

Employee Handbook



EMPLOYEE HANDBOOK

HCC Network

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FORWARD

We, at HCC Network, are confident that you will find our organization a dynamic and rewarding place and we look forward to a productive and successful association. We consider the employees of HCC Network to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

Several things to keep in mind about this handbook; first, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions with your supervisor. Neither this handbook nor any other organization document confers any contractual right; either expressed or implied, to remain in the organization's employ. Nor does it guarantee any fixed terms and conditions of your employment.

Your employment is not for any specific time and may be terminated at-will with or without cause and without prior notice by the organization, or you may resign for any reason at any time. No supervisor or other representative of the organization except the Chief Executive Officer (CEO) and Chief Administrative Officer (CAO) has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the above.

This handbook and its policies are not intended and should not be construed to interfere, limit, or prevent an employee from exercising any of their rights under the National Labor Relations Act (NLRA) or other applicable law.

The procedures, practices, policies, and benefits described here may be modified or discontinued at any time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except HCC Network employees and others affiliated with HCC Network, whose knowledge of the information is required in the normal course of business.

Subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of written policies are subject to override any statements made in this or other documents.

DIVERSITY

Diversity and Inclusion Policy

HCC Network prohibits discrimination in service provision and employment practices and is committed to fostering an organization that respects and appreciates diversity and inclusion in its governance, employment, and service provision. It is the policy of HCC Network to afford equal employment opportunity administered in compliance with federal, state, and local laws to qualified individuals regardless of their race, color, gender, age, religion, national origin, citizenship, physical or mental abilities or characteristics, sexual orientation, gender identity or expression, genetic information, veteran status, economic status, or other protected group status. HCC Network complies with all applicable federal, state, and local laws, regulations, and ordinances. In keeping with the intent of this policy, HCC Network will adhere to the following practices:

Governance: HCC Network will continue to work to recruit individuals who will bring diversity and varying points of view and life experiences to its Board of Directors.

Employment: Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, color, religion, sex, national origin, citizenship, age, physical or mental ability or characteristics, sexual orientation, gender identity or expression, veteran status, economic status, or other protected group status, except where a bona fide occupational qualification exists. All other personnel actions, such as compensation, benefits, transfers, promotions, training and development, educational assistance, and social and recreational programs, will be administered without regard to race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, citizenship, gender identity or expression, veteran status, economic status, or other protected group status.

Hiring and promotional decisions will be made in accordance with the principles of equal employment opportunity. Employment openings and services offered will be promoted through means and media that target communities as defined above (for example promote opportunities using media that target LGBTQIA+ communities, communities of color, etc.).

Service Provision: It is further the policy and practice of HCC Network to provide services to all persons regardless of race, color, gender, age, religion, national origin, citizenship, physical or mental abilities or characteristics, sexual orientation, gender identity or expression, genetic information, veteran status, economic status, other protected group status or underserved populations.

HCC Network adopts a cultural competency philosophy that fosters an environment throughout the organization that recognizes the differences in each of us, capitalizes on our strengths, and maximizes our individual and collective potential. Toward this end, HCC Network will seek to assure that its governance, employment, and service provision reflect and promote the diversity of the community and will support efforts to end discrimination and disparities among diverse and underserved populations.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit employers with fifteen or more employees from discriminating against applicants and individuals with disabilities. When needed, HCC Network will provide reasonable accommodation to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of HCC Network 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 organization's 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.

The organization will provide reasonable accommodations to qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to HCC Network. Contact the CAO with any questions or requests for accommodation.

Immigration Reform and Control Act

HCC Network complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

HCC Network complies with the Immigration Reform and Control Act of 1986 by employing only U. S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying their right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify their right to work within three days of hire, HCC Network must terminate their employment.

Please contact the Human Resources Department with questions or concerns.

ANTI-DISCRIMINATION

Anti-harassment Policy and Complaint Procedure

HCC Network is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, HCC Network expects that all relationships among persons in association with HCC Network business will be professional and free of bias, prejudice, and harassment.

It is the policy of HCC Network to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, physical or mental ability or characteristic, genetic information, marital status, amnesty, or status as a covered veteran. HCC Network prohibits any such discrimination or harassment.

HCC Network encourages reporting of all perceived incidents of discrimination or harassment through a specified database which is reviewed by the Chief Administrative Officer or Director of HR. If the CAO or Director of HR is not available, the CEO should be notified. It is the policy of HCC Network to investigate such reports promptly and thoroughly. HCC Network prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Harassment based on any protected characteristic is prohibited. Under this policy, harassment is verbal, written or physical conduct that belittles or shows hostility or aversion toward an individual because of their race, color, religion, gender, gender identity or expression, sexual orientation, veteran status, national origin, age, physical or mental ability or characteristic, marital status, citizenship, genetic information, or any other characteristic protected by law or that of their relatives, friends or associates, and that; a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; gossiping, threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is displayed on the employer's premises or circulated in the workplace, on organization time or using organization equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites, or other means.

These policies apply to all applicants, employees, vendors, consultants, customers, or any other person(s) directly or indirectly connected to HCC Network.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined by the **Equal Employment Opportunity Commission Guidelines** as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has

the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

Workplace Bullying

HCC Network defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the organization Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including directors and executives, that the organization will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when delivering discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. HCC Network considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, patients, members, customers, vendors, and business associates must always be treated with courtesy and respect. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, patient, member, customer, vendor, or business associate will not be tolerated. HCC Network resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace.

HCC Network treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to the direct supervisor. If the direct supervisor is unavailable or is the alleged perpetrator, report this incident to the CAO. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in danger, nor should they attempt to intervene during an incident.

Employees should promptly inform the CAO of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns regarding intimate partner violence. HCC Network will not retaliate against employees making good-faith reports. HCC Network is committed to supporting victims of intimate partner violence by:

- Providing referrals to HCC Network's employee assistance program (EAP)
- Connecting the employee to community resources
- Providing time off for reasons related to intimate partner violence in adherence with our PTO policy

HCC Network will investigate promptly and thoroughly all reports of threats of violence, incidents, actual violence, and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. HCC Network will not retaliate against employees making good-faith reports of violence, threats, suspicious individuals, or activities. To maintain workplace safety and the integrity of its investigation, HCC Network may suspend employees suspected of workplace violence or threats of violence, with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to and including termination of employment. Likewise, anyone found to be responsible for fabricating false threats or violence will be subject to disciplinary action.

HCC Network encourages employees to bring their disputes to the attention of their supervisor and Director of HR or the CAO, when necessary, before the situation escalates. HCC Network will not discipline employees for raising such concerns.

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their supervisor and CAO, when necessary.

When possible, HCC Network encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. HCC

Network recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

HCC Network encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

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

Confidentiality will be maintained throughout the investigation to the extent consistent with adequate examination and appropriate corrective action or termination.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to HCC Network's CAO or CEO if the CAO is unavailable. False and malicious complaints of harassment, discrimination, or retaliation may be the subject of appropriate disciplinary action and/or termination.

WORKPLACE SAFETY

Drug and Alcohol Testing

HCC Network is committed to protecting the safety and well-being of all employees in our workplace. We recognize that alcohol abuse and drug abuse pose a significant threat to our goals. For this reason, we have established a drug-free workplace policy that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Any individual who conducts business for HCC Network or applies for a position with HCC Network is covered by our drug-free workplace policy. Our policy includes, but is not limited to, full-time employees, part-time employees, volunteers, contractors, interns, and applicants. Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for HCC Network. Therefore, this policy applies during all working hours, whenever an individual is conducting business or representing HCC Network, and while an individual is on call, on company property and at company-sponsored events.

It is a violation of this policy to use, sell, possess, trade and/or offer to sell alcohol, illegal drugs, or intoxicants. In accordance with the Federal Drug-Free Workplace Act, individuals

convicted of a criminal drug violation, including misdemeanors, occurring on company property or company time must notify HCC Network within five calendar days of the conviction. This includes any findings of guilt, pleas of “no contest” and impositions of fines, jail sentences or other penalties. HCC Network will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Disciplinary Actions

Employees who receive positive test results for drugs and/or alcohol, or who refuse to submit to testing, will be subject to disciplinary action(s), up to and including termination. An employee whose test results are positive for drugs and/or alcohol will be required to complete any (or all) of the following actions before they are allowed to return to work:

- Successfully complete an assessment and/or treatment for drug and/or alcohol use
- Receive a certification issued by a qualified medical professional stating that they are free from drug and/or alcohol use
- Take a drug and/or alcohol test, receive negative test results and consent to follow-up testing

Employees may request a re-test or seek testing at an outside facility with approval and oversight from HCC Network at the cost of the employee.

Testing

Employees may be subject to random drug and alcohol testing at any time, with or without notice.

To ensure accuracy and fairness, all testing will be conducted according to Substance Abuse and Mental Health Services Agency (SAMHSA) guidelines, where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

- **Pre-employment Testing:** Every job applicant may be required to take and pass a drug and/or alcohol test following an offer for hire by HCC Network. If applicable, each applicant will be notified that a drug and/or alcohol test is required as part of the hiring process and that any and all job offers, or continuation of employment are contingent upon successfully passing a drug and/or alcohol test.
- **Periodic Group Testing:** Employees will periodically be required to submit a specimen for an unannounced drug and/or alcohol test. Employees will be given short notice of the test and will be told when the testing will occur.
- **Random Testing:** All employees are subject to random testing. When feasible, an outside testing provider, not HCC Network, will conduct the selection of employees required to participate on any given date. Random testing will take place as required by law, contract, or industry practice.

- **Reasonable Suspicion Testing:** If there is suspicion that an employee is under the influence of drugs and/or alcohol while on company property or time, the employee will be required to take a drug and/or alcohol test. Reasonable suspicion will be based on observable instances or actions such as, but not limited to, the following:
 - Dangerous conduct
 - Unexplained decrease in job performance
 - Hostile interpersonal relations
 - Possession of drug paraphernalia
 - Noticeably reduced short-term memory
 - Physical symptoms (including bloodshot eyes, slurred speech, and vomiting)
 - Anxiety
 - Inability to concentrate
- **Post-accident Testing:** Employees who are directly involved in, or whose actions contributed to, an accident on the job may be required to submit to a drug and/or alcohol test if there is reasonable suspicion that there is a connection between the incident and the use of drugs or alcohol. Testing will take place as soon as possible after the incident occurs. Accidents include all Occupational Health and Safety Administration (OSHA) recordable incidents, actions or omissions that result in near-miss accidents, and accidents involving injury requiring first aid or off-site medical attention. Accidents also include property damage caused by human error.
- **Follow-up Testing:** Employees who have tested positive for drugs and/or alcohol, and employees who have attended drug and/or alcohol-related counseling may not return to work until they have been evaluated by a medical professional in a substance abuse treatment facility and have successfully passed a drug and/or alcohol test. Employees who return to work will be subject to follow-up tests, all of which will be unannounced.

Any employee who tests positive may be immediately removed from duty.

Each of the following actions constitutes a refusal to submit to testing:

- Failure to provide an adequate urine, blood, breath, or saliva specimen for a drug and/or alcohol test without a valid medical explanation
- Failure to be escorted to a testing facility
- Tampering with, adulterating, or diluting a specimen
- Refusing to sign a Chain of Custody form at the testing facility

Employees do have the option to refuse to submit to drug and/or alcohol tests; however, doing so will constitute a violation of this policy. Refusal to take a drug and/or alcohol test will also be considered a positive test result, which subjects the employee to disciplinary action(s). Job applicants who are asked to submit to a drug and/or alcohol test and who refuse to submit to drug and/or alcohol testing will be not considered for employment.

Collection of Specimens and Testing

HCC Network subscribes to the collection and testing procedures outlined by SAMHSA. This protocol protects the privacy and confidentiality of the employee. Under certain

circumstances, protocol requires that specimen donors provide a fresh specimen in the presence of a witness; however, this only occurs if there is suspicion of any of the following:

- The specimen is not from the donor
- The specimen was altered or tampered with
- The collection is part of a post-treatment monitoring program
- The donor adulterated the previous specimen

All specimens collected for drug and/or alcohol testing externally will be processed using employees' Social Security numbers as identification to ensure confidentiality. Internal hires are assigned an employee ID for processing. Only the HR Department will have access to a confidential portal for testing information and results.

Necessary Forms

Specimens will be tracked using a Custody and Control Form from the point of submission through destruction. Employees submitting specimens will be required to sign the Custody and Control Form. If an employee does not sign this form, a retest will be requested. An employee who refuses to sign after it is requested of them will be considered as having refused testing and will be subject to disciplinary action.

Laboratory Testing

All drug and/or alcohol testing will be conducted in a laboratory certified by Department of Health and Human Services (HHS), according to the following procedures: (1) specimens will be screened for amphetamines, benzoylecgonine (cocaine), opiates, phencyclidine (PCP) and tetrahydrocannabinol (THC or marijuana); and (2) test results will be confirmed by gas chromatography/mass spectrometry (GC/MS). HCC Network reserves the right to test for other substances as well.

No specimen will be considered positive until it has been confirmed at the level established by HHS. If no established levels have been set by HHS for a tested substance, HCC Network will hold the testing facility responsible for establishing an acceptable level. Test results for alcohol revealing a blood alcohol content of .04 or greater will be considered positive.

Results

Pending review of positive test results, the HR Department and a supervisor will place the employee on unpaid administrative leave. Positive test results will be reported to the Medical Review Officer (MRO), who will then review them and report to the HR Department and they will contact the employee to discuss the results. If the MRO cannot review and reach out to HR to contact the employee within five days of testing or the results reveal a major safety concern, HR will reach out to The Chief Operations Officer to review the results. When the employee is contacted, if a viable reason for why the test came back positive is reported by the MRO, then the positive test result will be reported as negative.

Use of Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication as legally prescribed by a licensed physician. If an employee is taking prescription medication with potential side effects that may infringe on the safety of the employee or others, they must notify HCC Network. Failure to do so may result in disciplinary action, up to and including termination.

HCC Network may contact the employee's physician to investigate whether it is necessary to impose restrictions on job duties because of the employee's use of prescription medication. If HCC Network and the physician determine that the employee should be removed from performing their job duties, HCC Network will notify the employee immediately.

Confidentiality

Results of all drug and/or alcohol testing will be kept separate from employee personnel files and treated as confidential information. No results, whether positive or negative, will be shared with anyone outside of the employee's direct supervisory chain of command, except when necessary for treatment or physician confirmation purposes.

HCC Network prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on organization premises or while conducting organization business. Employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

NOTE: HCC Network may disclose the results of a drug and/or alcohol test to decision-makers in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all federal, state, and local safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize themselves with the emergency plan for their working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises. Additionally, each employee is required to complete courses related to safety through the education portal.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, up to and including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow organization safety and health guidelines or engaging in conduct that places the employee, client or organization property at risk can lead to employee disciplinary action and/or termination.

Smoke, Vape, and Tobacco Free Workplace

It is the policy of HCC Network to prohibit smoking, vaping, and tobacco on all organization premises to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, e-cigarette, smokeless tobacco or pipe of any kind."

The smoke, vape, and tobacco free workplace policy applies to all areas of organization buildings, organization-sponsored off-site conferences and meetings, vehicles owned or leased by the organization, visitors including patients, customers and vendors, contractors, and consultants and/or their employees working on the organization premises and all employees, temporary employees, and student interns.

Smoking is permitted in their own personal vehicle or off property leased, rented, owned, or connected by HCC Network. Employees who violate the smoke and tobacco free policy will be subject to disciplinary action up to and including immediate termination.

EMPLOYMENT

Employee Classification Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and HCC Network.

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

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

HCC Network has established the following categories for both non-exempt and exempt employees:

- **Regular, full-time:** Employees who are not in a temporary status and who are regularly scheduled to work the organization's full-time schedule of a minimum 30 hours per

week. These employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.

- **Regular, part-time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the 30-hour full-time schedule. Benefits are not offered to regular, part-time employees.
- **PRN (as needed):** Temporary status position filled as needed for a period of time or on call. Benefits are not offered to PRN positions.

Background Checks

HCC Network carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

HCC Network conducts background checks on all job candidates after a contingent offer of employment has been extended. A background check may also be completed during reassignment or promotion of an employee. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references

Criminal background checks may not be used as the sole reason for denying employment unless it is job-related. Regardless, HCC Network has the right to make the final decision about employing an individual after the background check is complete.

Checking professional and personal references is an important part of the background check process. This provides HCC Network with information on the potential employee's work ethic, skills, and performance.

Information obtained from the background check process, including information from professional and personal references, will be used by HCC Network only as part of the employment process and will be kept confidential.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

HCC Network supports the use of progressive discipline to address issues such as poor work performance, including unsatisfactory attendance or misconduct. Our progressive discipline

policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, employment best practices and employment laws. HCC Network reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

HCC Network reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, corrective action plans, suspension with or without pay, demotion and discharge.

Separation of Employment

Separation of employment within an organization can occur for distinct reasons:

Resignation: Although we hope employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide a minimum of two weeks' notice, in writing to their supervisor and the HR Department, to facilitate a smooth transition out of the organization. Employees under contract will follow the guidelines set forth by that contract. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than outlined in policy or contract, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given and forfeit any paid benefits including accumulated PTO.

Retirement: Employees who wish to retire are required to notify their supervisor and the HR Department in writing at least one (1) month before the planned retirement date.

Job abandonment: Employees who fail to report to work or contact their supervisor by the end of that business day shall be considered to have resigned their position without notice, effective at the end of their normal shift. The supervisor shall notify the CAO and the CEO at the expiration of the workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

Termination: Employees of HCC Network are employed on an at-will basis, and the organization retains the right to terminate an employee at any time. No PTO benefits are paid to terminated employees.

The separating employee must return all organization property at the time of separation, including, but not limited to cell phones, keys, technology devices, and identification cards. Failure to return items may result in deductions from the final paycheck.

All supplies, materials, and work products of an employee, if purchased by HCC Network, remain the property of HCC Network after resignation, discharge, or layoff of that employee. The employee may retain any personal files, but work files, computer drives, and other paper remain with HCC Network.

Up to 80 hours, if accumulated, of Paid Time Off will be paid on the next regular pay cycle following the last worked pay cycle, unless the employee resigned and did not give and work a full two weeks' notice or the notice outlined by a contract. No PTO can be used during the resignation period unless the PTO was requested in the leave portal a minimum of 30 days prior to providing notice.

Health insurance terminates the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the employee health, dependent health, supplemental policies, dental and vision premiums through the end of the month.

Former employees who left HCC Network in good standing and were classified as eligible for rehire may be considered for re-employment. An application must be submitted to the HR Department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

WORKPLACE EXPECTATIONS

Work Schedule

The regular work week shall run from 12:01 am Sunday to midnight Saturday. HCC Network will make reasonable efforts to work with the needs of employees to schedule their work week in non-traditional ways. Regular work weeks must include at least 30 hours to be considered full-time.

Attendance and Punctuality

Timely and regular attendance is an expectation of performance for all HCC Network employees.

All employees must give advance notice when taking paid time off. In the event of illness or an emergency, employees must notify their supervisor as soon as possible and follow the procedure outlined in the Paid Time Off Administrative Policy. PTO is allocated per contract or by accrual as outlined. All PTO must be approved through the timeclock system and is at the discretion of the employee's supervisor. If leave is approved for medical/personal leave, FMLA, or extenuating circumstances, or the employee is using donated PTO hours (see PTO Donation Bank Policy and Leave Policy), employee's accrual will halt until the employee returns to work. PTO will cease accrual upon official resignation of the employee. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available PTO leave.

Employees are expected to notify their supervisor if they will be late for work, will not be at work, or are requesting planned time away from work. Employees who are notifying their

supervisor that they will not be at work need to contact and receive confirmation of receipt with their supervisor no less than 1 hour prior to the start of their shift (example: shift starts at 8am, supervisor needs to be contacted no later than 7am).

All employees, regardless of status, are required to clock in and out daily. Failure to clock in and out on time clock, for hours worked and lunch may result in disciplinary action.

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately dressed. HCC Network employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

Tattoos should be concealed by clothing when possible. Hairstyles, facial hair, and makeup should be conservative and have a neat appearance. Fingernails should be clean and at a length that does not prohibit the employee's work abilities. Proper hygiene and the use of deodorant are expected. Cologne or perfume should not be excessive. Employees not in compliance with the dress code may be asked to clock out to go home and change into appropriate attire. Failure to comply with the dress code may result in termination. They should be appropriate fitting and in good condition. Due to inclement weather, notices will go out for employees in advance if temporary changes to the dress code are made.

Non-Clinical employees should dress in appropriate business casual attire according to the employee's position. Clothing should be clean, properly fitting, wrinkle free and in good repair (not frayed or torn). Skirts, dress shorts, and dresses should be finger-tip length or longer. Shirts and blouses should be at a length long enough to tuck in or cover the entire abdomen and buttocks when wearing leggings or tighter fitting bottoms. Jeans are an acceptable attire throughout the work week as long as it follows the requirements stated previously. Undergarments should be worn and not visible.

Clinical employees should dress in appropriate scrubs or appropriate business casual attire. In the clinics all shoes must be closed toed.

HCC Network is confident that employees will use their best judgment regarding attire and appearance. Executive Leadership reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Employee Personnel Files

Employee files are maintained by the HR Department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A director or executive considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Confidentiality and Publicity

As a result of employment at HCC Network, employees may acquire and have access to confidential information belonging to the organization of a special and unique nature and value, relating to such matters as the organization's personnel and compensation information; accounts; procedures; handbooks; financial data; accounting and bookkeeping practices; financial information; data records and reports; organizational plans; existing and potential business opportunities for HCC Network; confidential reports; litigation and other legal matters; as well as information specific to HCC Network's business.

As a condition of employment, you agree that all such information is the exclusive property of HCC Network and that you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information, whether it has been designated specifically as "confidential".

If you are ever asked for any information or comments from a newspaper, radio, television, or other news reporter relating to your employment, or any other matter pertaining to HCC Network, refer the person making the inquiry to the CAO and CEO.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of HCC Network may conflict with the employee's own personal interests. Organization property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier, or contractor, regardless of the nature of the employment, while employed with HCC Network
- Hiring or supervising family members or closely related persons
- Serving as a board member for an outside commercial organization or organization
- Owning or having a substantial interest in a competitor, supplier, or contractor
- Accepting gifts, discounts, favors, or services from a customer/potential customer, competitor, or supplier, unless equally available to all organization employees

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their supervisor or the CAO and

CEO.

Outside Employment or Involvement in Outside Organizations

Employees are permitted to engage in outside work, hold other jobs, or sit on boards and committees subject to certain restrictions as outlined below.

If an employee wishes to join a board or committee on behalf of HCC Network, approval from the CEO is mandatory. Activities and conduct away from the job must not compete with, conflict with, or compromise the HCC Network's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on non-working time that are normally performed by HCC Network. This prohibition also extends to the unauthorized use of any organization tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work or volunteer activity will create before accepting outside employment or commitments. Outside employment or involvement 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. Additionally, funds for travel or resources may not be used for outside commitments. If HCC Network determines that an employee's outside work or outside organizational involvement interferes with performance, the employee may be asked to terminate the outside employment or positions.

Code of Conduct

It is expected that employees will conduct themselves in a manner which enhances the care, services, collaborative partners, and the image of the overall organization. All individuals will be treated with dignity and respect. Examples of expected behaviors include, but not limited to:

- Regular and punctual attendance
- Courteous interactions with members, patients, customers, co-workers, clients, and visitors
- Quiet and orderly conduct
- Conscientious attention to duty
- Delivery of quality care and services
- Performance which reflects attention to the needs of our members and support the facility and mission

For the protection and well-being of clients, as well as visitors and employees, certain behaviors cannot be tolerated. Examples of behaviors, but not limited to, which are unacceptable and will not be tolerated include:

- Dishonesty

- Use or possessing of illegal or intoxicating substances while on facility premises, or being under the influence of such substances while on facility premises
- Refusal to perform assigned duties
- Breach of confidentiality
- Falsification of any organization records or documents
- Abuse or neglect of members
- Threatening or intimidating members, visitors, co-workers, or others including inappropriate behavior as defined in the Workplace Bullying Policy
- Violation of safety standards
- Sexual and other forms of harassment
- Unlawful possession of firearms and/or weapons of any kind in the workplace, in organization vehicles or while on HCC Network business
- Carelessness
- Failure to perform to job and/or facility standards
- Willful misconduct
- Absence without notice, or absence that is unexcused
- Failure to comply with dress and/or hygiene/grooming standards
- Attending to personal matters on organization time
- Actions or attitudes which adversely affect HCC Network operation, members, or others

Whistleblower Policy

This policy is intended to encourage HCC Network's staff to report suspected or actual violations of state or federal law without fear of retaliation and to enable employees to raise serious concerns within HCC Network prior to seeking resolution outside HCC Network.

HCC Network requires Board Directors, officers, and employees to observe lofty standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of HCC Network, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all executive board directors, officers and employees report violations or suspected violations in accordance with the Whistleblower Policy.

Any director, officer, or employee who in good faith reports a violation shall not suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within HCC Network prior to seeking resolution outside of the organization.

At any point in the process an individual with a complaint coming forward under the provisions of the Whistleblower Policy may contact and leave a message at 660-251-0751 and a response will be made within 24 hours.

HCC Network has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most

cases, the CAO and CEO are in the best position to address the area of concern. However, if the employee is not comfortable speaking with the CAO or CEO, they are encouraged to speak with someone on the Board of Directors whom they are comfortable approaching. The Board Members are required to report suspected violations to the CEO, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or comfortable with HCC Network's open-door policy, individuals should contact the Board of Directors directly.

HCC Network's CEO is responsible for investigating and resolving all reported complaints and allegations concerning violations under the Whistleblower Policy and, at its discretion, shall advise the Board Chairperson. The CEO has direct access to the Board of Directors and is required to report to the Board Chairperson at least annually on compliance activity.

The Finance Committee shall address all reported concerns or complaints regarding accounting practices, internal controls, or auditing. The CEO shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

Anyone filing a complaint concerning a violation or suspected violation of the Whistleblower Policy must be acting in good faith and have reasonable grounds for believing the formation disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or submitted anonymously. Reports of violations or suspected violations will be kept confidential to every extent possible, consistent with the need to conduct an adequate investigation.

The Chief Administrative Officer or Chief Executive Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Technology Policy

HCC Network has established a policy with regards to use of and access to its information systems. HCC Network's information systems include HCC Network-provided computers, laptops, office phones, office voicemail, mobile phones, mobile hot spots, internet access, internet service, Meta Point, electronic information storage (e.g., hard drives or thumb drives), online information storage ("the cloud"), e-mail accounts, and other digital or electronic means and devices of storing, sending, receiving, or accessing data provided by HCC Network.

1. HCC Network maintains and provides information systems. The information systems provided by HCC Network are to assist and conduct business on behalf of HCC Network.

2. The information systems are property of HCC Network. All messages, data, files, or information that is composed, sent, or received on the information system are and remain the property of HCC Network. They are not the private property of the employee. Employees and others shall have no expectation that any communication or information transmitted over HCC Network's information systems is or will remain private.
3. Passwords are unique per employee and are not to be shared except for IT personnel.
4. The information systems are not to be used to create, store, or distribute offensive messages. Content prohibited by this policy includes sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or that violates HCC Network's equal employment opportunity policy or its policies against harassment or retaliation.
5. The information systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization from CAO or CEO.
6. HCC Network has the right, but not the obligation or duty, to monitor any and all aspects of its information systems, including, but not limited to, sites visited by employees, material downloaded or uploaded, phone calls, voicemail, and e-mail sent and received by users (including e-mail provided by third party services if HCC Network's information systems are used to access those accounts).
7. HCC Network's confidential information or its customers' confidential information should never be transmitted or forwarded to outside individuals or companies not authorized to receive the information.
8. Even when data, a message, or other electronically stored information is erased, it is still possible to retrieve and read that message. All passwords used on HCC Network's information systems and third-party sites for business purposes should be disclosed to HCC Network upon request.
9. Employees are not authorized to retrieve and read any e-mail messages that are not sent to them. Any exception to this policy must receive written approval by HCC Network CAO or CEO.
10. Employees shall not use a code, access a file, or retrieve stored information, unless authorized to do so. Employees shall not attempt to gain access to another employee's information systems without the permission of the CAO or CEO.
11. HCC Network will acquire software licenses for all HCC Network approved software products, as required by the endorsed license agreements, to accommodate the

number of personal computers with each software product. HCC Network policy forbids the use of illegally copied software.

12. Employees of HCC Network may not duplicate or copy any licensed software or copyrighted documentation/manuals for use either in HCC Network offices or elsewhere unless HCC Network is expressly allowed to do so through license agreement with the licensor. Unauthorized copying of licensed software or copyrighted printed material may subject the employee and/or HCC Network to both civil and criminal penalties under either federal or state law.
13. Employees may not give copies of software, either licensed or in-house developed, to any non-company personnel, including clients, contractors, subcontractors, vendors, joint venture members, or any others. The only exception to this policy would be for internally developed software that was created as part of the scope of the work of a client contract.
14. Upon approval from the HCC Network IT Department, employees may only use legally purchased/licensed software when conducting HCC Network's business, adhering to the terms of the license agreement issued by the software vendor. These include stand-alone and network licenses. Each stand-alone personal computer requires a separate stand-alone license for each copy of the software product in use unless HCC Network has an agreement with the vendor for either a network license or multi-seat license.
15. When software is licensed, it should be installed only on the HCC Network assigned device for which it was acquired. Software shall be registered in the name of HCC Network only. Original distribution media shall be stored in a central and safe storage facility maintained by HCC Network.
16. Licensed software may be installed and used only on HCC Network owned/leased devices. Employees are forbidden from duplicating HCC Network licensed software for use on non-HCC Network owned computers. If an employee needs to use software on a non-HCC Network owned computer for business use, the employee should request that HCC Network acquire an additional license for that use.
17. All employees who discover a violation of these policies shall notify the responsible supervisor, the CAO, or the CEO.
18. Only HCC Network approved and issued devices, software, and peripherals are allowed to be connected to HCC Network infrastructure.
19. HCC Network is not responsible for the installation or troubleshooting of home networks when employees are allowed to work from home.
20. Any IT related questions, issues, or purchases should be submitted to the IT Help Desk.

Any employee who violates these policies or uses the information systems for improper purposes shall be subject to discipline, up to and including termination.

Social Media—Acceptable Use

This policy covers use of various social media platforms and programs, including but not limited to Twitter, LinkedIn, Facebook, Instagram, Snapchat, Indeed, TikTok, blogs, podcasts, product or service review sites like CitySearch, Yelp, Google, etc.

We understand that employees may maintain social media sites or profiles or may contribute posts to the sites or profiles of other people, businesses, or groups. It is important to understand that posts, images, tweets, and messages and e-mail can be re-sent around the world. Even if you take precautions to restrict access to your site, posts, or profile, it is possible that someone who is permitted to view the site can copy it and use it in a way you did not intend. To protect HCC Network's interests, we expect that employees who maintain or contribute to social media sites will abide by the following guidelines, as well as practice common sense.

- HCC Network's equipment, including computers, internet access, and electronic and digital systems and storage, are *not* to be used for employees' personal social media. Working time should not be spent updating or creating personal social media posts, sites, and spaces.
- When posting (which includes but is not limited to a blog post, a comment or wall post, status updates, modification of your profile, or "tweeting") about your work at home on your own time, you must abide at all times with all legal and ethical requirements, as well as HCC Network's policies regarding non-harassment and other matters including those governing the confidentiality of HCC Network's information and information of or about HCC Network's clients/customers/patients.
- You may not disclose confidential or other inside information about HCC Network, its clients, customers, patients, or its employees that you learn in the course of your employment.
- You should assume that people, including co-workers, supervisors, clients, customers, patients, and their family members, are reading your postings.
- Be respectful. You may not make discriminatory, defamatory, libelous, or slanderous comments when discussing HCC Network, its officers, your supervisors or co-workers, our clients/customers/patients, or our competitors.
- HCC Network may address as a disciplinary issue any language that you post in a blog or a social media site that reflects negatively on your work ethic or your level of commitment to and compassion for our clients/customers/patients.
- Nothing in this policy is intended to prohibit, nor should it be interpreted as prohibiting, employees from engaging in communications with other company employees concerning working conditions or issues.
- HCC Network strives to provide the best service and work environment possible. We welcome your concerns and suggestions for improvement. You should bring these to your supervisor.
- We hope that our employees will recommend our products and services. However, HCC Network does not encourage its own employees to "guerilla market" our services

online. If you—or someone in your immediate family, like a spouse, parent, child, or sibling—do make any such recommendation or review, the review must disclose the employment relationship.

HCC Network may monitor content on the Internet. Policy violations may result in discipline up to and including termination of employment.

Cell Phone Policy

Employees are expected to exercise discretion in using cell phones and organization phones for personal use. Employees should restrict personal calls during work hours. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Calls should be made and received on personal time unless an emergency. Some staff members are required to use their cell phone to conduct daily business and are an exception to this policy.

Cell phone use for personal calls or texting is discouraged while on business time. It is the employee's responsibility to make sure their cell phones are secure. HCC Network will not be liable for the loss of any device. Cell phones should be placed in silent mode during the workday. The use of cell phones without hands free devices while driving on organization time is prohibited.

First violation is a conversation between the supervisor and the employee, the second violation is a verbal warning, the third violation could be a written warning or further disciplinary action, fourth violation could be a corrective action plan or further disciplinary action up to including termination.

Company-provided cellphones

When job duties or business needs demand, the company may issue a business cellphone to an employee for work-related communications. Personal use of company-owned cellphones should be kept to a minimum.

Employees in possession of company-owned cellphones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Video or audio recording devices

The use of a camera or other video or audio recording-capable devices on company premises is prohibited without the express prior permission of senior management and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is prohibited.

Solicitations, Distributions and Posting of Materials

HCC Network prohibits the solicitation, distribution and posting of materials on or at organization property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities

supported by HCC Network management and organization-sponsored programs related to HCC Network's products and services.

Provisions:

- Non-employees may not solicit employees or distribute literature of any kind on organization premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of an organization-sponsored program. These visits should not disrupt workflow. An employee must always accompany the non-employee. Former employees are not permitted onto organization property except for official organization business.
- Employees may not solicit other employees during work times, except in connection with an organization-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with an organization-sponsored event.
- The posting of materials or electronic announcements are permitted with approval from the CAO or CEO.

Violations of this policy should be reported to the CAO or CEO.

COMPENSATION

Payment of Wages

Salaries/wages are paid every other Friday.

Mandatory payments for State and Federal income taxes, Social Security and Medicare are withheld from each employee's paycheck payment. HCC Network pays the employer's share of Social Security, Medicare and 100% of Unemployment Compensation and Worker's Compensation premiums.

Fair Labor Standards Act Safe Harbor

It is the policy and practice of HCC Network to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To make sure that each employee is paid properly for all time worked and that no improper deductions are made, employees must correctly record all work time and review each pay stub promptly to identify and to report any errors.

Time Reporting

Overtime is defined as hours worked by an hourly or non-exempt employee more than 40 hours in a work week. Overtime must be approved in advance by the manager to whom the employee reports. Failure to obtain advanced approval of overtime may result in disciplinary action. Failure to work scheduled overtime or extended hours during busy periods may also result in disciplinary action.

Each employee is to maintain an accurate daily record of their hours worked. All absences

from work schedules should be appropriately recorded.

Non-exempt Employees

If classified as a non-exempt employee, a record of the total hours worked each day must be maintained. These hours must be accurately recorded by clocking in and out each day which will hold the record in the timeclock system. Each employee must verify that the reported hours worked are complete and accurate with their supervisor or any manager who has oversight of their times. Do not falsify any information placed within the time clock portal. Unless authorized by a supervisor, no one shall work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless authorized to do so by a supervisor, and that time is recorded on the timecard. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work performed but is failed to be reported on the timecard. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of HCC Network's policy for any employee to falsify a timecard, or to alter another employee's timecard. It is also a serious violation of HCC Network policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's timecard to under- or over-report hours worked. If any manager or employee instructs to (1) incorrectly or falsely under- or over-report hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, report it immediately to the CAO.

Non-exempt employees who exceed 40 hours of work time in a work week will be paid time and one half. Employees who anticipate the need for overtime to complete the week's work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. All overtime must be approved in advance by management. Failure to obtain advanced approval may result in disciplinary action. During busy periods, employees may be required to work overtime hours. Failure to work scheduled overtime may result in disciplinary action.

Paid leave, such as holiday, or paid time off, does not apply toward work time.

Exempt Employees

If classified as an exempt salaried employee, a salary will be established to compensate for all hours worked at HCC Network. The initial salary will be established at the time of hire or upon becoming classified as an exempt employee. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including overtime pay.

Review Paystubs

HCC Network makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to HCC Network's attention, HCC Network will promptly make any corrections necessary. Please review each paystub when it is received to make sure it is correct. If a potential mistake has occurred or any questions arise, please use the reporting procedure outlined below. The

employee is responsible for viewing or printing their own paystubs from our online timekeeping system.

Reporting Concerns or Obtain More Information

If there are questions about deductions regarding pay, please immediately contact the Director of Finance. All potential improper deductions or if inaccurate hours are reported based on hours worked, should be reported immediately to a supervisor or contact the Director of Finance at 660-259-2440.

Every report will be fully investigated, and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, HCC Network will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in HCC Network's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Travel

Employees who are requested to use their personal vehicle in the performance of duties, will be reimbursed for their mileage. If eligible, the employee must first attempt to schedule and use a company car. All travel either for meetings, conferences, continuing education, and between clinics must be pre-approved by a supervisor. All employees must follow the travel policy for reimbursement. The rate per mile is set by the Board of Directors. The mileage reimbursement is meant to provide for gas expense, wear and tear on the vehicle, and insurance. The employee is responsible for those expenses.

Official business trips will be compensated for the board approved mileage rate. For local travel related to business activities, mileage will be given when traveling between locations during the workday. Employees will be compensated for any mileage driven over and above their normal commute to their regularly assigned duty station. For out-of-area travel, HCC Network will reimburse all pre-approved travel-related costs of hotel accommodations, transportation to and from the destination, including airline, train, or bus tickets, taxicab fares, etc. HCC Network will only reimburse for pre-approved out-of-area travel and requires all GSA per diems' regulations are followed. For local travel related to business activities, mileage reimbursement will be given when traveling between locations during the workday. Reimbursement will not be given when asked to work at a different location prior to the workday.

Out-of-area Travel - HCC Network will reimburse all pre-approved travel-related costs of hotel accommodations, transportation to and from the destination, including airline, train, or bus tickets, taxicab fares, etc. HCC Network will only reimburse for pre-approved out-of-area travel. Only coach seats for airline and train trips will be reimbursed. All accidents must be immediately reported to the CAO or CEO.

Each individual will carry automobile liability insurance as HCC Network will not cover the employee for their personal vehicles. The organization does not cover the employee in this regard. Copy of auto insurance coverage and valid driver's license shall be submitted to

administrative office staff when employee receives renewals.

Any employee performing work that requires the operation of a motor vehicle must notify their immediate supervisor in those cases where their license is expired, suspended, or revoked and/or who is unable to obtain an occupational permit from the Division of Motor Vehicles. Failure to report such an instance may result in disciplinary action, up to and including job reassignment or termination.

Worker's Compensation

HCC Network will provide workers' compensation, a type of accident and injury insurance that compensates an employee for lost wages, medical expenses and permanent impairment that results from an injury arising out of or in the course of work. Employees must report any work-related injury or disease immediately (or as soon as practicable) to their supervisor and the Chief Administrative Officer through the incident reporting software so that the necessary paperwork can be completed in a timely manner. Please note that under state laws, employees who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits.

If an employee can return to work after an injury or illness for which they were receiving workers' compensation, the employee must provide documentation from their medical provider that either outlines any work-related restrictions or verifies that the employee is able to complete all job-related tasks. If an employee can return to work under restrictions, HCC Network will make every reasonable effort to accommodate the employee's work ability and job responsibilities. When the medical provider removes all work restrictions, the employee is expected to perform their regular duties and will no longer receive workers' compensation benefits.

FMLA leave and workers' compensation leave may be taken concurrently.

BENEFITS

Insurance Coverage

Employees are eligible for health care, dental and life insurance after completing 30 days and who work 30 more hours a week or 1560 hours per year.

For more information regarding benefits programs, please refer to the organization Summary Plan Descriptions, which were provided to employees upon hire, or contact the HR Coordinator.

Paid Time Off (PTO)

All employees must give advance notice when taking paid time off. In the event of illness or an emergency, employees must notify their supervisor as soon as possible and follow the procedure below. PTO is allocated per contract or by accrual as outlined. All PTO must be approved through the timeclock system and is at the discretion of the employee's supervisor. If leave is approved for medical, FMLA, using PTO Donation Bank hours (see PTO Donation Bank Policy and Leave Policy), or extenuating circumstances, employee's accrual

will halt until the employee returns to work. PTO will cease accrual upon official resignation of the employee.

Eligible employees begin accruing PTO hours immediately per pay period based on hours worked per pay cycle, up to twenty-four pay periods. Accumulated PTO leave is compensatory and may be carried forward each fiscal year for the maximum allowed. PTO can be taken in 0.50- or 1-hour increments.

Eligibility, Accrual, Carryover, and Loss

- Eligible employees are full-time employees (working at least 30 hours per pay period)
- Part-time employees do not accrue PTO
- Full-time employees begin accruing PTO on their first pay check
- Eligible employees accrue one hour of PTO for each 10 hours of work performed (e.g., if any employee works 40 hours in a pay week, they accrue four hours of PTO)
- PTO is not accrued in third pay periods in a month
- Accumulated PTO leave may be carried forward each fiscal year, subject to the following maximum limits:
 - Depending on the rate of accrual, employees may roll over a maximum of a full accumulated year of PTO
 - Any accrued PTO hours above the maximum limit for carryover are lost to the employee and donated to the PTO Donation Bank if not used prior to the end of the fiscal year
 - HCC Network's fiscal year runs from July 1st to June 30th of the next calendar year
 - After 5 years of service, employees are eligible to accrue an additional hour of PTO per pay cycle

When an employee exhausts their personal PTO and are on approved personal or FMLA leave due to extenuating circumstances, additional PTO will not be accrued.

Holiday Pay

HCC Network recognizes seven paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

If a holiday falls on Sunday, the following Monday will be observed as a holiday; if the holiday falls on Saturday, the preceding Friday will be observed as a holiday. Employees must work the full day before and after a holiday or have prior approved PTO to receive holiday pay. If the employee is sick the day before or after a holiday, a doctor's note will

need to be submitted to the HR Department for consideration of holiday pay.

For those employees who work a flexible schedule under 40 hours per week and their regularly scheduled day off falls on the day of the holiday, they will not receive holiday pay for their regularly scheduled day off. They will only receive holiday pay for the holidays that fall on a workday for that employee and the hours will reflect the arranged hours the employee works on that day regularly. Part-time employees are ineligible for holiday pay and PTO.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to full-time employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Exceptions to this policy would be considered on a case-by-case basis. Specifics regarding utilization of this policy must be approved by a supervisor.

Three (3) days paid leave are allowed for the death of an immediate family member. ABL defines "immediate family" as: spouse, domestic partner, child (by birth, adoption, foster care, marriage or domestic partner), mother, father, legal guardian, sister, brother, stepchildren, stepparents, stepparents-in-law, stepsisters, stepbrothers, mother-in-law, father-in-law, grandchild, step grandchild, daughter-in-law, son-in-law, grandparent, grandparent-in-law, brother-in-law, and sister-in-law.

Jury Duty

Employees are eligible for salary continuation while on jury duty. Salary will be reduced by any payment received for jury duty. The employee must provide a copy of check received for jury duty services. The maximum time payable for jury duty is two weeks (prorated if part time). A copy of the call for Jury Duty must be provided to the Director of Finance to support the payroll records, including follow-up documentation about being selected for the Jury and days of service required.

Voting and Election Leave

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the workday to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Employees who volunteer to serve as election officials at polling sites will be permitted to take the required time off to serve in this capacity. It is incumbent on employees who volunteer to function as election officials to notify their manager a minimum of seven days in advance of their need for time off to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately as PTO, when available, on timekeeping records.

LEAVES OF ABSENCE (NON-FMLA)

Leave of Absence – Medical and Personal

All requests for medical and personal leaves of absence must be submitted to and approved by the Chief Administrative Officer or Chief Executive Officer.

HCC Network complies with all federal and state leave laws. However, when these laws do not apply or an employee does not meet the eligibility requirements, HCC Network will consider an employee's request for personal leave. This leave may provide up to thirty (30) days in a 12-month period. Each leave request will be considered on an individual basis.

An eligible employee who has completed at least 12 months of service and who is in good standing (is not under a Corrective Action Plan or has not experienced any disciplinary action within the previous six months) may request personal leave. Personal leave time may be requested for reasons such as educational opportunities, to care for a family member within the first 12 months of service and in situations not covered by other leave laws or HCC Network policies.

Leave approval or denial is done at the discretion of the Human Resources Department and the CEO. Personal leave is not granted for engaging in employment outside of HCC Network, pursuing an independent business venture or as additional leave after FMLA (or Non-FMLA) Medical Leave. This leave policy does not allow for intermittent leave.

Pay Status

An employee who is taking personal leave must exhaust all accrued time off prior to being placed on an unpaid leave status.

While using paid time off, an employee will continue to accrue time off. When all paid time off is exhausted, the leave will be unpaid. No additional paid time off will be accrued during a period of unpaid leave or when using hours awarded from the PTO Bank.

Paid time off accrual will restart upon the employee's return to paid status.

Employee Benefits While on Leave

While an employee is on approved leave, HCC Network will continue the employee's health benefits at the same level and under the same conditions as if the employee had continued to work, if the employee continues to pay the employee 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.

The Finance Department will calculate amounts due from the employee while the employee is on unpaid leave. Amounts may vary if a qualifying life event occurs where additions are made to the benefits.

There are two options for payment:

1. The employee must make this payment by mail to the HCC Network office in Lexington, Missouri. The payment must be received by the first day of every month. A 30-day grace period applies. If full payment is not postmarked within the grace period, benefits will be terminated.
2. The employee can make payment arrangements to be deducted from their paycheck in advance of their leave.

If the employee fails to return to work as scheduled, HCC Network may require the employee to reimburse HCC Network the amount it paid for the employee's health insurance premium during the leave. Exceptions may be made, at management's discretion, if the reason for not returning as scheduled is the continued serious health issue of the employee's family member or a circumstance beyond the employee's control. If the reason for not returning to work is the employee's own serious health issue, the employee must inform HCC Network immediately. Upon receipt of this notice, the employee will be provided with information pertaining to FMLA (or non-FMLA) leave options.

Job Restoration

There are no job restoration rights associated with personal leave. However, HCC Network will make every attempt to reinstate an employee to the same position or a position with equivalent status, pay, benefits and other employment terms upon their return. In the event this cannot be done, the employee will receive written notice from the CAO as soon as the determination has been made and no later than the employee's scheduled return date.

Returning to Work

Employees are expected to be able to return to work by the end of their approved leave. If an employee on leave plans to return to work sooner than scheduled, the employee must notify their supervisor within two business days in advance of reporting to work.

Failure to Return to Work

Any employee who fails to return to work as scheduled will be considered to have voluntarily terminated their employment with HCC Network. Employees who exceed their leave without approved extension may be subject to disciplinary action up to and including termination according to company attendance policies.

Attendance and Personal Leave

Absences while on approved personal leave will not be counted as occurrences of absenteeism under HCC Network's attendance policy. However, employees may be subject

to discipline up to and including employment termination if, during their leave, they engage in activities inconsistent with the stated purpose for the leave. For example, employees may be prohibited from engaging in other employment during leave. Misrepresentations or any act of dishonesty related to the leave will also be grounds for discipline up to and including employment termination.

Failure to Follow Policy Requirements

Failure to comply with this leave policy will result in denial of the leave request. Absence without leave approval will subject the employee to disciplinary action up to and including employment termination.

Parental Leave

HCC is a strong supporter of the family and will make every attempt to support all HCC employees who are preparing for the birth of a child. All employees requesting parental leave of any kind must give thirty (30) days in advance notice to their supervisors. Employees who cannot provide at least thirty (30) days in advance notice of their need for leave (for example, because of a change in circumstance or a medical emergency) must notify their supervisors as soon as practicable. The employee is encouraged to make every effort to coordinate work responsibilities and deadlines during this period to lessen the work burden on others during his/her absence.

1. **Child-Bonding Leave:** If an employee does not otherwise qualify for leave under the Family and Medical Leave Act, the employee is eligible for two (2) weeks of unpaid leave to be taken approximately around the date of birth of a child for child-bonding time.
2. **Pregnancy-Disability Leave:** If an employee does not otherwise qualify for leave under the Family and Medical leave Act, after giving birth to a child, all new mothers are eligible for up to four (4) weeks unpaid pregnancy-disability leave in addition to child-bonding leave. Pregnancy-disability leave beyond four weeks must be authorized by the Chief Executive Officer.
3. **Use of Paid Time Off:** Child-bonding leave and pregnancy-disability leave runs concurrently with any paid time off accrued by the employee prior to such leave beginning. While using paid time off, an employee will continue to accrue time off. No additional paid time off will be accrued during a period of unpaid leave or when using hours awarded from the employee's PTO bank. Paid time off accrual will restart upon the employee's return to paid status.

Military Leave of Absence

HCC Network is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the organization's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action

because such person has exercised their rights under applicable law or organization policy. If any employee believes that they have been subjected to discrimination in violation of organization policy, the employee should immediately contact the CAO or CEO.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are limited to five years of leave of absence.

Employees requesting leave for military duty should contact the CAO or CEO to request leave as soon as they are aware of the need for leave.

Professional Leave

Employees may request to attend professional meetings which will enhance their skills. The request should be made to the immediate supervisor and, upon approval, will be allowed to attend with no reduction in salary.

LEAVES OF ABSENCE (FMLA)

Family Medical Leave Act (FMLA)

HCC Network complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. HCC Network also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Chief Administrative Officer to discuss options for leave.

The FMLA requires private employers with fifty or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or

daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to assume 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave

During FMLA leave, HCC Network will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Employees will continue to be responsible for paying the employee portion of the premium while on FMLA leave. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to HCC Network's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of HCC Network's employees within seventy-five miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employee Eligibility

The FMLA defines eligible employees as employees who: (1) have worked for HCC Network for at least 12 months; (2) have worked for HCC Network for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Substitution of Paid Leave for Unpaid Leave

Accordingly, HCC Network requires employees to use any accrued paid time off, short term disability and workers' compensation concurrently during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. To use paid leave for FMLA leave, employees must comply with HCC Network's normal paid leave procedures found in its Paid Time Off policies, referenced in this handbook.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with HCC Network's normal call-in procedures. HCC Network may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for HCC Network to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also are required to provide a certification and periodic recertification supporting the need for leave. HCC Network also may require a second, and if necessary, a third opinion (at HCC Network's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. HCC Network also may delay or deny approval of leave for lack of proper medical certification.

Company Responsibilities

HCC Network will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, HCC Network will provide a reason for the ineligibility.

HCC Network will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If HCC Network determines that the leave is not FMLA-protected, HCC Network will notify the employee.

Other Provisions

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when HCC Network has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Returning to Work

If all leave is exhausted under this policy and the employee is still unable to return to work, HCC Network must be notified as soon as possible. Each situation will be reviewed to determine what rights and protections might exist under other HCC Network policies.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

HCC Network complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination of the covered employee's employment, reduction in the covered employee's working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify the Director of Finance within 60 days to maintain the right to continue coverage. At that time, the Director of Finance will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to the Director of Finance.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation coverage will end for any of the following reasons: HCC Network discontinues its insurance plan; the premium payment is not made in a timely fashion and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

The employee handbook describes valuable information about HCC Network, and I understand that I should consult my Supervisor, Director, Chief Administrative Officer, or Chief Executive Officer regarding any questions not answered in the handbook. I have entered my employment relationship with HCC Network voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or HCC Network can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the CEO and CAO of the organization, no manager, supervisor or representative of HCC Network has any authority to enter into any agreement for employment other than at-will; only the CEO and CAO of the organization has the authority to make any such agreement and then only in writing signed by the CEO or CAO of HCC Network. The CEO and CAO is charged with interpretation of the handbook for all implementation purposes.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with HCC Network. By distributing this handbook, the organization expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by HCC Network, and the organization reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the CEO or CAO of HCC Network can adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at HCC Network is employment at will, which may be terminated at the will of either HCC Network or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by HCC Network or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE