) will be subject to disciplinary action, up to and including termination. This policy applies to all terms and conditions of employment including but not limited to those mentioned above.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources department. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR department as soon as possible. Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to

1. Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
3. Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Retaliation against any person for reporting or complaining about what he or she considers to be a violation of this policy, or for cooperating in any investigation pursuant to this policy, or for filing a complaint with or cooperating in an investigation of a complaint by any federal, state or local equal employment opportunity agency or commission, is prohibited. Any such retaliation

will be considered a very serious violation of this policy and should be reported. However, if an investigation reveals that a complaint under this policy knowingly or maliciously falsely accused another person of harassment, the complainant will be subject to disciplinary action, up to and including discharge. Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint procedure listed on the following pages.

Commitment to Diversity

Connect Plus is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience and unique perspectives. This commitment is embodied in the Agency’s policies, the way we do business, and is an important principle of sound business management.

Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following.

<p>Common Wealth of Pennsylvania Department of Human Services Bureau of Equal Opportunity</p> <p>Room 225, Health & Welfare Building P.O. Box 2675, Harrisburg, PA 17105</p>	<p>PA Human Relations Commission Philadelphia Regional Office</p> <p>110 N. 8th Street, Suite 501 Philadelphia, PA 19107</p>
<p>Commonwealth of Pennsylvania Department of Human Services Bureau of Equal Opportunity Southeast of Regional Office</p> <p>801 Market Street, Suite 5034, Philadelphia, PA 19107</p>	<p>U.S. Department of Health & Human Services - Office for Civil Rights</p> <p>Suite 372, Public Ledger Building 150 South Independence Mall West Philadelphia, PA 19106-9111</p>
<p>State of New Jersey Relations - Civil Rights Division</p> <p>140 E Front Street #6 Trenton, NJ 08608</p>	

Americans with Disabilities Act (ADA)

The American’s with Disabilities Act (ADA) and Rehabilitation Act are designed to protect and enhance the rights of individuals with physical or mental disabilities who can perform the

essential functions of their jobs, with or without reasonable accommodation. It is the policy of Connect Plus to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Reasonable Accommodation Policy

To ensure equal employment opportunities to qualified individuals with a disability, Connect Plus will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require reasonable accommodation should contact the Human Resources Department to begin the interactive process and or supervisors should notify the HR team immediately upon an employee making a request.

Pregnancy Accommodation Policy

Employees with needs related to pregnancy, childbirth, or a related medical condition, may request a reasonable accommodation to enable them to perform the essential functions of their job. Reasonable accommodation may include but is not limited to, the following: restroom breaks, periodic rest for those who stand for long periods of time, assistance with manual labor, leave for a period of disability arising from childbirth, reassignment to a vacant position, and job restructuring. Where applicable law requires this statement shall apply to Connect Plus employees across the US.

Religious Accommodation Policy

Connect Plus will make every effort to reasonably accommodate employees' sincerely held religious beliefs provided the requests do not pose an undue hardship to the business. Any employee in need of such accommodation should speak to the Agency's Human Resources department to initiate the interactive process.

Harassment Policy

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristics protected by state or federal law, is prohibited. Harassment of and inappropriate, disrespectful, or demeaning behavior toward applicants, employees, and third parties is strictly prohibited and will not be tolerated. While this prohibition includes sexual harassment as it has been defined by the courts, it goes beyond legal definitions and includes any behavior (verbal, physical, visual, etc.) that is reasonably likely to create a hostile, intimidating, or offensive environment for others. It is Connect Plus's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Connect Plus's employees by management, supervisors, coworkers, or non-employees who are in the workplace (contractors, etc.) is prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation or a harassment complaint is similarly unlawful and will not be tolerated. Connect Plus will take all steps necessary to prevent and eliminate unlawful harassment.

No supervisor or manager has the authority to request or demand compliance with unwelcome or offensive conduct, sexual or otherwise, in return for any job assignment, continued employment, compensation, promotion, or other term or condition of employment, and supervisors and managers have no authority to retaliate against any individual for failure or refusal to comply with such demands or requests. Any such demand or request, and any such retaliation or attempted retaliation, constitutes a very serious violation of this policy.

Definition of Sexual Harassment

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Engaging in sexual favoritism or retaliation based on the granting or refusal of sexual favors

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons such as "pin-up" calendars or sexually demeaning pictures;
- Engaging in sexual teasing, including comments about sexual orientation;
- Subjecting another employee to unwelcome pressure for dates.
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities

Other forms of prohibited harassment include the following regardless of the genders of the victim and perpetrator.

Verbal Harassment

This would include but is not limited to:

- Verbal threats to persons or regarding personal property.
- The use of vulgar or profane language.
- Making disparaging or derogatory comments or slurs.
- Verbal intimidation and name-calling.

Physical Harassment

This would include but is not limited to:

- hitting
- pushing
- holding
- blocking or impeding the movement of another person

Reporting and Complaint Procedures

Connect Plus strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, or misconduct regardless of the offender's identity or position with the company. Any individual who believes that he or she has been subjected to sexual, verbal, or physical harassment or discrimination is expected and urged to report the conduct to any of the following:

- The Employee's Immediate Supervisor
- The Human Resources Department
- The Clinical Director
- The Chief Executive Office

Similarly, if you observe acts of discrimination toward or harassment of another employee or other conduct that violates our policies, you are requested and encouraged to report this to one of the individuals listed above.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the Agency strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Connect Plus will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees. No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Investigation

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

respected to the extent consistent with the need to conduct a fair, complete, and responsive investigation. If the investigation confirms conduct contrary to this policy has occurred, Connect Plus will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Connect Plus does not expect individuals to be experts on issues such as discrimination and harassment. Thus, the possibility that Connect Plus's investigation may not corroborate a complaint, or that the Company may conclude that the conduct complained of does not violate this policy, is not a reason to fail to report conduct that is found (or perceived) to be offensive. It is to everyone's benefit that conduct that is thought to be discriminatory or offensive be reported. Individuals charged with violations of this policy will be allowed to present information in their defense. If an investigation reveals that a complaint under this policy knowingly or maliciously falsely accused another person of harassment or discrimination, the complainant will be subject to disciplinary action, up to and including discharge.

Corrective Actions

Connect Plus's immediate goal is to take prompt remedial action to stop discriminatory, harassing, or offensive conduct if a violation of this policy is determined. Its second goal is to assure that the violation will not recur. Even where a violation is not found, it may be appropriate to counsel individuals regarding their behavior.

Violations of this policy can lead to various penalties in addition to the remedial steps mentioned above. This can range from a notation in the individual's employee file, temporary suspension during and following the investigation period (with or without pay), and disciplinary action up to or including termination, as the agency believes appropriate under the circumstances.

Connect Plus considers violations of this policy to be as serious as violations of any other fundamental policies, as not only is Connect Plus placed at risk, but its basic concept of fairness and respect is undermined.

Conflict of Interest Policy

Conflicts may arise when employees engage in activities with any of the following third parties:

- persons and agencies supplying goods and services to Connect Plus.
- persons and agencies from whom Connect Plus leases property and equipment
- competing or affinity organizations
- agencies, organizations, and associations which affect the operations of Connect Plus
- or that are owned by employees, family members, or friends of Connect Plus employees.

A conflicting interest may be defined as an interest, direct or indirect, with any persons or agencies mentioned above. Such an interest might arise through:

- Owning stock or holding debt or other proprietary interests in any third party dealing with Connect Plus.
- Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Connect Plus.
- Receiving remuneration for services concerning individual transactions involving Connect Plus.
- Using Connect Plus's time, personnel, equipment, supplies, or goodwill for other than Connect Plus approved activities, programs, and purposes.
- Receiving personal gifts or loans from third parties dealing or competing with Connect Plus.

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- The conflicting interest is fully disclosed;
- Connect Plus leadership has determined that the transaction is in the best interest of the organization.

Employees are expected to report conflicts of interest to the Human Resources Department immediately upon discovery or suspicion of the conflict. (Examples of such conflicts are listed above but are not limited to such examples or circumstances.)

Confidentiality Policy

It is the policy of Connect Plus to ensure that the operations, activities, and business affairs of Connect Plus and its clients are kept confidential to the greatest possible extent. During

employment, the employee will acquire and may develop confidential or proprietary information about Connect Plus and its clients, suppliers, or even fellow employees. Such information is to be handled in strict confidence and not to be discussed with outsiders. It is imperative that employees do not reveal or divulge any such information and that such information is used only in the performance of one's duties at Connect Plus.

Connect Plus Therapy's Confidentiality Policy also includes following all of the laws and provisions put in place by The Health Insurance Portability and Accountability Act of 1996 (HIPAA). When working with Connect Plus Therapy you will have access to private and confidential information about our clients. This information is to only be reported using the approved services. When communicating about any client, always use the client code and not the clients name. All reporting is to be done in the company approved reporting system (Currently Central Reach). Should any breach of a client's confidential information happen the Compliance Officer is to be notified so that policy HR-018 (HIPAA Breach Policy) can begin.

The employee is also responsible for the internal security of such information. This means that the employee should take reasonable precautions to maintain confidentiality, and the employee should not discuss confidential information with others except in connection with the performance of the employee's duties at Connect Plus.

Nothing in the above statement is intended to interfere with, restrain, or prevent converted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Connect Plus's employees have the right to engage in or refrain from such activities without restriction.

Most Connect Plus employees require access to the Company's confidential information and records to achieve their responsibilities. While an open climate of information sharing is most often desirable, there is a need to safeguard the security of information that could be detrimental to Connect Plus and/or our clients.

Such information includes (but is not limited to):

- Financial information
- Manuals/handbooks
- Mailing lists
- Computer printouts
- Client information, lists, and reports
- Correspondence of all forms
- Personnel-related data, electronic data (files and programs)
- Business methods and procedures
- Plan participants medical information

Employment Classification Policy

To determine eligibility for benefits, overtime status, and to ensure compliance with federal and state laws and regulations, Connect Plus classifies its employees as shown below. Connect Plus may review or change employee classifications at any time.

An “employee” of Connect Plus Therapy is a person who regularly works for the Company on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons on the payroll of Connect Plus.

- **Exempt**
Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.
- **Non-Exempt**
Non-Exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Full-time Salaried**
Full-time salaried employees are exempt employees who are to work 40 hours per week. These employees are eligible for Company provided benefits including vacation and sick time.
- **Part-time/Per Diem**
Part-time/Per Diem employees are Non-Exempt employees who work on an hourly basis. Part-time/Per Diem employees do qualify for paid sick leave that is accrued at the rate of 1 hour per every 30 hours worked per week and if they maintain a minimum of 25 hours worked per week they can qualify for health benefits.
- **Temporary (Full-time or Part-time)**
Individuals who are hired to assist in the completion of a specific project or as temporary replacements for employees who are on leave are considered temporary employees. Temporary employees retain that status until they are notified of a change, and are not eligible for any of the Company’s benefit programs. Employment beyond any initially stated period does not in any way imply a change in employment status.

Hours of Work, Overtime, and Pay Dates

Work hours are dictated by the nature of your assignment with Connect Plus Therapy and are subject to change, with reasonable notice, based on the needs of our clients and their families.

Work Week & Hours of Work

At Connect Plus the standard workweek for corporate and clinic-based staff (Clinical Direct, Coordinator, and Supervisor(s)) is Monday through Thursday from 9:00 am to 5:00 pm and Friday from 9:00 am to 2:00 pm. Employees may be required to work beyond the normal workweek if business needs so dictate, including on weekends and holidays. Field staff (BCBAs and Behavior Technicians) are required to work the days and hours as assigned based on client needs and their status as full or part-time employees.

Orientation, Trainings, and Meetings

All staff will be required to join an orientation training on their first day of working with Connect Plus Therapy. In this orientation the individual will receive job specific information, introduction to Connect Plus Therapy's systems, Connect Plus Therapy's Core Values, Cultural Humility training, and an overview of the company.

For all orientations, training, and meetings hourly staff will be paid at the training rate. The training rate for BCBAs is currently \$45.00 per hour and all other hourly staff will be compensated at the rate of \$15.00 per hour.

Meal & Rest Breaks Policy

Connect Plus provides a half-hour unpaid lunch break and two 10-minute paid break periods for all full-time regular non-exempt employees.

Lactation Break Policy

Connect Plus will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. Connect Plus will also make a reasonable effort to provide the employee with the use of a room or other location close to the employee's work area, for the employee to express milk in private. Employees should notify their supervisor to request time to express breast milk under this policy. Connect Plus reserves the right to deny an employee's request for a lactation break if the additional break time will pose an undue hardship to the business.

Time Records Policy

Employees are responsible for recording their hours of work daily using the designated timekeeping system (Central Reach). This information must be filled out in its entirety with

accuracy regarding hours worked and signed off on by your client's parent or guardian to receive remuneration for time worked. This information must be entered during the last seven minutes of your session. For further explanation or clarification of this process, please view the Conversion Policy (Policy number CL-005). It is the employee's responsibility to submit accurate records of the hours worked. If any hours are to be changed then the employee must contact their scheduler/case manager to get the session times changed. The submitted timesheet is used to generate invoicing and to determine accurate employee payment. Professionalism and honesty are essential as you complete your timesheets. Misrepresentation of the times and hours reported is a **SERIOUS** offense and could lead to disciplinary action up to and including termination of employment or legal action as misrepresented hours is insurance fraud.

Overtime Policy

Employees may be required to work beyond the normal workweek if business needs so dictate. Any overtime work must be approved in advance by the Clinical Director or CEO. Any employee who engages in unauthorized overtime may be subject to disciplinary action, up to and including discharge.

Paychecks

Employees are paid according to the normal pay schedule two times per month. Employees may choose to be paid by direct deposit or by check. If a payday falls on a weekend or holiday, paychecks may be distributed on the preceding workday. Employees are responsible for promptly advising the Human Resources Department of any pay discrepancies, regardless of whether that discrepancy involved underpayment or overpayment.

Pay Deductions

Connect Plus is required by law to make certain mandatory deductions from employee paychecks. The standard deductions we withhold are Social Security, Medicare, State and Federal taxes, unemployment compensation, and in some states, disability premiums. Some employees may also have additional deductions mandated by a court such as child support, IRS Tax levies, or student loans. The company must make these deductions, so if you have a dispute regarding the amount or frequency of these deductions, speak to someone in the human resource department.

Wage Theft Notice – Handbook Statement: Philadelphia, PA

Employees who perform work in Philadelphia or who entered into an employment contract in Philadelphia and believe they have not been paid for all of the wages they have earned, may file

a complaint for unpaid wages under the Philadelphia Wage Theft Ordinance (PWT0) Philadelphia Code, Chapter 9-4300.

Access to Employee Files / Personnel Records

Personnel files are the property of Connect Plus and may not be removed from Connect Plus's premises. Employee files are maintained by the Human Resources Department and are considered confidential. Personnel files are the property of Connect Plus and access to the information is restricted. Managers and supervisors may only be granted access to employee file information on a need-to-know basis. Access to your employee file may be granted upon request and will generally be permitted within three days of the request unless otherwise required under state law. Employee files are to be reviewed in the Human Resources Department. Employee files may not be taken outside of the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employee File Retention

All employee records will be retained for seven years. These records include policies and procedure acknowledgments, correctives, certifications, criminal history checks, child abuse clearances, all written agreements for employment, evaluations, and any trainings that you receive while in the employ of The Company.

Employee Personal Data Changes Policy

To keep necessary agency records up to date, you must notify the Human Resources Department of any changes in personal information that could impact your pay and benefits as soon as possible. Employees should inform the Human Resources department by emailing the current HR Generalist immediately whenever there are changes in personal data including but not limited to the following:

- Name Change
- Home Mailing Address
- Telephone Number
- Marital Status
- Number and Names of Dependents
- Number of Tax Exemptions
- Insurance Classification
- Emergency Contacts

Please do not assume that Connect Plus is aware of any personal changes without the employee's written submission of these changes. Failure to keep Connect Plus advised of personal data changes may impact the employee's benefits.

Employment Inquiries/Verifications/Reference Policy

All inquiries regarding a current or former Connect Plus employee must be referred to the Human Resources Department. It is the Agency's policy to respond to such inquiries by confirming only dates of employment and position(s) held. Should an employee receive a written request for a reference, he/she should refer the request to the human resources department for handling. No Agency employee may issue a reference letter to any current or former employee without the permission of the Human Resources Department. Under no circumstances should any Agency employee release any information about any current or former Agency employees over the telephone. All telephone inquiries regarding any current or former employees of the Agency must be referred to the Human Resources Department.

Salary Verification

Connect Plus will not release any information without the written permission of the employee. All inquiries should be directed to the Human Resources Department.

Employment of Relatives & Domestic Partners Policy

Members of an employee's immediate family will be considered for employment based on their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member;
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of the household or domestic partners. "A domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements. Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the Agency to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Agency will make reasonable efforts to assign job duties to minimize problems of supervision, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Agency will decide in its sole discretion who will remain employed.

Separation of Employment Policy

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors and Human Resources representative at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who

provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address within 45 days of termination from employment. The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, a transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company. In addition, should an employee fail to perform all business duties as assigned and at the level required for their position or should they violate company policy it may result in disciplinary action up to and including termination. Every agency employee has the status of "employee-at-will," this means no one has a contractual right, express, or implied, to remain in the agency's employ.

Employees leaving the agency are required to enter all client data, and hours worked into Connect Plus's time/data-keeping system before a final paycheck can be issued. This final paycheck will be mailed or directly deposited during the next normal pay period. If there are unpaid obligations to the agency or an overage of PTO was taken before it was accrued before the termination date, your final paycheck will reflect the appropriate deductions where allowable by state law, or you will be asked to write a check to the company in the amount of the overage.

Drug & Alcohol Policy

Connect Plus is dedicated to ensuring a drug-free work environment for all employees. Employee involvement with drugs and/or alcohol can be extremely disruptive and detrimental to the workplace. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user and others, and compromise professional judgment, work efficiency, and productivity.

Connect Plus does not condone and will not tolerate illegal drug use or abuse of alcohol or any other illegal controlled substances by its employees on Connect Plus's premises, while working for or conducting Connect Plus business, or while representing Connect Plus in any fashion. The possession, distribution, or sale of drugs or alcohol is similarly prohibited. Connect Plus, at its discretion, may require applicants or employees to submit to drug testing.

A conviction for violation of any applicable law pertaining to possession, manufacture, purchase, sale, use, or distribution of any drug or controlled substance, or any violation of Connect Plus's drug policy will result in disciplinary action up to and including termination from employment.

Smoke-Free Workplace Policy

It is the policy of the agency to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees and clients. Accordingly, smoking is not permitted in any area of the Company's facilities or offices. Employees who violate the policy will be subject to disciplinary action, up to and including termination of employment.

Workplace Violence Policy

Connect Plus prohibits workplace violence and will take prompt action, up to and including termination of employment, against any employee who:

- uses threatening language
- engages in threatening behavior or acts of violence
- creates an intimidating, threatening or hostile work environment
- brings firearms or other weapons onto Connect Plus's premises, including weapons in Company or personal vehicles while on Connect Plus business
- behaves in a manner deemed violent, as determined by the Management, even if it is not outlined above

Commitment to Safety

Connect Plus will take appropriate action when dealing with clients, former employees or visitors to Connect Plus facilities who engage in threatening behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law, or taking disciplinary action against the perpetrator as appropriate. Employees can assist the agency in observing the workplace policy on violence by immediately advising appropriate Connect Plus representatives of any potentially dangerous situation, including threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Connect Plus will not condone any form of retaliation against any employee who, in good faith, makes a report under this policy.

Inclement Weather/Emergency Closings Policy

Connect Plus offices will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the building if he or she feels uncomfortable with the weather.

If the office officially closes during the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for their full normally scheduled hours for that day. If a non-exempt employee leaves earlier than the official closing time, they will be paid only for actual hours worked or can take PTO time for the remainder of the day if available. Exempt employees will be paid for a normal full day but are expected to complete their work at another time/by all required deadlines or can take PTO if work is either unavailable or unable to be completed.

Attendance Policy

For an employee to do an effective job, they must be present. Punctuality and regular attendance are basic requirements of satisfactory performance and are essential for the efficient operation of the company. Employees are expected to report promptly for work each day and work the hours normally scheduled for the employee's position. An employee's work hours depend on the nature of the employee's job description and the needs of the employee's designated department. For these reasons, the employee's hours may change to meet the changing needs of the Agency.

If an employee is going to be absent or late, the employee must notify their supervisor and the scheduler/case manager as soon as possible prior to the normal start time. This will allow supervisors to make plans to cover the employee's absence. If the supervisor is not available, the employee is to contact their Scheduler or the Human Resources Department (for non-field staff). Employees should keep the supervisor advised of the situation and the estimated date of the employee's return/arrival to work. Failure to do so may result in disciplinary action, up to and including discharge.

If an employee fails to notify Connect Plus of his/her unavailability to work or fails to return to work when medically released, employment is considered voluntarily terminated by the employee.

If the employee has two consecutive days of unexcused absence (no show/no call) the employee will be regarded as having voluntarily terminated employment.

Violations of this policy, including excessive absences, lateness, and call-outs will result in disciplinary action, up to and including discharge.

For further explanation or clarification please view the Company call-out policy (HR-008) on the [company intranet](#).

Job Performance

To attract and retain a highly qualified and competent workforce, Connect Plus has instituted a performance management program to compensate employees in a fair and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy. Under usual and appropriate circumstances, employees should receive a performance review annually with consideration for a salary increase although salary increases and bonus payments are not guaranteed annually.

Through this program, employees will receive performance reviews designed to address performance and skill, developmental needs, and interests. Upon a common review date, an employee becomes eligible for consideration of a salary review. The normal performance appraisal date of an employee on an unpaid leave of absence without pay will be extended by the length of the leave. A salary review will be determined based upon the timing of the most recent salary review, the length of the unpaid leave, and the next scheduled salary review.

Performance Review Process

At Connect Plus the value of frequent and constructive feedback is very important to the development of our employees and the realization of the Agency's business goals. Formal performance reviews are conducted as follows based on role within the company:

Field Staff

Field staff receive informal reviews while working with a client through real-time feedback from the overseeing BCBA, BCBA Supervisor, or Clinical Director. A formal written review is conducted every 3-6 months and or as assignments change. Developmental milestones for training and experience are required for consideration for promotions, salary increases as well as quality and consistency of session documentation.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with Connect Plus. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Dress & Grooming Policy

The Company maintains a business casual dress policy throughout the year. The following guidelines will help define acceptable business casual attire.

All clothing should be clean, pressed and fit properly; it must be appropriate for Connect Plus's business casual environment. Acceptable Connect Plus business casual attire includes, but is not limited to:

- Slacks, shirts, skirts, dresses, and sweaters
- Skirts and dresses should come to your fingertip when standing/sitting
- Shoes that cover the majority of the foot (flats, boat shoes, sneakers, men's dress shoes); no "flip flops" or slippers
- No halter tops, bare-shoulder tops
- No dangling jewelry
- No ripped or torn clothing
- No distracting, offensive or revealing clothing

- For certain environments, Connect Plus may request specific clothing to respect the religious traditions of the client. Staff may decline these assignments if uncomfortable with the request.

Employees who arrive at work dressed inappropriately may be sent home to change clothing. Repeated violations or infractions of the dress code may result in disciplinary action, including discharge. Reasonable accommodations will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity of presenting a professional appearance to the public. Questions or complaints should be taken to the Human Resources department.

Personal Mail and Telephone Calls Policy

Employees are responsible for assuring that their personal mail and packages are not sent to them at the Company address. While Connect Plus recognizes that employees will occasionally need to place and receive personal telephone calls during working hours, those calls are to be kept to a minimum, regardless of whether or not the calls are made on or to the employee's cell phone or a Company phone.

Social Media Policy

Connect Plus respects the rights of employees to create and use personal blogs, discussion forums, and Internet-based social networking sites during their non-work time, so long as the employee's use of social media does not interfere with the employee's job or responsibilities to Connect Plus, its clients and employees. This policy is intended to ensure that Connect Plus employees keep their personal web communications free of libelous/defamatory or maliciously false communications about Connect Plus, its employees, its clients, or its products and services. Wherever and whenever an employee uses social media, whether for business or personal purposes, what is posted online is a public reflection on the employee and possibly on Connect Plus as well. Therefore, employees must keep the following guidelines in mind when using social media for business or personal purposes.

Common Sense First

Employees have obligations to fellow employees and business associates that extend beyond the office. Employees' conduct and comments outside the office can have an impact on how Connect Plus is perceived by others and how employees are perceived by fellow employees and clients of Connect Plus. The same principles and standards that were listed earlier in the Employee Handbook that apply to activities in general, including Connect Plus's anti-harassment policy, apply online as well, as employees' online activities may affect employees' performance, the performance of others, or Connect Plus's business interests. Refrain from the use of discriminatory remarks, obscenity, harassment, and threats, as well as comments that invade the privacy of another person or organization. If one wishes to publish something that other employees are uncomfortable with, particularly if it relates in any way to Connect Plus, he/she should reconsider posting it.

Connect Plus discourages its employees and their direct managers from “friending” or inviting each other to participate in any media websites. However, if employees choose to do so, neither person is expected to accept the invitation or maintain that status if accepted. Managers are not authorized to provide references or recommendations on LinkedIn or any other form of social media.

Non-Disparagement

The web has extraordinary reach. Once information is posted online, others can copy it to their weblogs or website or can take a screenshot of it, and it can be available for others to read forever. Connect Plus views intentional or malicious disparagement very seriously. Disparaging remarks that are published via social media about the Agency’s products, services, or clients, or about anyone’s race, religion, sexual orientation, or other personal characteristics that are protected by law, could damage the brand itself, the Agency’s reputation, and individual’s jobs. Employees are prohibited from making such statements in any form of social media.

Confidentiality

Every Connect Plus employee must maintain confidential proprietary and trade secret information about the Agency (including business plans and financial information), its products, services, and methodologies in performing services, and the confidential information of clients. In addition, each service agreement Connect Plus executes with a client contains an agreement that Connect Plus will honor and protect the confidential information obtained from each client.

Some clients ask that Connect Plus refrain completely from mentioning the fact that there is any business relationship in place at all. Therefore, employees may not cite or reference any Connect Plus clients, employees, or vendors without express approval.

Inventions, Patents and Intellectual Property

Connect Plus maintains a policy that all intellectual property conceived with employees’ involvement and during employees’ employment, remains the property of the Agency. Employees must avoid discussing any details about anything that has been developed or is being developed that could diminish the intellectual property value of such inventions, patents, or intellectual property, and respect the copyright and other intellectual property rights of others. Employees should not post another person’s photograph or comments that were intended to be private without that individual’s express permission.

Identification or Identifying Information

In any internet communication that relates to Connect Plus, employees must speak in the first person, and not hide behind anonymity or attribute comments to others. If an employee makes a comment on any product or service of Connect Plus, or any policy issue in which Connect Plus is involved, the employee must identify him/herself as an employee of Connect Plus. In any

instance in which an employee identifies him/herself as a Connect Plus employee, the employee must make clear that the views expressed are the employee's alone and do not represent the views and opinions of Connect Plus. At a minimum, the employee should include this disclaimer prominently (where it will be seen) on his/her own website or blog: The postings on this site are solely my own and I am not speaking as a representative of my employer, any company or organization.

Employees must not use Connect Plus's email address or telephone/fax numbers on personal pages (or register for any social networking site using their Connect Plus email address.)

Links to Connect Plus

Connect Plus employees are not precluded from having a link to the Connect Plus site on a personal website. However, employees may not use any of Connect Plus's logos or trademarks on a website or personal blog, and may not reproduce any Connect Plus material without first obtaining Connect Plus's written permission.

Monitoring by Connect Plus

Connect Plus has the right to monitor, retain, and/or review the use of its computers, servers, PDAs, email systems, and all other electronic communications and internet usage accessed through, sent from, or received on equipment it provides to employees for business use. This includes the right to monitor personal email accounts, website history, and other internet usage accessed on or through Connect Plus equipment or internet connections. By using our equipment and internet connections, employees understand that the Agency may monitor employees' communications and internet usage to ensure compliance with Connect Plus policy and for legitimate business reasons.

Clarification or Questions

If any employee has any questions regarding this policy, or what may or may not be appropriate to post on a blog or online, he/she is to ask a supervisor. Ultimately, however, employees are personally responsible for what they post.

Acceptable Use Policy

Connect Plus's email, voicemail, computer, and other electronic systems are the property of the Company and are for business use only. Communication through these systems should have a business purpose. Consider each communication as one would a formal memorandum.

Access to Systems

At any time, and without warning, the Company may access its electronic communications systems and obtain, retrieve or review any current or deleted information and communications

within the systems, at its sole discretion. Accordingly, employees should not have an expectation of privacy with respect to their use of or communications through the Company's electronic systems. Examples of some of the instances when the Company may utilize such access include, but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information, and ensuring that the Company's operations continue appropriately during an employee's absence.

Storing/Deleting Messages

To prevent the loss of data, the Company may store electronic communications or magnetic media indefinitely after the communication is created. This "backup" process results in the copying of data, such as the content of an email message onto storage media that may be retained indefinitely and in locations unknown to the originator or recipient of the message.

Online Harassment Policy

The company's policy prohibiting discrimination and harassment applies to the use of the Company's electronic communications systems in their entirety. Email may not contain content that may be reasonably considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to, comments or images of a sexual nature. No one may use electronic systems in a manner that may reasonably be construed by others as harassment based on race, color, creed, religion, gender, national origin, sexual orientation, age, disability, veteran status, marital status, or any other protected characteristic.

Improper Uses of Company Technology

The Company's electronic communications systems should not be used for purposes such as, but not limited to:

- Solicitation for religious, charitable or political causes, outside organizations or other personal matters unrelated to the business of Connect Plus;
- Seeking to gain unauthorized access to internal or external computer systems;
- Any personal purposes that are contrary to Company policy;
- Interfering or competing with Company's business activities without appropriate authorization; and
- Pursuit of individual financial gain.

For internet and email access and usage, Connect Plus expressly prohibits the following:

- Dissemination or printing of copyrighted materials, including articles and software in violation of copyright laws

- Sending, receiving, printing dissemination of proprietary data, trade secrets, or other confidential information of Connect Plus in violation of policy or proprietary agreements
- Operating a business, usurping business opportunities, soliciting information for personal gain
- Sending chain letters
- Gambling or engaging in any other activities in violation of local, state or federal law

Company Email Policy

No employee may access or attempt to obtain access to another individual's electronic communications without authorization from the Company. All email is subject to review by management. Employee use of the email system and/or other of the Company's electronic communications systems grants consent to the review, retention, and monitoring of any of the messages to or from employees in the systems, in printed form, or any other medium. It is recommended that the following disclaimer be used when corresponding by email or fax:

This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is proprietary, confidential, and exempt from disclosure under applicable law. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this email in error please notify the sender by return email and delete the original message. Please note, the recipient should check this email and any attachments for the presence of viruses. The organization accepts no liability for any damage caused by any virus transmitted by this email.

Confidentiality and Trade Secrets

Material containing trade secrets or proprietary information of the Company or its clients is not to be sent via email. Similarly, any information of a sensitive nature is not to be sent via the electronic mail system.

Disciplinary Action

Employee use of the electronic systems may be monitored by the Company at any time. Violations of Company policies detected through such monitoring can lead to discipline, up to and including discharge.

Data Security Policy - Passwords, Passcodes, and Keys

Connect Plus employees may under no circumstances have personal passwords or keys only known or held to themselves on any site, equipment, computers, or agency property. All passwords must be reported, recorded, and updated upon changes made with the Compliance

Officer. Failure to follow the guidelines set forth above may result in disciplinary action, up to and including discharge.

Solicitation & Distribution Policy

It is the policy of Connect Plus to prohibit solicitation and distribution on its premises by non-employees and to permit solicitation and distribution by employees only as outlined below.

- Connect Plus limits solicitation and distribution on its premises as such activities may interfere with the normal operations of the organization, can be detrimental to employee efficiency, and can pose a threat to security.
- Persons who are not employed by Connect Plus are prohibited from distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers properly identified to Aron Igel), soliciting funds or signatures, conducting membership drives or engaging in any other solicitation, distribution, or similar activity on Company premises.
- Connect Plus may authorize a limited number of fund drives by employees on behalf of charitable organizations or employee gifts. Employees are encouraged to volunteer to assist in these drives. However, employees will not be discriminated against because of their willingness or unwillingness to participate.
- Connect Plus will permit employees, with the prior approval of Aron Igel, to engage in solicitation or distribution of literature for charitable organizations, in accordance with the following restrictions, only:
 - Solicitation and distribution of literature are prohibited during the working time of either the employee making the solicitation or distribution or the targeted employee. The term “working” time does not include an employee’s authorized lunch or rest periods or other times when the employee is not required to be working.
 - The distribution of literature in such a manner as to cause litter on Company property is prohibited.
 - All items on company bulletin boards must be approved by Human Resources.

Employee Code of Ethics & Conduct

Connect Plus seeks to maintain the highest level of ethical standards. As such, Connect Plus requires all persons and organizations it does business with to be held to the same level of ethical standards. Connect Plus recognizes the significance of credibility, integrity, and trustworthiness to its success as a business. Connect Plus believes in the principles of honesty, fairness, and respect for all individuals.

- **Honesty**
We will not say things that are false. We will never deliberately mislead. We will be as candid as possible, openly and freely sharing information, as appropriate to the relationship.

- **Integrity**
We will live up to our ethical principles, even when confronted by personal, professional, and social risks, as well as economic pressures.
- **Fairness**
We will create and follow a process and achieve outcomes that a reasonable person would call just and evenhanded.

Additionally, all clinical staff are expected to follow the Professional and Ethical Compliance Code for Behavior Analysts and the RBT Ethics Code as set forth by the Behavior Analyst Certification Board. All clinical staff employed by Connect Plus Therapy are expected to adhere to these standards of conduct.

The BCBA code encompasses the following sections: Responsible Conduct of Behavior Analysts, Behavior Analysts' Responsibility to Clients, Assessing Behavior, Behavior Analysts and the Behavior-Change Program, Behavior Analysts as Supervisors, Behavior Analysts' Ethical Responsibility to the Profession of Behavior Analysts, Behavior Analysts' Ethical Responsibility to Colleagues, Public Statements, Behavior Analysts and Research, and Behavior Analysts' Ethical Responsibility to the BACB. This code may be read in its entirety on the BACB's website at the following address:

https://www.bacb.com/wp-content/uploads/2020/05/BACB-Compliance-Code-english_190318.pdf.

The RBT code encompasses the following sections: Responsible Conduct, Responsibility to Clients, and Competence and Service Delivery. This code may be read in its entirety on the BACB's website at the following address"

https://www.bacb.com/wp-content/uploads/2020/05/RBT-Ethics-Code_190227.pdf.

Should any staff see any unethical behavior, clinical, or business related, that information is to be documented and submitted to our Ethics & Compliance officer, Colleen Hoffman by either emailing her at Compliance@connectplustherapy.com or dropping off a document at her office.

Misconduct Policy

Connect Plus has an open-door policy and encourages all staff to report any instances of fraudulent or dishonest conduct. Connect Plus will not retaliate against anyone who reports a violation in good faith. The Human Resources Department will investigate all concerns of misconduct. Any employee whose conduct, actions, or performance violates or conflicts with the Agency's policies may be terminated immediately and without warning. The following are some examples of grounds for immediate disciplinary action up to and including termination:

- abusing or mistreating any child to whom Connect Plus is rendering services;
- endangering the safety of oneself, others or Company property, including theft;

- exhibiting violent behavior. This includes threatening or intimidating language, any form of physical assault, such as striking or handling another person, or fighting while on the job, and possessing weapons while on company property;
- harassing fellow employees, including sexual harassment or harassment based on other characteristics protected by law;
- falsifying records, reports, time cards, benefit claims or business-related documents, or misusing confidential information;
- being dishonest with other employees or persons with whom the Company maintains any type of business relationship;
- accepting gifts of more than minimal value (\$30.00) from competitors, suppliers/vendors, or potential suppliers/vendors;
- using proprietary or confidential Company information for personal gain or to the Company's detriment;
- being rude or discourteous to a client or potential client;
- failing to maintain consistent levels of at least satisfactory performance;
- engaging in insubordination, such as willfully refusing to follow one's supervisor's instructions, refusing to accept a job assignment
- carrying and/or being under the influence of drugs or alcohol at any time while on or off Connect Plus's premises during work hours. The company reserves the right to test an employee for substance abuse if deemed necessary;
- smoking at any time in prohibited areas;
- reporting for work improperly attired;
- violating the company's distribution and solicitation rules;
- violating Connect Plus's attendance policies (e.g., excessive absenteeism or tardiness or failing to report to work);
- using company resources (including email and internet) other than for their intended business purpose;
- deliberately misusing or damaging equipment, material or company property; and
- engaging in any other conduct that the company deems unacceptable.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive and does not change the employment-at-will relationship between the employee and the Agency.

Child Protection Policy

Connect Plus Therapy seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing this policy, our goals are to protect the children participating in our organization from any harm and provide a clear path of response for staff and interns in the event of suspected abuse or neglect.

Connect Plus Therapy seeks to provide a safe environment and adequate supervision of our clients by ensuring that a parent or guardian is present for all sessions. For all physical contact, be sensitive to the way the client will interpret physical contact. All physical contact should be gentle and appropriate.

Should one of your clients become injured during your session or require first aid, the staff or intern are allowed to administer minor first aid to injuries such as small cuts, bumps, and bruises. Always use gloves when dealing with blood or any other bodily fluids. In case of a more serious injury, deal with the immediate need (i.e. apply pressure to stop bleeding or move your client to a safer location), notify the parent or guardian, and then contact 911 and your BCBA and Clinical Supervisor/Director to assist. Any time a client is hurt, an accident/injury report needs to be completed. Contact your Clinical Supervisor, Clinical Director, HR, and locate the incident report on the [intranet](#) and email the completed and signed copy to your Clinical Supervisor/Director.

Recognizing Suspected Child Abuse

Staff and volunteers are required by law to report suspected child abuse immediately. Connect Plus Therapy recognizes that mandated reporter training is necessary for staff and volunteers to recognize child abuse and understand how to report it. Therefore, Connect Plus Therapy will assist all staff in enrollment of mandated reporter training. Any new staff who have not completed their mandated reporter training will be required to complete this training. Upon completion of your mandated reporter training you will have a five-year period before you must take a refresher class to keep your mandated reporter training up to date (Note: These periods may have a different renewal period based on the state you work in). Some things for all staff to look out for are the following:

- Bodily Injuries
- Verbal or Mental abuse
- Sexual abuse
- Neglect
- Medical child abuse
- Any form of trafficking

Reporting Suspected Child Abuse

If there is an immediate danger dial 911 immediately. Staff and interns are required by law to report suspected child abuse as they are classified as mandated reporters. Being a mandated reporter means that if you suspect that a child is being abused, you must report it to the appropriate agency immediately by following the steps below. Please note that you need only suspect child abuse; you do not have to witness it or have proof.

1. After you discuss this with them should the sign of child abuse or neglect be found then you must report it immediately.
 - a. To report suspected child abuse you can call the appropriate hotline for your state. All of these numbers are listed below.
 - i. NJ DCF Abuse hotline: 1-877-652-2873
 - ii. PA ChildLine: 1-800-932-0313
2. After you have completed your call they will give you a case number for this report. Please be sure to write this down and save it for when the interviews with the child protection agent happen.
3. After you report the signs of abuse to the appropriate hotline please contact your BCBA and Clinical Supervisor/Director to inform them of the incident.

How to Complete the Suspected Child Abuse Report Form

Filing a suspected child abuse form is simple, but you must have certain basic information to complete the report in its entirety. Please be prepared with the following information...

1. Your name, and the company name, address, and phone number. All of this information is listed below.
 - a. Progressive Applied Behavioral Treatment, doing business as Connect Plus Therapy, 1 Allison Dr., Cherry Hill, NJ 08003, 856-827-7630
2. Name, date of birth or approximate age, and sex of the child
3. The present location of the child
4. School or daycare information including dismissal time if known
5. Specific details on the nature and extent of the abuse, be as descriptive as possible. I.E. location of injury, size, color, pattern, etc
6. Where and when the incident occurred.
7. Is there a risk of further abuse or imminent danger
8. Who does the child live with?
9. Name and address of the parent or caretaker
10. Name, date of birth or approximate age, address and phone number, and relationship to the child victim of the person you suspect is abusing/neglecting the child. Also include, if possible, the present location of this person and whether or not they currently have access to the child.
11. Names, ages, and schools of other children in the home, not just the siblings
12. Family language and ethnicity
13. Knowledge of any previous CPS history or if other agencies are involved with the family
14. Any known previous counties of residence - CPS will call them
15. Make a note if photographs or x-rays were taken
16. Try to quote exactly what was said by the child or the person accompanying the child - use quotation marks and state who was speaking
17. Vulnerability of the child due to age or disability
18. If there is an unrelated adult in the home
19. If there are children under the age of five in the home

20. If drug use is suspected
21. If the child, parent/caretaker, or others in the home, or suspect has a psychiatric history
22. If there is a history of violence (domestic, child or animal abuse, or other violent crime)
23. Service organizations the family has or is involved with
24. Any services the family may benefit from
25. What are the family strengths
26. Any other information requested.

Crisis Plan

In the event of a medical emergency, parents will be notified immediately. In extreme situations, 9-1-1 will be called. Emergency contact information and BCBA contact information will be kept with ABA materials for reference. In a behavioral crisis, staff are to keep the client and environment safe, contact the BCBA right away, and document the incident. In the event that the BCBA cannot be reached, staff are to call the Clinical Supervisor or Clinical Director. If the session is no longer safe for staff, the session will be ended immediately, and the BCBA should be notified.

If your child's behavior escalates to a frequency and/or intensity that may present a danger to himself/herself and/or others present, the following steps will be followed by CPT staff:

1. Take steps to make sure your child and others are safe. This may include creating spacing, increasing your distance between your child and others if his/her behaviors are directed at others, and minimizing all verbal and/or physical interactions that may further escalate these unsafe behaviors.
2. Document the incident and collect additional data, as directed by your child's BCBA.
3. Contact your child's BCBA within 24 hours to discuss and determine appropriate next steps.

In the event that safety cannot be maintained through de-escalation techniques, SafetyCare physical management techniques may be implemented by CPT staff who have been trained in SafetyCare. This may include blocking and/or use of holds/physical restraints.

Off-Duty Misconduct Policy

Employees are responsible for reporting to their supervisor any felony or misdemeanor arrest or conviction for a criminal offense they are involved in (e.g., assault, driving while intoxicated, domestic violence, child abuse, theft, leaving the scene of an accident) within 24 hours of, or by the following business day after, the event. The Company will determine the nature and severity of any off-duty misconduct and make employment decisions based on the assessment.

Rights and Reporting Responsibilities

Connect Plus has an open-door policy and suggests that employees share their questions, concerns, suggestions, and/or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address any area of concern. However, should an employee feel uncomfortable speaking to his/her supervisor, or is not satisfied with the supervisor's response, the employee is encouraged to speak to the Human Resources Department or to anyone in management he/she feels comfortable approaching. Supervisors and managers are required to report suspected violations to the Human Resources Department and or Clinical Director as deemed appropriate. The Human Resources Department is responsible for investigating and resolving reported complaints and allegations concerning violations of the code of conduct and, at his/her discretion, shall advise the Chief Executive Officer and/or the Senior Management.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations;
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and violations of a person's rights under the law.

Acting in Good Faith

Any complaint concerning a violation or suspected violation should be done in good faith. Any allegation that proves to be unsubstantiated and that proves to have been made maliciously or was known to have been false will be viewed as a serious disciplinary offense.

Whistleblower Policy - Protection and No Retaliation

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization. Connect Plus requires directors, officers, and employees to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling Connect Plus's responsibilities and comply with all applicable laws and regulations. No director, officer, or employee who in good faith reports a violation of the code, shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment.

Progressive Discipline Policy

All employees are expected to meet Connect Plus's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with the Agency's policies and procedures.

If an employee does not meet these standards, the Agency may, under appropriate circumstances, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Agency's policies and procedures, and/or other disciplinary problems.

The purpose of this policy is to state Connect Plus's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace and performance. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. The Agency's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future. The Agency may use progressive discipline at its discretion. Disciplinary action may call for any of four progressive steps

1. verbal warning
2. written warning
3. final warning
4. suspension with or without pay, or termination of employment, depending on the severity of the problem and the number of occurrences.

There may be circumstances when one or more steps are bypassed at the sole discretion of the Agency. All disciplinary actions will be documented in the employee's file.

Succession Plan

Should any supervisor leave their position for any reason then that positions immediate supervisor will assume the role of that position and their own position until a new candidate for the role is identified. These empty positions will be filled as soon as possible, but to minimize interruptions if your immediate supervisor is unavailable then please reach out to the next level of supervisor. Should there be any changes in a leadership role this position will be filled by the company integrator until the position is filled.

Medical Insurance

Full and Part-time Employees working a minimum of 25 or more hours per week on a consistent basis are eligible to enroll in medical coverage through Connect Plus after 90 days of employment. The Agency will pay 80% (up to \$4,000 per benefit year) on behalf of an eligible employee's (individual-employee only) medical coverage; if an employee desires to purchase additional family medical coverage they are able to do so through the Agency, however, the employee will be responsible for 100% of the cost of this additional coverage.

Workers Compensation Benefits

Connect Plus carries workers' compensation insurance for all of its employees per legal requirements. This insurance compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to their supervisors and to the Human Resources department so that the necessary paperwork may be completed to file the claim. If you are injured as a result of working in one of our offices or with a client during an assigned shift, you must contact the Human Resources Department immediately to receive information regarding which medical facility to go to for treatment. You may not go to your personal doctor for treatment without prior approval unless the employee is experiencing life-threatening injuries in which case they are advised to seek the nearest medical facility.

Short-term Disability Insurance

In the event of illness, the Company provides short-term disability (STD) benefits to all regular full-time employees. Short-term disability insurance provides a minimum level of income to employees who are unable to perform the duties of their present positions for a limited period of time due to non-work-related circumstances. STD covers disabilities that last beyond the annual accrual of sick days the company provides. The benefit duration is up to 26 weeks. If employees have any questions, they are to contact the Human Resources department.

Company Holidays

Due to the essential services that Connect Plus Therapy provides the Company will not be closed on any specific days of the year. All full-time salaried employees will be receiving 10 additional PTO days (80 hours) to allow the individual to use this PTO to cover any holidays they may be observing. This holiday time will be added to the employee's vacation time. This time cannot be carried over to the next year.

Connect Plus Therapy will be honoring the request for any staff who would like to take an unpaid day off or use PTO for a holiday that they observe provided this request is submitted at least two weeks prior to the holiday.

Holiday Pay Policy

Exempt employees are entitled to their normal compensation without any deductions for holidays our company observes, whether they work on the holiday or not. Part-time employees will be paid according to the number of hours they actually work only on a particular day.

Religious Holidays

Apart from observed state and national holidays, some employees may observe separate religious holidays. In the spirit of anti-discrimination practices, we will allow employees to take unpaid time off for a religious holiday, unless such an arrangement would cause undue hardship to our company.

Employees can also choose to use their vacation time (where applicable) for religious holidays. If they need to use unpaid time-off, they should consult with HR. The HR department will examine and grant employee requests on a case-by-case basis.

Vacation Policy

Connect Plus recognizes the importance of vacation time and enables regular, full-time employees to accrue five (5) paid vacation days annually.

Vacation Carryover

Employees must use or lose their vacation days by the end of each fiscal year and vacation time will not be paid out upon termination of employment unless otherwise required by state law.

Pay in Lieu of Vacation

No payments will be made in lieu of taking the allotted vacation days, including if and when an employee leaves his/her position at Connect Plus.

Vacation Scheduling

Vacations may be taken as weekly periods or as individual days as long as the periods chosen are approved by the employee's supervisor. Employees should submit requests for vacation days, indicating the date the employee wishes the vacation to begin, to the supervisor at least two weeks in advance minimum before the desired vacation time. Approval of vacation requests will be made by the employee's supervisor, subject to the staffing needs of the Company, and granted on a "first-come, first-served" basis. Please do not finalize vacation plans, purchase tickets, etc. until approval has been received from the supervisor for the time requested. For exempt employees, all vacation time must be taken in half or full-day increments.

Sick Time Policy

Full-time employees are eligible to accrue five (5) paid sick days annually. Part-time employees accrue sick time at a rate of 1 hour per 30 hours worked up to 40 hours per year.

Sick time may be used for any reason such as doctor's appointments and illnesses for the employee or loved one or a death in the family. They should not be used for religious observances or as additional vacation time. Three consecutive sick days require a doctor's note in order to return to work and for full-time employees, short-term disability will be initiated after 2 consecutive business days out of the office sick and require a doctor's note to be eligible to return with or without restrictions or proposed accommodations. Excessive absences may result in disciplinary action, up to and including discharge. Sick time is use it or lose it and will not be carried over from year to year unless required by state law. Exempt employees are required to use their sick time in full or half-day increments only. Sick time will not be paid out unless required by state law.

BCBA Supervision

All employees who are pursuing their BCBA certification Connect Plus Therapy is happy to assist with obtaining the necessary supervision. If any staff is interested in accruing BCBA supervision they need to contact the training supervisor to obtain a supervision contract.

In this Contract, Connect Plus Therapy will agree to provide the staff with all of their required supervision hours in exchange for the employee to agree to continue to work with Connect Plus Therapy for two years after the completion of their supervision hours. Should the staff obtain the supervision and be unable to complete the agreement then the staff will be billed for the supervision received at the rate of \$100.00 per supervision hour.

Should the employee obtain their BCBA certification and be in good standing with Connect Plus Therapy then Connect Plus Therapy will extend an offer of an hourly BCBA position.

Jury Duty Leave

If employees are called for jury duty, or subpoenaed for witness service, the employee will be allowed the necessary time off. The employee must notify the HR Department immediately upon receiving notice of being called to jury duty or receiving a subpoena to testify as a witness at trial. The employee should bring any juror's questionnaire to the HR Department immediately after it is received. The employee must obtain a Certificate of Jury Service from the court and submit a copy of it to the HR Department upon returning to work.

An employee serving on a jury must keep in touch with the office on a daily basis, when possible, so that arrangements can be made to cover the employee's job responsibilities during the period of jury service. An employee on "standby" is expected to work until being called to court.

An employee dismissed by the court on any workday before the end of the employee's regular work schedule is expected to return to work, provided such dismissal occurs with a sufficient amount of time for the employee to return to the office. Connect Plus will not make an attempt to have one's service on a jury postponed except where business conditions necessitate such action.

Military Leave

Full-time and part-time employees in the National Guard or the Reserves will be granted leaves of absence for the period of military or reserve duty and will be eligible for reinstatement after military duty or training is completed in accordance with applicable federal and state laws.

Voting Leave

Connect Plus believes that every employee should have the opportunity to vote in any state or federal election, general primary, or special primary. Any employee whose work schedule does not provide him or her four consecutive hours to vote while the polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay. Connect Plus reserves the right to select the hours its employees are excused to vote. Exempt employees may be provided additional time off with pay when necessary to comply with state and federal wage and hour laws. Employees wishing to take paid or unpaid voting leave must notify Connect Plus at least two (2), but no more than ten (10) working days prior to the election.

Witness Leave

Employees are given the necessary time off without pay to act as a witness or otherwise participate in a criminal proceeding in accordance with state law. Connect Plus asks that the employee notify his/her supervisor of the need to take witness leave as far in advance as is possible. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Victims of Crime Leave

Connect Plus will grant reasonable and necessary leave from work, without pay, to employees who are victims, or kin to victims of a crime, to attend or participate in legal proceedings pertaining to the crime. Affected employees must give Connect Plus reasonable notice that leave under this policy is required. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Domestic or Sexual Violence Leave Policy

Eligible employees may be entitled to time off under the Philadelphia ordinance called "Entitlement to Leave Due to Domestic or Sexual Violence." Although such leave (hereinafter "DSV leave") is unpaid, employees requiring DSV leave for their own serious health condition may elect to use available sick leave, paid time off, and short-term disability under Agency policy. Employees using DSV leave to care for a family or household member may use up to five (5) days of sick leave, if eligible, and any amount of available paid time off, if eligible. The Agency will grant DSV leave to an eligible employee who is a victim of domestic or sexual violence, or who has a family or household member who has been a victim, in order that the employee might obtain or that the employee might assist the victim in obtaining:

- Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence or stalking;
- Services from a victim services organization;
- Psychological or other counseling;
- Relocation or safety planning to increase the safety of the victim or ensure economic security due to domestic or sexual violence or stalking; or
- Legal services or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic or sexual violence or stalking.

The employee shall provide the employer with at least 48 hours advance notice of DSV leave, unless providing such notice is impracticable. Any employee with an unscheduled absence due to one of the qualified leave reasons listed above must provide certification, as defined below, to the Agency within forty-five (45) calendar days. Failure to provide the required certification within forty-five (45) calendar days may result in the delay or denial of DSV leave. An employee requiring DSV leave must provide certification within forty-five (45) calendar days that the employee or a family or household member is a victim of domestic or sexual violence and that the leave is required for one of the purposes listed above. Certification must consist of a sworn statement (see the HR department for the required form) by the employee, plus at least one of the following documents:

1. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a clergy member, or medical or another professional from whom the victim has sought assistance;

2. a police or court record; or
3. other corroborating evidence.

Eligible employees may be entitled to up to eight (8) weeks of DSV leave during any 12-month period (measured backward from the date an employee uses the leave). However, this leave is not in addition to the twelve (12) weeks of available Family and Medical Leave Act (FMLA) leave in any 12-month period. Thus, any employee who already has used more than four (4) weeks of FMLA leave in the preceding twelve (12) months shall have his or her available DSV leave reduced by the amount of time used for FMLA leave in excess of four (4) weeks.

Employees may take DSV leave consecutively, intermittently, or on a reduced leave schedule. Employees taking DSV leave to seek medical attention for or recover from their own serious health condition may elect to use available sick leave, paid time off, or short-term disability benefits, if eligible. Employees taking DSV leave for any other purpose may, but are not required to, use up to five (5) days of available sick leave, if eligible in accordance with the Agency's Sick Leave policies, and any available paid time off. DSV leave otherwise is unpaid.

During DSV leave, the Agency will maintain an eligible employee's medical and disability insurance coverage on the same conditions that coverage would have been provided if the employee had been continuously employed during the entire leave period. The Agency and the employee will each continue to pay their portion of the benefit costs. In some instances, the Agency may recover—on a prorated basis—premiums it paid to maintain health coverage for an employee who fails to return to work from DSV leave. During DSV leave, sick leave and paid time off will continue to accrue only during that portion of the leave which is paid by using sick or paid time off.

During any unpaid leave, sick leave and paid time off will not accrue. For those persons returning from any unpaid leave, accrual of paid time off and sick leave will resume the first of the month which follows or coincides with the date the individual returns to active work. Where the leave is taken on an intermittent basis or as a reduced schedule, sick leave and paid time off will continue to accrue during the leave on a pro-rata basis. Employees returning from DSV leave will be reinstated to the same or equivalent position, with equivalent pay, benefits, and other terms and conditions of employment. Failure to return to work may result in discipline or termination of employment.

Voluntary Emergency Responders Leave

In accordance with state requirements, Connect Plus Therapy provides unpaid excused leave to employees working as volunteer emergency responders. As set forth below, this Policy lays out the parameters for leave entitlement and eligibility, the process for taking such leave, and other rules governing the use of such leave.

Entitlement

Subject to the eligibility requirements set forth below, during the time of emergency that follows a “declaration of emergency” (as that term is defined by applicable state law), an employee is entitled to take leave while engaged in the actual performance of his or her duties as (a) a volunteer firefighter, or (b) an enrolled member of a volunteer ambulance service (as that term is defined by applicable state law), as applicable, unless the Connect Plus determines that the employee’s absence would impose an “undue hardship” on the Agency’s business (as that standard is defined by applicable state law).

Eligibility

Any employee is eligible to take leave under this policy if:

- the Agency has previously received written documentation from the head of the employee’s volunteer fire department or volunteer ambulance service, as applicable, notifying the Agency of the employee’s status as a volunteer firefighter or member of a volunteer ambulance service, as applicable; and
- the employee’s duties as a volunteer firefighter or member of a volunteer ambulance service, as applicable, are related to the declared emergency.

Upon request, an employee who has been granted leave conditionally under this Policy shall provide his or her supervisor with a notarized statement from the head of the volunteer fire department or volunteer ambulance service, as applicable, certifying the period of time(s) that the employee responded to any emergency covered under this Policy.

Anti-Retaliation

The Agency shall not in any way retaliate against an employee for requesting or obtaining leave under this Policy. Leave authorized under this Policy either shall be unpaid or may otherwise be charged against any other leave to which such employee is entitled, as determined by the employee.

Family & Medical Leaves of Absence

Connect Plus will provide Family and Medical Leave Act (FMLA) leave to its eligible employees. The company posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in the Break, Copier, and or Kitchen area of our offices.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

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

General Provisions

Under this policy, Connect Plus will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work at a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the leave must be for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of his or her position. Under the FMLA, a "spouse" means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:

- A. was entered into in a state that recognizes such marriages; or
- B. if entered into outside of any state, is valid in the place where entered into, and could have been entered into in at least one state.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resources department.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5. Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to cover active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- short-notice deployment
- military events and activities
- child care and school activities
- financial and legal arrangements
- counseling
- rest and recuperation
- post-deployment activities
- additional activities that arise out of active duty, provided that the employer and employee agree, including the agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserve, or a member of the Armed Forces, the National Guard or Reserve who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserve, or members on the permanent disability retired list.

6. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.
 - A. A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild or legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
 - B. A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents-in-law.
 - C. The "next of kin of a covered servicemember" is the nearest blood relative, other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and

uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered a covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered a covered servicemember's next of kin. Alternatively, where a covered servicemember has siblings and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of the covered family relationship to the covered servicemember.

"Covered active duty" Means

- A. "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - B. Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.
 - C. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.
7. Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent, or next of kin is a covered servicemember may take up to 26 weeks of leave in a single 12-month period to care for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member. The term "covered servicemember" means

- A. a member of the Armed Forces (including a member of the National Guard or Reserve) 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

- B. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term "serious injury or illness" means:

- A. in the case of a member of the Armed Forces (including a member of the National Guard or Reserve), means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating;
- B. in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.
- C. Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (No. 1) through (No. 5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (No. 6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take

leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave. While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request the continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from a health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits, and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all accrued vacation and sick time

prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal, or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave, or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

Intermittent Leave or Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period). The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach an agreement with the company before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certification of an Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider

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

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

Certification for a Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The company may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's family member's permission for clarification of individually identifiable health information. The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee's family member to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The company will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member no more than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The company may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR department. Within five business days after the employee has provided this notice, the HR department will complete and provide the employee with the DOL Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the agency may require an employee on FMLA leave to report their status and intent to return to work periodically.

Continuation of Health Benefits

Connect Plus will continue employee's coverage under the Connect Plus's health benefits plan at the same level of coverage employee was receiving prior to taking leave, subject to any changes for active employees made while employees are on unpaid leave. Employees will, however, continue to be responsible for the payment of their share of the premiums, which will be due monthly. Employees may, if they wish, prepay their benefit premiums. If an employee's premium payments are more than 30 days late, his/her health benefits coverage will be suspended. Connect Plus will provide employees with 15 days' notice before suspending one's health benefits coverage for failure to pay premiums. Connect Plus reserves the right to pay the employee's share of any missed premium payments and recover the employee's premium. Employees will still be restored to the same level of coverage upon reinstatement. However, if Connect Plus pays one's missed premium payments, the employee will be required to reimburse the cost of providing the continuation of coverage, in accordance with applicable laws. Connect Plus will also recover from the employee the cost of its share of premiums made on the employee's behalf during the leave period in the event that the employee does not return to work upon the expiration of leave unless the employee's failure to return to work is based on a serious health condition or circumstances beyond control. Connect Plus's obligation to maintain employee's health coverage under the Family and Medical Leave Policy will cease once the employee unequivocally indicates the employee's intent not to return to work. However, at that point, employees may be eligible to elect continuation coverage at their expense under COBRA.

Reinstatement

Upon the expiration of leave the employee will be reinstated in the same or an equivalent position. This means the position will have the same or equivalent duties, privileges, work schedule, and status. The employee will also be reinstated at the same level of benefits, subject to any changes made while the employee was on leave, and the same pay. The employee will not be entitled to accrue additional seniority or benefits (e.g., vacation allowance) during any leave, including family and medical and short-term disability leave. The employee will not be reinstated if the employee does not return to work at the end of their leave or if the employee would not have been employed at the time of reinstatement even if the employee had not taken leave, e.g., because of a reduction-in-force affecting one's position.

Misrepresentation

Any misrepresentation made by the employee or a healthcare provider on the employee's behalf in connection with the employee's request for family and medical leave, or certificate submitted in support of their requested leave, will subject the employee to disciplinary action up to and including discharge.

Key Employees

An employee is considered a "key employee" within the meaning of the Family and Medical Leave Act if the employee is among the highest-paid 10% of all Agency employees. If the employee is considered a key employee, Connect Plus is not obligated to restore the employee to the same position, if substantial and grievous economic injury would result from that employee's reinstatement. The Agency will notify the employee of his/her status as a key employee in writing as soon as practicable after receiving the request for family and medical leave. Should Connect Plus determine that substantial and grievous injury will result from the employee's reinstatement, the employee will receive notice to that effect, including an explanation as to the basis for Connect Plus's determination. If the employee's leave has already commenced, the employee will be provided with a reasonable time in which to return to work. If the employee chooses not to return to work, the employee will be eligible for benefits during the term of his/her leave, and the employee will not be required to reimburse Connect Plus for its share of his/her health benefit premiums during the leave period. The employee may again request reinstatement at the end of his/her leave.

If the employee has any questions about the Family and Medical Leave Policy, they are to contact the Human Resources department.

Acknowledgment of Receipt & Review of Connect Plus’s Employee Handbook, and Agreement to Abide by all Policies.

I hereby acknowledge that I have received and reviewed a copy of Connect Plus’s Employee Handbook containing Connect Plus’s various policies and Code of Conduct (including without limitation, Connect Plus’s Prohibition against Discrimination and Against Harassment).

I further acknowledge and confirm that I have read, understand, and will abide by the contents of Connect Plus’s handbook. I also understand that this handbook is Company property that must be returned when I leave the Company.

I further understand that my employment with the Company is at will and that either I or the Company may terminate the employment relationship at any time, with or without cause or prior notice.

I acknowledge that I did not rely on any oral statements or representations in connection with my accepting employment with the Company.

Finally, I understand that this handbook does not create a contract with the Company for any purpose and that the provisions of this handbook may be modified or eliminated at any time with or without advance notice.

Signature

Print or Type Name

Job Title or Position