
EMPLOYEE
HANDBOOK



Anchor Behavioral Solutions LLC

New Jersey

Last updated June 28, 2021

TABLE OF CONTENTS

FOREWORD

SECTION I. Introduction

- 1.1 Who Are We?
- 1.2 Mission Statement
- 1.3 This Employee Handbook
- 1.4 Policy Changes
- 1.5 No Guarantee of Employment
- 1.6 At-Will Employment
- 1.7 Dispute Arbitration

SECTION II. Employment Policies

- 2.1 Employee Classification Categories
- 2.2 Confidentiality
- 2.3 Conflicts of Interest
- 2.4 Employment of Relatives and Personal Relationships
- 2.5 Employment of Minors
- 2.6 Employee Files
- 2.7 Background and Reference Checks
- 2.8 Healthcare Information
- 2.9 Employment Eligibility
- 2.10 Political Views

- 2.11 Termination and Change of Employment Status
- 2.12 Return of ABS Property
- 2.13 Rehire
- 2.14 Labor Unions

SECTION III. Payroll Practices

- 3.1 Payment of Wages
- 3.2 Overtime Pay
- 3.3 Deductions
- 3.4 Pay Advances
- 3.5 Faithful Performance
- 3.6 Outside Work
- 3.7 Travel Expenses and Pay
- 3.8 Meal Breaks
- 3.9 Rest Breaks
- 3.10 Lactation Breaks
- 3.11 Time Reporting
- 3.12 Attendance
- 3.13 Performance Reviews and Pay Increases
- 3.14 Payroll Policies

SECTION IV. Standards of Conduct

- 4.1 Equal Employment Opportunity
- 4.2 Americans with Disabilities Act

- 4.3 Anti-Harassment Policy
- 4.4 Harassment and Discrimination Complaint Procedure
- 4.5 Standards of Conduct and Discipline
- 4.6 Internal Promotions and Transfers
- 4.7 Dress Code
- 4.8 Safety
- 4.9 Workplace Bullying
- 4.10 Workplace Violence
- 4.11 Drug-Free Workplace
- 4.12 Searches
- 4.13 Smoke-Free Workplace
- 4.14 Computer and Electronic Communication Policy
- 4.15 Social Media
- 4.16 Personal Phone Calls and Cell Phone Use
- 4.17 ABS Equipment and Property
- 4.18 Solicitations in the Workplace

SECTION V. Employee Benefits

- 5.1 Benefits Generally
- 5.2 Workers' Compensation
- 5.3 Disability Insurance
- 5.4 Social Security
- 5.5 Unemployment Insurance

SECTION VI. Time Off and Leaves of Absence

- 6.1 Requesting Leave
- 6.2 Family and Medical Leave Act
- 6.3 State Family and Medical Leave
- 6.4 Military Leave
- 6.5 Workers' Compensation
- 6.6 Jury Duty
- 6.7 Voting Leave
- 6.8 Parental Leave for School Functions

EMPLOYEE ACKNOWLEDGMENTS

POLICIES

- Paid Time Off Policy
- Holiday Policy
- Bereavement Policy
- Dress Code
- Drug Test Policy
- Inclement Weather Policy

FOREWORD

Dear Valued Employee,

Congratulations and welcome to Anchor Behavioral Solutions LLC. Whether you have recently joined our team or have worked with us for some time, we are excited to work with you. Your performance will be an integral part of Anchor Behavioral Solutions LLC's future success. In order to help you perform at your full potential and create a safe and enjoyable work environment we are providing you with this Employee Handbook to inform you of the many important aspects of your employment and guide you along the way.

There are a few things to keep in mind when reading this Employee Handbook. This document is not a comprehensive compilation of all ABS policies and procedures and does not cover all possible circumstances and exceptions that may arise. Many of the policies summarized in this Employee Handbook are covered in more detail in other official documentation. Consult such documentation for additional information regarding specific policies. Please address any specific questions regarding the interpretation or applicability of ABS policies and procedures to Human Resources or such designated ABS officer or manager. Note that the terms of the official ABS insurance and benefits policies supersede any terms to the contrary stated herein.

This Employee Handbook is not an employment contract, and nothing in this Employee Handbook gives you any right, express or implied, to continued employment. Furthermore, all terms, conditions, policies, and procedures as stated in this document are subject to change, and nothing stated herein is guaranteed to remain a fixed term or condition of your employment.

As Anchor Behavioral Solutions LLC's employee you have an obligation to keep the information provided to you in this Employee Handbook confidential. Do not discuss the contents of this document with persons who are not employees, officers, or otherwise privy to this information through an affiliation with Anchor Behavioral Solutions LLC.

Please take time to thoroughly review this Employee Handbook, noting how each section relates to your employment. Pass along any questions or concerns you may have to your immediate supervisor. We look forward to a harmonious and mutually fruitful relationship with you and are confident you will find your experience with us dually rewarding.

Again, welcome!

SECTION I

- Introduction -

1.1 Who Are We?

Anchor Behavioral Solutions LLC offers individuals and families a solid foundation that assists with social, emotional, and behavioral improvement. The goal is to support and provide structured skills in order for individuals to successfully integrate themselves in the world around them. Anchor Behavioral Solutions prides itself on consistent, committed, and compassionate individuals who go above and beyond to ensure the safety and well-being of the individuals they serve. The ABS guiding principles are anchored in behavioral health and analytic principles in order to support individuals throughout all levels of development. We also aim to support and supervise passionate individuals throughout their education in order to obtain professional certification in order to obtain the supervision and support needed to reach their career goals.

1.2 Mission Statement

Anchor Behavioral Solutions LLC's mission is to empower individuals with disabilities and mental health diagnoses along with their families to live as respected and valued members throughout their communities by providing support, education, and advocacy services.

1.3 This Employee Handbook

This Employee Handbook summarizes some of Anchor Behavioral Solutions LLC's (hereinafter "ABS") key expectations and employment policies. As such, it cannot provide guidance for every possible circumstance that may arise during employment and is not intended as an exhaustive resource for all ABS policies. Employees who desire elaboration on specific policies should refer to official policy documentation or consult a human resources manager. This Employee Handbook replaces all prior employee handbooks, employment policies, and ABS rules and practices, express or implied, whether written or oral. In addition, this Employee Handbook is subject to the provisions of official ABS policy documents, including insurance and benefits policies, plan documents, and applicable law. All ABS employees are required to abide by the terms of this Employee Handbook as a condition of employment. The terms of individual employees' employment contracts may control over this Employee Handbook where applicable.

1.4 Policy Changes

As circumstances warrant, ABS may, in its sole discretion, deviate from the terms stated herein as it sees fit. ABS has the express right to amend, modify, revoke, and add to the terms of this Employee Handbook as well as other official ABS policy documentation. The terms of this Employee Handbook may only be altered through official ABS written policy notices. No terms of this Employee Handbook may be altered via oral statements or other representations. ABS's interpretation of the terms stated herein is absolute. Employees that need clarification as to ABS policy on a specific matter should consult a human resources manager or such designated ABS officer or manager. Each employee is responsible for remaining informed of policy changes.

1.5 No Guarantee of Employment

Nothing in this Employee Handbook creates a binding employment contract between ABS and its employees or provides a guarantee of continued employment for any amount of time. At-will employment status may only be altered through an express, signed, written agreement between ABS and an employee to that specific and intended effect.

1.6 At-Will Employment

Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an "at-will" basis. Either ABS or the at-will employee may conclude the employment relationship with or without advance notice at any time and for any reason, and no term in this Employee Handbook will alter or restrict the right of ABS or an at-will employee to end the employment relationship accordingly. Nothing in this Employee Handbook impairs ABS right to make changes in employment status, including, without limitation, promotions and demotions, reassignments, transfers, and wage and benefit changes. ABS may only enter into an employment relationship that is not on an at-will basis through a written employment agreement signed by the CEO, President, or a ABS officer or manager authorized with such capacity by the CEO or President.

1.7 Dispute Arbitration

In return for ABS promise to do the same, your continued employment, and other benefits conferred through the employment relationship, you the employee (hereinafter "**you,**" "**your**") promise to submit to binding arbitration all claims, disputes, or controversies with the ABS and its officers, directors, and employees arising out of or relating to your employment relationship with ABS, including disputes related to your wages and benefits, your termination, intellectual property rights, confidentiality, and any breach of this agreement, to be decided by an independent, mutually agreed upon arbitrator and any ABS arbitration policy or agreement.

SECTION II

- Employment Policies -

2.1 Employee Classification Categories

Under state and federal wage and hour laws, including the Fair Labor Standards Act ("FLSA"), all ABS employees are either classified as exempt or nonexempt.

Exempt Employees - Employees exempted from the minimum wage and overtime provisions of the FLSA by holding positions that satisfy the criteria under the act. These employees are generally executives, managers, professionals, administrators, and technical staff who receive salaries or sales commissions.

Nonexempt Employees - Employees who are NOT exempt under the criteria of the FLSA minimum wage and overtime provisions.

In addition, the following mutually exclusive classifications apply to both exempt and nonexempt employees and help determine an employee's employment status and eligibility for employee benefits, but in no way guarantee continued employment for any amount of time:

Regular Full-Time Employees - Employees are considered full-time employees if they are normally scheduled to work at least thirty (30) hours per week. These employees are generally eligible to receive ABS benefits, if any, subject to the terms and conditions of each benefit plan.

Regular Part-Time Employees - Employees who are NOT normally scheduled to work at least thirty (30) hours per week or who only irregularly work thirty (30) or more hours per week. These employees are NOT generally eligible to receive ABS benefits.

Temporary Employees - Full-time or part-time employees hired for a limited duration generally for three months or less. These employees are typically interim replacements or hired for work on a specific project. Temporary employee work duration may be extended upon written permission; however, status as a temporary employee may only be changed by an express writing signed by authorized ABS personnel. Temporary employees are employed on an at-will basis unless expressly stated otherwise in a written employment agreement with ABS. As at-will employees, temporary employees may be terminated prior to the end of the initially planned work duration for any or no reason, with or without notice. Temporary employees are generally not eligible for ABS benefits unless expressly stated otherwise in a written employment agreement or ABS policy.

Employees not notified of their particular classification upon hire should inquire to a human resources manager. Note that independent contractors and consultants are self-employed individuals working with ABS and not ABS employees. As such, they are not entitled to receive ABS benefits unless expressly provided in a written agreement between such individuals and ABS. Furthermore, these individuals will have control over the manner of completing assigned tasks, while ABS has control over assigning the tasks that independent contractors and consultants complete and defining the specific outcomes sought.

2.2 Confidentiality

In order to maintain a competitive advantage in its industry, ABS requires that employees sign a confidentiality agreement as a condition of employment and keep strictly confidential certain information related to ABS and those with which ABS conducts business. Employees are prohibited from disclosing "**Confidential Information**", as defined below, to any external parties without prior ABS authorization or to other ABS employees, independent contractors, or consultants that do not have a legitimate business reason to know such information. External parties are any person or entity besides ABS employees, representatives, and authorized agents. Employees must maintain confidentiality in all locations, all modes of communication, and at all times, continuing indefinitely after termination of their employment relationship with ABS. Employees are responsible for knowing what information should be treated as Confidential Information and should consult their supervisor for clarification if in doubt.

Confidential Information - Includes information that relates to ABS, its operations, or technology that is generally not known to the public and includes, without limitation, the following: trade secrets, business plans, business strategies, bids, marketing plans, financial information, costs, pricing, employee compensation, attorney communications, projections, and investments. Confidential Information also includes information you receive from others that ABS has an obligation to treat as confidential, including, without limitation, information from ABS vendors, suppliers, and current and prospective customers and clients.

You can help ABS safeguard its Confidential Information by adhering to the following guidelines:

- Do not discuss Confidential Information in public places.
- When discussing Confidential Information, or matters that are potentially Confidential Information, be aware of who is around you and consider whether they have a specific need to know such information.

- Do not take hard copies of Confidential Information off ABS premises unless absolutely necessary. If you do, be sure to keep such information in a safe and secure place.
- Keep electronically-stored Confidential Information password protected, and store hard copies out of sight in secure locations.
- Shred or tear up hard copies of Confidential Information before disposing of it in the trash.
- Do not share or disclose information in any way that could be construed as or appear to be insider trading.

2.3 Conflicts of Interest

Employees are required to avoid conflicts of interest. This means employees must avoid activities, relationships, and situations that may cause them to put their personal interests ahead of ABS. It is important that employees act in the best interests of ABS at all times, and for this reason, employees must take measures to avoid even the appearance of having conflicts of interest. You must disclose any actual or potential conflicts of interest to a human resources manager, including actual or potential conflicts of interest held by another employee that such employee fails to disclose. In general, you can avoid conflicts by not using or appearing to use ABS Confidential Information, property, or business opportunities for your own personal gain.

The following are examples of situations which may create, or appear to create, a conflict of interest:

- Situations where you may have a personal financial interest in transactions or business activities of ABS or ABS competitors, clients, customers, or suppliers.
- Situations where, although you do not have a personal financial interest, you may nonetheless obtain some other personal gain or advantage resulting from transactions or business activities of ABS or ABS competitors, clients, customers, or suppliers.
- Situations where you consult for or otherwise have a separate business relationship with a ABS competitor, client, customer, or supplier outside of your normal employment role for ABS.

- Accepting any benefit, including gifts, services, entertainment, or favors, from a ABS competitor, client, customer, supplier, government entity, or other organization in connection with your relationship with ABS outside of your regular employment benefits from ABS.
- Situations where you are responsible for hiring, managing, or otherwise working with your own family members or persons of close relation to you, whether such persons are other employees or have a different business relationship with ABS, for instance as contractors, consultants, clients, customers, or suppliers.

You are required to consult your human resources manager if you are unsure about whether you have a conflict of interest or the appearance of a conflict of interest. When a conflict of interest is found to exist, or appears to exist, you must work with a human resources manager and/or the manager supervising the relevant business activities to remove yourself from the situation as much as possible, including creating an effective screening plan, if necessary.

2.4 Employment of Relatives and Personal Relationships

Nepotism and favoritism may jeopardize ABS operations and success. Therefore, employees are prohibited from supervising, reporting on, or otherwise working with their relatives or persons holding close personal relationships outside of their employment with ABS, except where such relationships are disclosed to and approved by a human resources manager. To protect its business interests, ABS has the right to apply this policy whether or not relatives or persons holding close personal relationships hold supervisory or reporting positions in relation to each other. "**Relatives**" include spouses, children, adopted children, domestic partners, parents, siblings, grandparents, uncles, aunts, cousins, nieces, nephews, step relatives, brothers- and sisters-in-law, mothers- and fathers-in-law, and relatives of domestic partners. "**Close personal relationships**" includes relationships with persons with whom you share a household, date, or have personally known for an extended period of time outside of your employment with ABS.

In order to safeguard ABS interests, you must disclose any relatives or close personal relationships that exist or may exist with other ABS employees, contractors, consultants, clients, customers, or suppliers. You should also disclose this fact if, during your employment, you become a relative or in a close personal relationship with another employee, contractor, consultant, client, customer, or supplier, for instance, through marriage or dating.

A human resources manager may approve your working with relatives or persons holding close personal relationships where such relationships do not create substantial conflicts of interest threatening the wellbeing of ABS operations or activities, for instance, by creating potential supervisory, morale, safety, fairness, or public relations problems. Where possible, ABS will strive to neutralize such conflicts of interests without impairing the benefits you receive from ABS; however, ABS reserves the right to take any action necessary to remove conflicts of interest that threaten ABS interests.

2.5 Employment of Minors

ABS is regulated by and adheres to state and federal child labor laws including those of the FLSA, which is designed to protect minor employees' health, safety, and educational opportunities while employed. Among other things, these laws prohibit employment of minors less than 14 years old for non-agricultural jobs as well as restricting minors' maximum work hours and occupation in hazardous positions. The FLSA also sets subminimum wage rates for specific classes of minors, students, and disabled persons. If you think you may fall into one of these classes, notify a human resources manager to discuss your options with ABS for ensuring adherence to these laws.

2.6 Employee Files

ABS maintains confidential employee records and files according to law. Supervisors and managers may only have access to an employee's file with a legitimate business need to know and as permitted by state law. Unless otherwise required by state law, current and former employees may generally be granted access to their files upon providing reasonable notice.

All employee files must be reviewed under supervision of the records keeper during regular business hours inside of the office or department where they are normally stored and may not be taken off ABS property. You may not tamper or remove any part of your employee file; however, you may make copies of any information you have provided to ABS that have your signature affixed, as permitted by state law.

Should you dispute any item in your file, you are permitted to make a signed and dated written statement of your dispute that will become part of your file as well.

ABS will grant government agents and entities limited access to employee files when and as required by law.

An employee file is comprised of documents and information related to each employee's relationship with ABS, including among other items the employment application,

employment history verification documents, resumes, background checks, emergency contact information, contracts of employment, tax forms, payroll and benefits information, and performance reviews, if any of these should exist and according to ABS policy.

You are required to notify a human resources or payroll manager, as applicable, should any information previously provided to ABS should change, including information provided on an employment application or form, insurance form, or tax form. Misrepresenting information in your employee file, or failing to correct a known mistake in your file, is grounds for discipline, possibly including immediate termination.

At ABS sole discretion, you may provide a written and signed release for ABS to disclose information in your employee file to an outside entity requesting access.

2.7 Background and Reference Checks

ABS may conduct various background and reference checks on potential or current employees. The information collected will become part of the employee's file and may include verification of information provided during the hiring process, resume, employment verification, criminal record, driving records, and credit report, depending upon the type of position sought. Any employment offer or offer for promotion or reassignment to another position made by ABS is contingent on verification as to the accuracy of the information provided by the potential or current employee.

As background and reference checks are part of each employee's file, such information is kept confidential and may only be reviewed by those involved with hiring and personnel decision processes or ABS managers having a legitimate business need to know.

Should you be denied employment based on information obtained from a background or reference check, then ABS will provide you with a copy of such report(s) and allow you an opportunity to dispute such information.

Background and reference checks may be conducted on current employees in order to assess them for continued employment, promotion, or reassignment, as permitted by state and federal law.

2.8 Healthcare Information

Information related to an employee's healthcare enrollment or plan will be managed according to ABS policy for conformance with the Health Insurance Portability and Accountability Act (HIPPA), as applicable. ABS does not regularly maintain records of its

employees' private healthcare information, and any such information voluntarily shared with ABS by an employee will be kept confidential.

2.9 Employment Eligibility

In compliance with federal law, all new employees must complete the U.S. Citizenship and Immigration Services (USCIS) Form I-9 no later than the first day of hire in order to verify identity and employment authorization. ABS will verify proper completion of Form I-9. You will verify your identity and eligibility by providing documentation as specified on the last page of the form. ABS will not file Form I-9 with USCIS, but will retain and store the completed Form I-9 either for three years after the date of hire or for one year after employment is terminated, whichever is later.

2.10 Political Views

Employees have the right to express political views and otherwise engage in political activities and freedoms outside of their role for ABS. ABS will not discriminate against employees based on their engaging in legal political activities or their affiliation with a particular political view or group. However, all employees have a responsibility to ensure that the political views they communicate and political activities engaged in are seen as separate from ABS and their role as a ABS employee.

2.11 Termination and Change of Employment Status

A change in your employment status may occur for different reasons, including termination by ABS, resignation, abandonment, reassignment, or retirement. Should a change in employment status occur, wages will only accrue up to your effective date of separation with ABS, unless contrary to a written employment contract or state law.

- **Termination by ABS** - Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an "at-will" basis. This means that ABS may conclude the employment relationship with or without advance notice at any time and for any reason.
- **Resignation** - If you are an at-will employee, you may choose to conclude the employment relationship at any time and for any reason. If you are considering resignation, you are encouraged to consult your supervisor in order to discuss whether other options are available to accommodate your needs. If you do decide to resign, ABS asks that you provide at least two weeks' advance written notice of your departure. Employees who fail to provide the full requested advance notice may be

subject to forfeiture of accrued benefits including vacation, paid time off, or other benefits at ABS discretion and according to state law. In addition, such employees who fail to provide the full requested advance notice may be deemed ineligible for future rehire, at the discretion of ABS. At ABS's sole discretion and business needs under the circumstances, ABS may choose to require your immediate departure and provide you with two weeks' pay instead of your being present during the notice period. Should ABS so require, you agree to complete an exit interview or memo prior to departure.

- **Abandonment** - Abandonment occurs where an employee fails to be present during scheduled work hours for three or more consecutive days without prior approval for the absence. If you are considering abandonment, you are encouraged to consult your supervisor in order to discuss whether other options are available to accommodate your needs. ABS asks that all employees provide at least two weeks' advance written notice of their departure. Employees who fail to provide the full requested advance notice may be subject to forfeiture of accrued benefits including vacation, paid time off, or other benefits at ABS's discretion and according to state law. In addition, such employees who fail to provide the full requested advance notice may be deemed ineligible for future rehire, at the discretion of ABS. At ABS's sole discretion and business needs under the circumstances, ABS may choose to require your immediate departure and provide you with two weeks' pay instead of your being present during the notice period. Should ABS so require, you agree to complete an exit interview or memo prior to departure.
- **Reassignment** - Based on ABS needs, your employment status may occasionally change through ABS re-assigning you to a different shift, department, or location, unless you have a written employment contract to the contrary. ABS may choose to take into consideration your requests concerning reassignment. Should ABS so require, you agree to complete an exit interview or memo prior to departure.
- **Retirement** - Employees seeking to retire must provide at least four weeks' advance written notice to a human resources manager. This will allow ABS sufficient time to finalize any payroll and benefits issues, determine and prepare for any hiring needs, and wrap up all other outstanding employment matters related to the planned retirement. Should ABS so require, you agree to complete an exit interview or memo prior to departure.

2.12 Return of ABS Property

Employees must return all ABS property in their possession upon ending employment with ABS. Unless otherwise notified, ABS property includes ID cards, uniforms, cell phones, laptops, electronics, office supplies, and all other tangible items in your possession that ABS owns. ABS may deduct from the final paycheck the value of all unreturned ABS property, in accordance with state law.

2.13 Rehire

To be rehired, former employees must have separated employment in good standing with ABS. Employees lose good standing when the reason for separation is based on a policy violation. Former employees in good standing are still required to submit to ABS's regular hiring process and screening, including, at ABS's discretion, submitting an employment application and completing any required exams. Hiring managers seeking to hire former employees must submit a request for review and approval from a human resources manager prior to hiring. Except where expressly stated to the contrary in a written employment agreement, former employees who are rehired will begin accruing benefits at the same rate and in the same manner as new employees, and tenure for all purposes will be calculated starting from the date of rehire.

2.14 Labor Unions

ABS recognizes all sanctioned labor unions and their role in representing the interests of ABS's unionized employees. This Employee Handbook does not impair or otherwise alter any terms or conditions of the collective bargaining agreements held by such unions.

SECTION III

- Payroll Practices -

3.1 Payment of Wages

Employees are paid every two weeks for their regular wages due. Payday will be every other Friday. Employees will be paid on the last business day prior to any payday that happens to fall on a weekend or holiday. Employees will be paid by direct deposit on their scheduled paydays, in accordance with payroll policy and as permitted by state law. Employees will receive any direct deposit of wages in a savings or checking account at the financial institution of their choosing.

You must submit a new Form W-4 to a human resources manager if your marital status or the number of exemptions you claim changes.

3.2 Overtime Pay

Employees classified as nonexempt will be paid overtime according to the FLSA and state law. Your supervisor must approve all overtime in advance. You are expected to comply with requests to work overtime during especially busy times and according to ABS needs.

New Jersey state law sets the standard work week at 40 hours. You will earn overtime pay whenever you exceed the standard work week, which will be paid at one and one-half your normal pay rate. The workweek is calculated beginning at 12:00 a.m. on Sunday morning and ending at 11:59 p.m. on Saturday night but may be changed according to ABS discretion. Only actual hours worked will be counted for overtime pay. Meal breaks and time off for holidays, vacation leave, personal leave, sick leave, and other leaves of absence will not be used to calculate overtime.

3.3 Deductions

Deductions from your pay will be made according to federal and state law. This may include deductions for Federal and State Income Tax Withholding, Social Security, Medicare, Disability, garnishments pursuant to valid court orders, and other deductions pursuant to law. If you need to change your federal or state income tax withholding, please consult a human resources manager. Furthermore, should you elect to make employee contributions under a ABS benefits plan offered to you, your voluntary contributions will also be deducted from your pay according to the benefits plan as well as federal and state law.

3.4 Pay Advances

Pay advances are generally not available. Employees that may have questions concerning pay advances should consult a human resources manager.

3.5 Faithful Performance

All employees are expected to promote ABS's business interests at all times and to devote their full time and attention during working hours to faithfully and efficiently performing their assigned duties to the fullest extent possible within their individual means and talents.

3.6 Outside Work

Employees may hold other jobs or engage in work outside of their role with ABS so long as such outside work does not have a negative impact on fulfilling their responsibilities to ABS. Furthermore, any outside work must not conflict or compete with ABS interests or be conducted during an employee's scheduled work time. Employees engaging in outside work must notify their supervisor or manager so that ABS can determine if such work presents a problem or a conflict with ABS interests.

No employee may engage in any outside work for customers or clients that ABS would normally expect to perform. Employees are prohibited from using Confidential Information or ABS tools, equipment, or other property for outside work.

Employees may not use outside work as an excuse for failing to perform their responsibilities to ABS, for poor job performance, or for failing to be present during scheduled work hours. Therefore, Employees should refrain from taking on any outside work that may demand too much of their time, energy, or attention. ABS may ask you to stop or decrease your involvement in any outside work that becomes a detriment to job performance. Employees are prohibited from using any allotted time for leaves of absence to engage in outside work, including leave classified under the Family and Medical Leave Act.

Outside work includes any work outside of your obligations to ABS for which you are compensated, monetarily or otherwise, including self-employment. Outside work also includes service on a board or commission for a public entity or governing body, whether or not you are paid or otherwise compensated for such work.

3.7 Travel Expenses and Pay

ABS reimburses employees' reasonable expenses incurred while traveling on ABS business. Employees may only travel on ABS business when authorized and should verify which travel expenses are eligible for reimbursement prior to making travel arrangements.

While traveling, employees must keep a detailed report of their business activities and the expenses they incur, including supporting documentation such as receipts. Employees must submit their expense reports within five business days of their return from travel or as otherwise requested by ABS when traveling for extended periods of time.

Please use discretion while traveling to keep your expenses at a minimum and to avoid inappropriate expenses. You may not be reimbursed for expenses that are excessive or improper under the circumstances.

Nonexempt employees will be paid for travel while on ABS business according to federal and state law. Exempt employees will be paid their normal salary while traveling for ABS.

3.8 Meal Breaks

To the extent that New Jersey does not require meal breaks, an employee will not receive meal breaks unless allowed or required by the terms of a written employment contract between ABS and the employee. Exceptions for specific classes of workers, including workers under collective bargaining agreements and workers with written employment agreements, may apply.

3.9 Rest Breaks

To the extent that state law does not require rest breaks, employees may only take rest breaks upon receiving approval from their supervisor.

3.10 Lactation Breaks

Federal law requires an employee with a nursing child to receive a reasonable amount of break time to express breast milk for her child for up to one year after a child's birth at any time when the employee needs to do so. You will not receive pay when taking breaks for such purposes. ABS will provide a private, safe, and sanitary place other than a bathroom or toilet stall to express milk. However, employers with fewer than 50 employees may be exempted from some of these requirements if they would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.

3.11 Time Reporting

Nonexempt employees are required to keep accurate and complete time records of daily hours worked through the timekeeping system provided or used by ABS. Employees must not count any meal breaks or off-duty time toward hours worked. It is prohibited to falsify

or alter time records, including those of a co-worker, without permission from a supervisor, and doing so may result in discipline or termination.

Time worked is recorded for payroll purposes by rounding to the nearest 15-minute interval. One workday consists of 24 hours beginning at 12:00am and ending at 11:59pm. Each work week begins on Sunday at 12:00am and ends on Saturday at 11:59pm.

3.12 Attendance

ABS's success relies on employees arriving on time and regularly attending work. You must notify your supervisor in advance of your scheduled starting time if you will not be able to attend work that day for any reason or will be arriving late. Failure to notify your supervisor in advance will result in an unexcused absence, which is serious misconduct. ABS may consider your job abandoned and your employment status voluntarily resigned for any unexcused absence lasting 3 or more consecutive days you are scheduled to work. You must also receive prior supervisor approval should you need to leave work early for any reason. Employees who display a pattern of excessive absences or tardiness may be disciplined despite not having used all of their accrued leave.

Emergencies and Inclement Weather

In the event that bad weather or other conditions make it dangerous or impossible to travel to work, notify your supervisor as soon as you determine that you will not be able to arrive on time. You are expected to report to work as soon as travel conditions have improved. If bad weather or other emergency causes ABS to close its offices for the day, we will make every effort to notify you. When in doubt as to whether work will be canceled, contact a supervisor or manager.

3.13 Performance Reviews and Pay Increases

A formal performance review will be conducted every three months. This will provide an opportunity to review your past performance in order to recognize your strengths, target weaknesses and areas for improvement, and identify specific goals going forward. Any written performance reviews will become part of the employee file.

Employees receiving a performance review will not necessarily receive an increase in pay. Pay increases are based on several factors, including overall department and ABS business performance, and will not always directly reflect on an employee's performance. Besides formal performance reviews, employees are encouraged to regularly have informal

discussions with their supervisors about their strengths, weaknesses, and goals in order to monitor their performance. Pay increases may be implemented at other times besides during performance reviews but must always be preapproved by a human resources or payroll manager to ensure that the requested increase aligns with ABS policy and is in ABS's best interest.

Periodic pay bonuses are not guaranteed to employees and are at the discretion of management. If paid by ABS, these will be based on your individual performance and ABS profitability. Bonuses are meant to incentivize employees to exceed expectations and constantly perform to the best of their abilities. This will help ensure that ABS stays competitive in its market.

3.14 Payroll Policies

ABS reserves the right to change payroll policies and practices, including those stated above, after providing prior written notice to employees and in accordance with state law.

SECTION IV
- Standards of Conduct -

4.1 Equal Employment Opportunity

ABS provides equal employment opportunities (EEO) in all our employment practices to all employees and applicants for employment without regard to race, color, religion, national origin, gender, age, sexual orientation, gender identity, disability, genetic information, marital status, military status, or any other category protected by federal, state, or local laws. This includes prohibiting unlawful discrimination against those associated with or perceived to belong to a protected class, whether or not an employee actually falls into such class. ABS's EEO practices are upheld in every location that it operates and in all aspects of the employment relationship, including hiring, recruiting, placement, transfer, promotion, compensation, discipline, termination, layoff, recall, training, and leaves of absence.

EEO violations must be taken seriously, and all employees must make every effort to uphold and support ABS's EEO policy. This includes reporting all instances of discrimination or harassment to a ABS manager. It is ABS's policy to promptly investigate any reported instance in a thorough manner. ABS forbids any retaliation against those who report or investigate discrimination or harassment. Employees with protected characteristics under EEO law, such as those with disabilities or seeking accommodation of their religious practices, should notify ABS well in advance of their need for accommodation. ABS will take reasonable measures to accommodate such employees' needs.

4.2 Americans with Disabilities Act

ABS does not discriminate against qualified employees with disabilities in any aspect of their employment and provides reasonable accommodations to such individuals as required by law so that they may perform the essential job duties of the position. ABS is fully committed to upholding the Americans with Disabilities Act (ADA) and any amendments or laws related thereto. The ADA requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. In compliance with the ADA, ABS does not discriminate against qualified individuals in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. ABS also does not ask prohibited questions related to an applicant's disability prior to making a job offer.

ABS provides reasonable accommodations for known physical or mental limitations of qualified individuals that bring their needs to ABS's attention, unless it would cause ABS undue hardship. If you are currently disabled or become disabled while employed, you

should notify a human resources manager to discuss any questions you may have and to request disability leave or accommodations that will enable you to perform the essential functions of your job. ABS reserves the right to require that you provide certification from your healthcare provider of your disability and your need for accommodation. If disability leave is necessary, ABS will work with you to determine how to best accommodate your needs while also balancing ABS needs.

4.3 Anti-Harassment Policy

ABS aims to create a work environment free of harassment wherein employees treat each other with respect and courtesy. Therefore, ABS prohibits its employees from engaging in unlawful harassment against individuals on the basis of race, color, creed, national origin, religion, gender, sexual orientation, pregnancy, genetic information, age, physical or mental disability, veteran status, marital status, or any other protected classification under federal, state, or local law. Conduct considered harassment is defined below. This policy applies in all work settings, whether or not occurring on ABS property, and to all aspects of the employment relationship, including hiring, recruiting, placement, transfer, promotion, compensation, discipline, termination, layoff, recall, training, and leaves of absence. It also applies to all applicants for hire and employees, whether or not the conduct is directed at a fellow employee or to an outside party, such as an independent contractor, vendor, supplier, customer, or any other party that conducts business with ABS. Furthermore, ABS aims to protect its employees from workplace harassment by nonemployees and will take appropriate steps to remedy any such harassment.

Employees violating this policy are subject to discipline, including possible termination. Instances of harassment are serious matters, and all employees must make every effort to uphold and support ABS's anti-harassment policy. This includes reporting all instances of harassment to a ABS manager. It is ABS's policy to promptly investigate any reported instance in a thorough manner. ABS forbids any retaliation against those who report or investigate harassment.

Sexual Harassment Defined

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in 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 or whistling; repeated uninvited physical contact or touching, such as patting, pinching, or grabbing another's body; insulting or obscene comments or gestures; displays in the workplace of sexually suggestive objects or pictures; and other physical, verbal, written, or visual conduct of a sexual nature regardless of the rank, position, gender, or sexual orientation of those involved. Sexual harassment may occur through transmission using the ABS's electronic communications system or through other online conduct. Sex-based harassment, that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassment Defined

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is defined as verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law or that of his/her 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.

Harassment includes, but is not limited to, epithets, slurs, or negative stereotyping; 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 circulated in a work setting, whether by being posted on ABS premises or communicated via email, phone, text messages, online forums, or other means.

4.4 Harassment and Discrimination Complaint Procedure

In order to maintain a safe and enjoyable work environment, it is imperative that any employee who believes that he or she has been the victim or witness of harassment or

discrimination, as prohibited by this policy or law, should immediately report such behavior to a human resources manager. Discrimination or harassment should be reported whether engaged in by an employee, independent contractor, vendor, supplier, customer, or any other party that conducts business with ABS.

Many times individuals are not even aware that their behavior is harmful to others. If they feel comfortable doing so, victims and witnesses of harassment or discrimination have the option to first seek to remedy the situation informally by notifying the offending party that his or her actions are not welcome and are believed to constitute a violation of ABS policy. If warranted by the situation, this type of open and frank discussion can help resolve problems before they escalate to the point of irreparably harming working relationships. However, victims and witnesses who do not feel comfortable trying to resolve the problem verbally should immediately report the offending behavior to a human resources manager.

Upon receiving a report of harassment or discrimination, ABS will promptly complete an investigation to determine the merits of the allegations, discover the nature and extent of the improper behavior, and, if necessary, determine the proper corrective action to take, which may include termination. ABS may take any legal steps it believes are necessary in making its investigation, which may include, without limitation, reviewing electronic communications and conducting interviews of any individuals who may have information relevant to the allegations. ABS will make every effort to keep the investigation as confidential as possible under the circumstances while still being as thorough in its efforts as is necessary to do its due diligence. All employees are required to cooperate and be forthcoming in assisting with ABS's investigations, and any employee possessing information that may be helpful should notify a human resources manager.

Employees should not refrain from reporting harassment or discrimination or cooperating in investigations for fear of reprisal. Retaliation against those who report or cooperate in investigations is strictly prohibited in any form. Freedom to report and cooperate in investigations is an essential component of enforcing ABS's anti-harassment and discrimination policies. Therefore, employees who report or cooperate in investigations must not receive any ill treatment or disadvantage due to their participation in helping enforce ABS policy. Employees who are victims or witnesses of retaliation are encouraged to report retaliation to a human resources manager. Reports of retaliation will be investigated, and corrective action will be taken, according to the same harassment and discrimination procedures outlined above. Similarly, intentionally false or malicious reports of harassment, discrimination, or retaliation that ABS becomes aware of will be investigated, and corrective action will be taken, according to the procedures.

Victims and alleged offenders who still do not agree with the final resolution of a complaint may seek legal remedy by contacting the state or federal agency responsible for enforcing such matters.

4.5 Standards of Conduct and Discipline

All employees are responsible for knowing and abiding by ABS rules and policies. ABS prides itself on its ability to meet high standards of ethical and personal conduct throughout its operations. Therefore, you are expected to maintain the highest ethical standards and perform your duties in good faith and to the best of your abilities at all times when engaged in ABS business.

Where warranted under the circumstances, ABS will seek to use progressive discipline to correct, improve upon, and prevent future recurrences of conduct falling below our standards. At ABS's discretion, progressive discipline may proceed along the following line: verbal warning, written warning, conduct evaluation period, suspension with or without pay, demotion, reassignment, and termination. A conduct evaluation period, if instituted for an employee, will be a set period not to exceed 90 days in which the employee will receive counseling and monitoring by a supervisor with the aim of targeting possible causes and correcting the poor performance. Depending upon the employee's performance during the conduct evaluation period, further discipline or corrective action may occur at the end of the period, including termination.

ABS reserves the right to combine, skip, or reorder any steps in the process depending upon the nature of the offenses and the circumstances. Note that this means that ABS has the right to immediately terminate an employee without warning or the use of progressive discipline should the circumstances call for such action. When determining the appropriate discipline for a given instance ABS may consider, at its discretion, any of the following factors, without limitation: the employee's prior history of poor conduct with ABS or prior employers, the employee's work record and level of commitment to ABS goals, the number of repeated instances of the particular offense, the amount of counseling and/or training received in order to prevent such offenses, the impact the offense has on ABS's performance or perception in the marketplace, and the level of egregiousness and purposeful intention to violate ABS policy. Note that supervisors and others who fail to report violations or who withhold relevant information concerning a policy violation will be disciplined as is warranted under the circumstances.

At ABS's discretion, Employees may be disciplined or terminated for violating any ABS policy or rule. Misconduct can take many forms, and it is impossible for us to provide you with a comprehensive list of prohibited behaviors. Therefore, the list below is only illustrative and

is intended to give you notice of some of ABS's general expectations concerning standards of conduct; ABS may always discipline or terminate employees for engaging in any conduct it deems inappropriate. Employees are expected to use good judgment in all their actions and to consult their supervisors or a human resources manager if there is any doubt as to whether their intended conduct falls below ABS standards.

Examples of misconduct that may result in discipline or termination include, but are not limited to, the following:

- Unsatisfactory job performance, including poor quality or quantity of work.
- Engaging in insubordination or disobedience to the legitimate orders of a supervisor.
- Repeatedly arriving tardy or starting work late.
- Repeated unexcused absences.
- Falsifying time records or failure to accurately record time worked, including time records for another employee.
- Dishonest behavior.
- Illegal discrimination or harassment.
- Disorderly conduct, such as violence or threats of violence or blackmail.
- Violating ABS procedures or instructions.
- Failure to abide by health or safety regulations.
- Intentionally falsifying ABS documents, including ABS records and documents provided by the employee during the hiring process.
- Excessive use of obscene, profane, or abusive language.
- Misusing ABS property, including using property without authorization; using ABS property improperly; or damaging, destroying, or stealing property.
- Possession or use of weapons or other dangerous items or materials on ABS property.
- Possession or use of illegal drugs, alcohol, or controlled substances without a valid prescription on ABS property or while engaged in ABS business.

- Failure to disclose conflicts of interests.
- Unauthorized use or disclosure of ABS's confidential information.
- Conviction of a crime that indicates you are unfit to work for ABS or represent a potential threat to ABS personnel or operations.
- Violating applicable laws or regulations in performing your duties.
- Violating any other ABS policy or rule.

Giving and Accepting Gifts

You may not give or accept gifts, services, entertainment, or favors, from a ABS competitor, client, customer, supplier, government entity, or other organization in connection with your relationship with ABS outside of your regular employment benefits from ABS. However, you may receive gifts that are lawful, customary, of nominal value, and authorized in advance. For example, you may accept meals and refreshments of nominal value given in connection with business activities. When in doubt, consult a human resources manager, and notify a member of management if you do receive a gift of more than nominal value.

4.6 Internal Promotions and Transfers

ABS may choose to initiate promotions or transfers of employees between different positions and locations in order to meet ABS's various business needs. Employees who feel that they are well qualified are also encouraged to apply for job vacancies that become available. However, you must notify your supervisor if you apply for a position. ABS prefers to promote from within unless it decides that hiring outside the organization is advisable under the circumstances. ABS will take into account the past performance, length of service, conduct, skill, potential, and qualifications for the position of all employee candidates for promotion or transfer. Therefore, employees will not become "entitled" to a promotion or transfer through length of service alone. Employee candidates may be subject to the same hiring interviews, tests, and other processes as outside applicants. At all times ABS retains discretion to hire outside candidates and make exceptions to this promotions and transfers policy.

4.7 Dress Code

Employees are expected to maintain a clean, orderly, and well-groomed appearance. Specific dress standards will vary depending on the position and responsibilities of each employee. Ask your supervisor if you are unsure as to what is appropriate for an occasion. Employees displaying improper dress or appearance will be notified. Repeated inappropriate appearance is grounds for discipline. Management will determine what is considered "appropriate" dress and appearance.

4.8 Safety

Each employee is tasked with helping maintain a safe work environment and complying with all safety and health laws and regulations. Employees must report all injuries, accidents, illnesses, safety hazards, and health concerns that they experience or observe to a human resources manager or other designated manager. Failure to abide by ABS safety policies or to report unsafe conditions may result in discipline.

The Occupational Safety and Health Act (OSHA) is a federal law requiring that we maintain records of all work-related accidents and illnesses. You are required to submit an incident report to Human Resources for all accidents, illnesses, or unsafe working conditions that an employee suffers or witnesses while on the job, no matter how small. Human Resources may prescribe a standardized incident report form for you to use. Failure to complete an incident report may result in discipline or prevent your ability to receive workers' compensation and other benefits.

Contact a human resources manager if you or another co-worker is injured on the job. If necessary, contact emergency medical assistance.

Fire Safety

Employees are required to know and observe OSHA regulations, including helping prevent fires and maintain safe practices for avoiding fires in the workplace. Do not block access to any fire exits, doorways, windows, or fire extinguishers. Please keep all flammable materials stored in covered metal containers.

Security

As valued members of our team, we strive to ensure your personal security at all times. Contact a human resources manager if you have questions or concerns regarding ABS's security systems.

4.9 Workplace Bullying

ABS employees are to be treated with courtesy and respect at all times. Bullying through repeated inappropriate abuse of another will not be tolerated in the workplace, whether physical, verbal, or otherwise. Examples of bullying include pushing, physical assault, threats, insults, ridiculing, humiliating, and slandering. If you are a victim or witness of bullying, report it to a human resources manager immediately. Communications regarding bullying and any resulting investigations will be kept as confidential as possible under the circumstances. Retaliation against those who report instances of bullying is prohibited. Violations of this policy will result in discipline and possible termination.

4.10 Workplace Violence

ABS does not tolerate violence or dangerous behavior of any kind in the workplace, whether through physical abuse, threats, intimidation, coercion, stalking, or otherwise. Please report all incidents of direct or indirect violence or dangerous behavior to a human resources manager as soon as possible. Reporting incidents and concerns early can help prevent a situation from escalating and becoming even more dangerous. Those who report workplace violence may not be disciplined or retaliated against. Never attempt to handle a potentially dangerous situation yourself.

Reports of violence or dangerous behavior will be promptly investigated. Identities of those involved will be kept as confidential as is possible under the circumstances. Those suspected of violence or dangerous behavior may be suspended during the investigation, with or without pay, in order to maintain safety in the workplace. If found guilty of violence or other dangerous behavior, including threats of violence, you may be disciplined and terminated at ABS's discretion.

4.11 Drug-Free Workplace

ABS's drug and alcohol policy applies to all employees and applicants for hire and is designed to identify and correct instances of substance abuse in the workplace. Human Resources is responsible for implementing and enforcing this policy.

Drug and alcohol abuse are serious threats to ABS operations and success, not to mention employee health and safety. In order to provide a safe and productive workplace, employees are prohibited from consuming, possessing, selling, or purchasing illegal drugs at any time on ABS property or while engaged in ABS business. Likewise, employees may not consume alcohol at any time on ABS property or while engaged in ABS business, except for reasonable and moderate alcohol consumption during ABS business and social events. Additionally, employees may not have any detectable amount of alcohol or illegal drugs present in their

bodily systems at work. The prohibitions in this policy apply whether employees are at a work facility, operating a ABS vehicle, or conducting off-site work.

A drug is considered illegal if it is illegal to possess or obtain or is legal to possess but has been obtained illegally, such as possessing prescription drugs without a valid prescription. This policy does not prohibit employees from lawfully possessing and using prescribed drugs. However, employees with valid prescription drugs are prohibited from abusing such drugs by consuming them in excess of the prescribed amounts or from consuming prescribed drugs that impair their ability to safely perform their duties. ABS reserves the right to require employees taking prescribed drugs to produce proof that they possess valid prescriptions. Consult a doctor if you are unsure as to the potential effects of any prescribed drugs you take. You are responsible for notifying your supervisor if any prescribed drugs you take may impair your ability to work safely or perform your duties effectively.

Any violation of this policy can result in disciplinary action and possible termination, even for an employee's first offense. We encourage you to seek help if you have developed an addiction or dependence on drugs or alcohol. ABS will make reasonable efforts to accommodate employees who voluntarily seek help, whether through counseling, rehabilitation, or another type of assistance program, before committing a violation of this policy. As warranted under the circumstances, such employees may be allowed to use paid time off, referred to treatment programs, placed on leaves of absence, or otherwise accommodated as required by law. Before returning to their prior work status, such employees may be required to provide proof that they have successfully completed their treatment program and to submit to testing to ensure they can perform their duties safely.

Drug Testing

In order to maintain a safe and productive workplace, ABS may conduct random, intermittent drug or alcohol testing of any employee where circumstances or job responsibilities justify such testing. Regardless of job responsibilities, employees may be required to submit to drug or alcohol testing in the following circumstances:

- When applying for a position and before receiving a job offer.
- When reasonably suspected based on observations by a supervisor of being under the influence of illegal drugs or alcohol during work.
- When reasonably suspected based on observations by a supervisor of possessing, selling, or distributing illegal drugs during work.

- After violating a safety policy or rule or being involved in a serious accident that causes damage to anything on ABS property, including that employee or another employee.

Employees will receive their normal pay for time spent undergoing testing, but may be suspended pending the results of the test, with or without pay. Should the results prove negative, employees suspended without pay are entitled to receive back pay.

Employees testing positive or refusing to submit to testing under any of the circumstances stated in this policy are subject to discipline and possible termination. In determining discipline, one factor to consider is whether the employee voluntarily agrees to enter a rehabilitation program, drug or alcohol counseling, or another treatment program. Such employees who test positive and are not discharged may also be required to submit to additional testing at various intervals for up to two years after testing positive. Information related to drug and alcohol tests, addictions, and dependencies, including medical information, will be kept strictly confidential to the extent required by law and separate from the normal employee file.

Supervisors must consult a human resources manager before requiring an employee to submit to testing when the employee is reasonably suspected of being under the influence of illegal drugs or alcohol or possessing, selling, or distributing illegal drugs during work. Applicants testing positive will be disqualified from consideration for all job vacancies. Supervisors or management may contact law enforcement where appropriate when they reasonably suspect criminal activity.

4.12 Searches

ABS reserves the right to conduct searches and inspections of ABS property and any items on ABS premises, including personal items owned by employees brought on the premises such as bags, vehicles, and other containers. ABS may search or inspect any part of its premises or property, including items provided to employees for their use, such as lockers, desks, cabinets, and drawers. Searches for illegal drugs, alcohol, paraphernalia, and other items possessed illegally may be conducted at any time, without notice. Any illegal items confiscated will be turned over to the appropriate law enforcement agency. Employees who fail to fully cooperate in all searches or inspections are subject to discipline.

4.13 Smoke-Free Workplace

Except in designated smoking areas and in conformance with state law, ABS prohibits smoking on all ABS premises, including inside and outside of all areas on ABS premises,

during off-site ABS meetings and events, and inside ABS vehicles. This policy applies to all employees, contractors, visitors, and other persons who are present on ABS premises or any other place where smoking is prohibited by this policy. "Smoking" is defined as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind."

4.14 Computer and Electronic Communication Policy

All employees must use computers and other forms of electronic communication in an ethical and professional manner at all times. This policy is designed to guide you in your use of computers and other electronic communication devices on behalf of ABS, including all electronic communication devices owned or leased by ABS, used or accessed on ABS premises, used for or on behalf of ABS, or used to create content identifying or associated with ABS's business operations. Consult a supervisor or a human resources manager if you have questions or concerns related to this policy.

An "electronic communication" is any digitally- or electronically-stored or transferred information using an electronic device, and includes use of computers, email, internet, telephones, fax machines, and any other electronic device. All electronic communications and information you may create on ABS premises or otherwise on behalf of ABS are the sole property of ABS, not you, and should only be created or used for ABS's best interests and never for personal use. This includes all digital files, software, and hardware you may create. You have no right to privacy in your electronic communications created on behalf of ABS or using ABS property.

ABS has the right to override your personal passwords in order to gain access to digitally stored information owned by ABS. ABS may also keep a record of the passwords you use to gain access to ABS's electronic communications. Take care to not transmit or store your own sensitive personal information while using or on ABS property. ABS routinely monitors your use of its electronic devices. We may access all ABS-owned electronic communications, including emails, internet posts, text messages, voicemails, blogs, and "tweets." You will be subject to discipline if found to be using or creating ABS-owned electronic communications or devices in an inappropriate or illegal manner.

Employees may only access ABS's electronic communications and devices that they have been granted access to. This means you may not access electronic communications restricted to management, other employees, or third parties without prior authorization.

Employees must use ABS's electronic communications and devices in strict compliance with ABS's confidentiality policy described herein. Take care not to disclose confidential information to inappropriate persons or without authorization via ABS's electronic

communications or devices, especially when sending emails to outside parties. ABS may use its electronic communications and devices according to the needs of the business and applicable law.

ABS's electronic communications and devices may not be used to create or display anything that might disparage or negatively impact ABS's public image or reputation or that would otherwise be contrary to ABS's best interests. In addition, employees using ABS's electronic communications and devices are prohibited from the following: engaging in discriminatory, harassing, obscene, or illegal conduct; engaging in copyright, trademark, or other intellectual property infringement; accessing electronic communications that an employee is restricted or prohibited from accessing, or otherwise violating ABS policy.

Employee may only use ABS's electronic communications or devices for business purposes, not personal use. This means accessing internet websites not for business purposes or accessing personal email during work is prohibited. Additionally, you may not install personal software on ABS electronic devices or systems. You may only use your personal electronic devices while on break. Note that illegally duplicating ABS software may result in copyright charges against you and ABS.

You must also take care to not use ABS's electronic communications or devices in any way that disrupts the ability of others to use them. Be wary of suspicious emails, emails from unknown parties, and pop-ups and downloads from sites that are not trusted. Contact a manager if you become aware of any virus on a ABS device or think you may have downloaded a virus accidentally.

4.15 Social Media

Utilization of social media is a powerful way to market ABS's business, influence ABS's reputation, and engage with the community and public at large. While we encourage your support of ABS through your use of social media, you must obtain authorization prior to making posts of ABS-related content that are accessible to the public or any party outside the ABS.

Social media refers to any social interaction via the internet or similar platforms, such as YouTube, Facebook, Twitter, LinkedIn, Instagram, blogs, forums, and other online communities or sites accessible to the public or outside parties. When using social media please conduct yourself in a professional and courteous manner at all times and respect the views of others. Remember that your statements reflect on ABS's reputation and public image. Take care to distinguish any personal opinions you may have from ABS's, for instance,

by inserting "The opinions I have included here are my own and do not necessarily represent the opinions of Anchor Behavioral Solutions LLC."

Employees are prohibited from creating content on social media that could be considered discriminating, harassing, or obscene, or that may damage ABS's reputation or public image. Employees also may not use social media for personal use during work. "Followers," "friends," and other contacts gained through ABS social media accounts are ABS's sole property. ABS may monitor your use of social media and may ask you to delete or change any ABS-related content found to be inappropriate or not in ABS's best interest.

4.16 Personal Phone Calls and Cell Phone Use

Making personal phone calls or using your cell phone during work can be disruptive to others and interferes with employee productivity. Therefore, employees may not make personal phone calls or use their cell phones during work except during breaks, emergencies, or on rare occasion to handle pressing personal matters. ABS retains the right to outright prohibit all personal calls and cell phone use, except during emergencies, and supervisors may prohibit personal calls for individual employees who abuse the privilege.

Keep your cell phones silenced or on low volume at all times during work so that you do not disturb others. When making personal calls, keep your voice at a low volume and move away from others if possible.

Any employee who receives a ABS-issued cell phone must not use it to make personal calls. ABS-issued cell phones will remain ABS's exclusive property and must be returned at the end of your employment.

4.17 ABS Equipment and Property

Any equipment that ABS issues to employees will remain ABS's sole property and must be returned promptly at the end of employment. ABS-issued equipment may include cell phones, laptops, vehicles, and other items. You are responsible for performing regular maintenance, following all operating instructions and safety guidelines, and not damaging or destroying any ABS equipment or property you receive or use during the course of your employment. Please notify your supervisor immediately if you discover any ABS equipment or property that is damaged, defective, hazardous, or in need of repair. Ask your supervisor if you have questions or concerns regarding proper operation or maintenance of ABS equipment or property.

Employees who handle ABS equipment or property improperly, negligently, or in an unsafe manner may be disciplined, and employees may be required to reimburse ABS for damages they cause directly or indirectly to ABS property.

4.18 Solicitations in the Workplace

Soliciting for causes and distributing non work-related materials in the workplace may cause disruptions and interfere with productivity. Employees and nonemployees are prohibited from solicitation and distributing or posting literature or other materials in the workplace without prior authorization. This includes things such as requesting donations and funds, selling products or services, gathering signatures, promoting organizations, posting on bulletin boards, sending non-work-related emails, and posting solicitations on ABS online spaces. ABS may make limited exceptions to this policy for charitable activities, community organizations, or ABS-sponsored events and organizations.

SECTION V

- Employee Benefits -

5.1 Benefits Generally

In addition to benefits required by state and federal law, employees may become entitled to a range of benefits offered by ABS. ABS reserves the right to alter, supplement, amend, or end employee benefits at any time. Official benefits plans and documentation contain many terms and conditions. The policy below is only intended to outline general guidelines and procedures ABS follows with regard to its benefits. However, specific benefits are governed by their plan documents and other official benefit documentation, which is controlling over this policy, and any statement in the below policy that contradicts or does not align with official benefit documentation shall be considered void. Therefore, be sure to consult official documentation to specific benefits and/or a human resources manager if you have any related questions or concerns.

Your eligibility for benefits that ABS may offer is contingent on many factors including employee status and performance as well as ABS performance and profitability. Speak to your supervisor or a human resources manager if you are unsure as to which benefits you are currently eligible or may become eligible to receive.

5.2 Workers' Compensation

Workers' compensation laws are designed to provide support for employees who suffer work-related injuries or illnesses. ABS carries workers' compensation insurance for all employees. Workers' compensation generally covers necessary medical, surgical, and hospital expenses in addition to lost wages and disability payments. If you suffer a work-related injury or illness, no matter how small, seek medical assistance at once and notify a human resources manager who will assist you in completing a report. This will ensure that you receive any workers' compensation to which you are entitled to receive.

5.3 Disability Insurance

Employees may become eligible to qualify for disability insurance. This provides employees with supplementary income in the event that they suffer an illness or accident resulting in a disability that prevents them from performing their job. Contact a human resources manager should you have any questions or concerns regarding the plan.

5.4 Social Security

Both you and ABS contribute to the federal government's Social Security Program. This program is designed to provide you benefits when you retire, become disabled, or are unemployed. Contact a human resources manager should you have any questions or concerns regarding your social security contributions.

5.5 Unemployment Insurance

ABS pays taxes toward unemployment insurance in accordance with federal and state law. This provides you with supplemental income should you become unemployed through no fault of your own and also meet certain other eligibility requirements. Contact a human resources manager should you have any questions or concerns regarding unemployment insurance.

SECTION VI
- Time Off and Leaves of Absence -

6.1 Requesting Leave

ABS's operations rely on having a dependable and consistent workforce. However, we understand that circumstances will sometimes require employees to take time off work. Eligible employees are entitled to various types of leave that are either mandated by law or offered by ABS on a discretionary basis. Unless a specific type of leave in this policy provides a different notice time or otherwise required by law, employees must provide as much advance notice as possible prior to taking planned leave. If the need for leave is unforeseeable, you must give notice as soon as possible under the circumstances. Unless required to do so by law, supervisors retain the discretion as to whether to approve any requested leave.

Employees must properly submit all requests for leave within the notice period required and receive authorization prior to taking the time off work. Unless required to authorize the leave by law, ABS will grant leave requests based upon ABS needs and ABS's ability to absorb the missed work. ABS reserves the right to penalize, demote, transfer, or reassign employees that take extended leaves of absence, unless prohibited by law. Unless otherwise noted or required by law, regular full- and part-time employees that receive paid time off will be paid at their normal base pay rate for the hours absent. If you are unsure as to which types of leave you are eligible to receive, consult a human resources manager.

6.2 Family and Medical Leave Act

Due to its size, ABS is not required to comply with the federal Family and Medical Leave Act (FMLA) mandating family and medical leave under certain circumstances. This policy affords employees with all rights required under applicable state and federal law regarding family and medical leave. State law may provide employees with additional family and medical leave rights not provided under federal law, and relevant information concerning any such rights is included below or otherwise provided by ABS in accordance with state law. Please contact a human resources manager should you have any questions or concerns regarding family or medical leave.

To the extent that family and medical leave is not required under state law, ABS will consider granting employee requests for leave for the birth and care of a newborn; for the placement or care of a child for adoption or foster care; to care for the employee's spouse, child, or

parent who has a serious health condition; to seek care for the employee's own serious health condition; to manage an exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty; or to care for a service member with a serious injury or illness. When possible, such requests must be made at least 30 days prior to the anticipated leave and provide ABS an estimate of the duration of the leave. Requests will be granted on a case-by-case basis according to the needs of both ABS and the employee.

6.3 State Family and Medical Leave

Under New Jersey state law, employees may have additional family and medical leave rights. The information provided here is meant to give you a general description of your rights. ABS will provide employees with all information regarding any relevant state family and medical leave law, as may be required by law. Please contact a human resources manager should you have any questions or concerns regarding family or medical leave.

Eligible employees are entitled to up to six weeks of Family Leave Insurance benefits in a 12-month period. For claims beginning January 1, 2015, the weekly benefit rate is two-thirds (2/3) of your average weekly wage, up to \$604. Leave may be taken to bond with a newborn child during the first 12 months after the child's birth, to bond with an adopted child during the first 12 months after the child's placement, or to care for a family member with a serious health condition. A healthcare provider must certify the condition. Care leave may be taken for six consecutive weeks, for intermittent weeks, or for 42 intermittent days, each during a 12-month period beginning with the first date of the claim. This program does not give workers the right to return to their job after a period of family leave. However, your job may be protected if ABS is subject to the federal FMLA or the New Jersey Family Leave Act (NJFLA).

ABS may require you to use up to two weeks of sick leave, vacation time, or other paid time off. If so, ABS must provide full pay for this leave time, and the maximum Family Leave Insurance allowance may be reduced by up to 14 days. If you claim family leave benefits to care for a family member with a serious health condition, you must provide ABS reasonable advance notice unless you need to take leave time unexpectedly, or the time of the leave changes for reasons you could not foresee. If you claim family leave benefits intermittently, you must give ABS 15 days' notice. If you claim benefits to bond with a newborn or newly adopted child, you must give ABS 30 days' notice before the leave starts. If you do not give ABS the proper notice, your benefit entitlement may be reduced by 14 days. If you are taking intermittent leave for bonding, you must take the leave in periods of seven days or more. You and ABS must both agree to the intermittent schedule.

The seven days after you file a claim for Family Leave Insurance is the "waiting week." You will not receive benefits for this week (or any part of the first week) until benefits have been paid for the three weeks following the waiting week. However, if your family leave immediately follows leave for your own illness under State Plan temporary disability, there is no waiting period for Family Leave Insurance benefits.

6.4 Military Leave

ABS strives to provide job security and prevent discrimination against employees engaged in military service. Eligible employees who are members of the Uniformed Services of the United States are entitled to military leave to participate in active or inactive duty, training, or fitness examinations, including, but not limited to, those in the Armed Forces, the Army National Guard, the Air Force National Guard, state militias, or reservists. Military leave is granted according to state and federal law for employees who satisfy the pertinent legal requirements. You may be entitled to continued health insurance or paid or unpaid leave for a period of time during leave. You must provide your supervisor with as much advance notice as possible before taking military leave and return to work within the timeframe prescribed by law after your service ends.

In accordance with state and federal law, it is against ABS policy to discriminate against an employee or applicant for employment on the basis of that person's membership or other service to the Uniformed Services of the United States, including denying such person employment, reemployment, promotion, compensation, or other benefit. No such person may be retaliated against for exercising his or her rights as a military service member under law or ABS policy. Contact a human resources manager immediately if you believe you have been the subject of discrimination, retaliation, or harassment on the basis of your military membership. Also, contact Human Resources to request detailed information regarding your eligibility for military leave or for other related inquiries.

6.5 Workers' Compensation

If you are unable to work due to a work-related injury or illness, you may be eligible for workers' compensation leave and benefits in accordance with state law. Your workers' compensation leave may run concurrently with the first 12 weeks of your FMLA leave. Contact a human resources manager to request detailed information regarding your eligibility for workers' compensation leave or for other related inquiries or concerns.

6.6 Jury Duty

ABS encourages employees to serve on jury duty when called. In accordance with state and federal law, employees receive unpaid time off to serve on jury duty. If an employee receives health insurance benefits, such benefit will normally be maintained during jury duty.

Employees must present their jury summons notice as soon as possible so that ABS may make arrangements to cover their shift. Employees must promptly report to work whenever their jury duty schedule does not conflict with their work schedule. ABS may allow employees called for jury duty to use accrued PTO or other leave upon request. Time off for jury duty should be reported and appropriately logged in each employee's time records. Notify your supervisor that you have been selected for jury duty as soon as possible.

Under New Jersey state law, employees are entitled to unpaid time off for jury duty. Employers that terminate or penalize employees for jury duty are liable for economic damages and attorneys' fees and may be charged with a disorderly persons offense.

6.7 Voting Leave

ABS encourages employees to fulfill their civic duty to vote in elections. If possible, employees must vote outside of work hours either before or after their scheduled shifts. ABS may grant employees unpaid time off sufficient to vote upon request. Unless the time off to vote occurs at the end of the work shift, employees must return to work promptly after voting. Time off to vote should be reported and appropriately logged in each employee's time records.

Under New Jersey state law, employers cannot influence or intimidate employees to vote for or against a particular candidate. Notify your supervisor of your intention to take time off to vote prior to voting day. Consult a human resources manager if you have any questions or concerns regarding voting leave.

6.8 Parental Leave for School Functions

Upon proper notice and request, ABS may allow unpaid time off for eligible employee-parents to attend their children's school functions upon request. ABS may require you to use accrued personal or other leave. If approved, you are required to promptly return to work upon the completion of the school function. Requests will be granted based on departmental coverage and ABS needs at the time. ABS has the right to disapprove any requests that may interfere with or negatively impact its operations, unless otherwise required by law.

Paid Time Off Policy (PTO)

(Updated 6.25.2021)

Fulltime and part-time employees of Anchor Behavioral Solutions (ABS) LLC., are eligible for paid time off (PTO). PTO can be used at the employee’s discretion with preapproval from Supervisor. The utilization of PTO, once accrued, may be used for personal time, religious holidays, vacation, sick leave, or for other purposes.

Full-time Employees

Following the date of hire, fulltime employees will accrue PTO according to the following schedule:

Years of Service	Schedule	Hours Accrued per Pay Period	Hours Accrued per Year*	Days Accrued per Year
0 – 2.9	30 hours a week (60 biweekly)	3	78	13
	40 hours a week (80 biweekly)	4	104	13
3.0 – 4.9	30 hours a week (60 biweekly)	3.69	96	16
	40 hours a week (80 biweekly)	4.92	128	16
5.0 +	30 hours a week (60 biweekly)	4.15	108	18
	40 hours a week (80 biweekly)	5.54	144	18

**While this column indicates maximum allowable hours accrued per year, employees will not accrue PTO beyond 120 hours at once, without utilization of the PTO time. The purpose of this clause is to encourage employees to take time to spend with their family, travel, take care of projects and pursue other activities. Employees hired any time after January 1st will accrue at a pro-rated rate of 0.05 per hour not to exceed their weekly “scheduled” hours. Employees who are not paid a full biweekly schedule on any given pay period will accrue at a pro-rated rate of 0.05 per hour not to exceed their weekly scheduled hours.*

Part-time Employees

Following the date-of-hire, part-time employees (*on-call, fee-for-service, and temporary employees hired directly through ABS, not a temporary agency*) will accrue one (1) hour of PTO for every 30 hours worked. The maximum amount of PTO a part-time employee may accrue is 40 hours per calendar year.

Utilization:

Fulltime and Part-time employees can use their earned accrued time after 90 days of employment.

Carry Over Hours:

The maximum amount of time that can be carried over to the next calendar year, by a Full-time or Part-time employee is 40 hours.

PTO hours for Hourly, Non-Exempt Employees:

PTO hours can be used if an hourly, non-exempt employee has worked less than their scheduled hours in a pay period to supplement the shortage in hours, however, may not be applied in excess of their weekly/biweekly schedule. For example, if an employee is normally scheduled to work 80 hours in a pay period, and requests days off totaling 40 hours, the maximum amount of PTO they will be able to use for that pay period is 40 hours (40 hour worked + 40 hours PTO = 80 combined hours). PTO hours will be approved only for days/hours an employee is scheduled to work. For example, if your work week is Monday, Wednesday, and Friday at 5 hours each day, you can only

request PTO for Monday, Wednesday, and Friday at 5 hours each day. PTO is not to be considered as “hours worked” in the computation of overtime.

Payout:

Effective July 1, 2021, full-time and part-time employees who have been employed with ABS for at least one (1) year will be paid upon resignation, separation or retirement for one pay period (2 weeks) of accumulated but not used PTO. An employee terminated for gross misconduct, or who fails to give adequate notice of resignation, shall forfeit this benefit. Proper notice is defined as a **written notice** and conforms to the following:

- Service Workers (*i.e., Direct Support Professionals*)
- Administrative Support Workers
 - Two (2) weeks

- Executive/Senior Level Officials and Managers (*i.e., Directors*)
- First/Mid-Level Officials and Managers (*i.e., Managers & Supervisors*)
- Professional Staff (*i.e., personnel that require professional degrees or certifications*)
 - Thirty (30) days

No exception to this policy will be made without the written consent of the Executive Director or his designee.

Paid Holidays Policy (Updated 6.25.2021)

Eligibility for Paid Holidays

All regular, full-time employees are eligible for Holiday pay.

Part-time employees are not eligible for Holiday pay.

“Observed” Paid Holidays

Anchor Behavioral Solutions (ABS) observes the following holidays:

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

Floating Holidays

Employees eligible for Holiday Pay have the option of converting two (2) of the Holidays listed above into “Floating Holidays”. Floating holidays may be used *in place of* an ABS’ observed Holiday. For example, an employee can request Christmas Day as a Floating Holiday and use it at another appointed time in the same calendar year. Employees must specify the Holiday listed above for which they are requesting to use a floating holiday. The request must be scheduled and approved *in advance* by the employee's supervisor in conjunction with HR.

Hourly, Non-exempt Employees

All regular, nonexempt, full-time employees will receive holiday pay at their regular rate of pay, provided they meet the following conditions:

- Work a full shift on the employee’s last scheduled work shift prior to the paid holiday.
- Work a full shift on the employee’s first scheduled work shift following the holiday.
- Should the employee be unable to work either of these two days because of illness, proof of illness will be required to qualify for the paid holiday.
- The employee has successfully completed the 90-day introductory period.

Exclusions

Employees will not be entitled to holiday pay in the following circumstances:

- An employee who has an unauthorized absence on a scheduled workday before or after a scheduled holiday will not receive the holiday pay.
- The employee is in an out-of-pay status (i.e., suspended).
- The employee is on an unpaid leave of absence when the holiday occurs.

Procedures

If a company holiday occurs on an eligible employee’s vacation day, it will be counted as a holiday pay instead of a vacation day.

Non-exempt employees who are eligible for paid holidays and who may be required to work on a company observed holiday will be paid at their regular rate for wages earned including any

applicable overtime pay in addition to holiday pay at the base rate. Holiday pay is not to be considered as “hours worked” in the computation of overtime.

Holiday Pay, including Floating Holidays, will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

Bereavement Leave (Created 6.25.2021)

Objective

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members.

Eligibility

Following the completion of 90 days, all full-time, active employees are eligible for benefits under this policy. An employee can use bereavement leave for a variety of purposes, including making funeral arrangements, attending a funeral, taking care of post-death tasks, and grieving. Bereavement leave can be taken up to 30 days following the date of death of a qualified family member.

Procedures

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available paid time off (PTO) for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

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

Paid bereavement leave will be granted according to the following schedule:

- **Category One:**

Employees are allowed up to three days off from their regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, biological parents, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood (i.e., an aunt who assumed responsibility for you after the death of your parents. A grandparent who assumed responsibility over you in the absence of a parent).

Note: employees using bereavement leave for a qualified "loco parentis" automatically default death of a "parent" to a category two.

- **Category Two:**

Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

An employee may use accrued PTO or may take unpaid leave to extend bereavement leave for an additional reasonable period of time, or may use such time for bereavement of individuals not specifically covered above upon notification and approval of their Supervisor in conjunction with HR.

Requirements

Employees must provide the name of the deceased, date of death, city of death, and relationship to the deceased in addition to an obituary, funeral program, or prayer card.

Dress Code

Introduction

Anchor Behavioral Solutions LLC. dress code is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

Who does this policy apply to?

Anchor Behavioral Solutions LLC.'s dress code applies to all employees

Anchor Behavioral Solutions LLC. Dress Code Policy:

- Employees are expected to dress in [casual, business casual, smart casual, business] attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes and tears.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion are exempt.

Dress Code Violations

Managers and or supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes.

Repeated violations or violations that have major repercussions may result in disciplinary action up to and including termination.

Examples of items considered too casual and/or inappropriate include:

- Revealing clothing that exposes your back, chest, stomach, navel, underwear (front or back) or that reveals too much cleavage
- T-shirts intended to be worn as undershirts, tops with spaghetti straps, halter tops or muscle shirts

- Tops that are transparent or see-through, or that give the appearance of such
- Basketball shorts, shorts, or skirts
- Excessively baggy pants or other clothing items
- Items adorned with language or images that can be considered foul, vulgar or obscene
- Flip flops and open toe shoes
- Sweatbands or bandanas

Hats, Caps, Skirts, Shorts and Open toe shoes should be worn with caution as well as considering environment and appropriateness of location.

Drug Testing Policy

Due to the enactment of The Stephen Komninos law, all employees of Anchor Behavioral Solutions LLC. hired on or after May 1, 2018 are required to get mandatory pre-employment drug testing. Additionally, all active employees are required by law to be placed in a quarterly random pool to be drug tested throughout the year. If required to get tested the employee has 48 hours to complete it. If said employee fails to make the appointment, immediate termination is applied. If the employee tests positive, suspension and referral for treatment or immediate termination can be applied at the agency's discretion.

If an employee is on leave of absence and is already in the random pool prior to the leave of absence, the employee will remain in the pool; thereby the rule of getting tested when selected still applies. If an employee requests a leave of absence prior to being put in the new quarterly random pool, then the employee will not be added until said employee returns to work.

If an employee is suspected of being under the influence, then said employee will be subject to immediate/same day testing. If said employee fails to make the appointment then immediate termination is applied. If the employee tests positive, suspension and referral for treatment or immediate termination can be applied at the agency's discretion.

“The Stephen Komninos’ Law was enacted in 2017 and strengthens protections for participants of any New Jersey Department of Human Services (DHS) funded, licensed or regulated program for adults with developmental disabilities, including State developmental centers and community programs. The law recognizes the important role of guardians and family members in the lives of adults with developmental disabilities and establishes greater communication links between providers and guardians. Effective May 1, 2018, every person who is employed by or volunteering in any DHS-funded, licensed or regulated program serving adults with developmental disabilities is subject to the requirements of this law.”

Inclement Weather and Emergency Closing Procedure

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt our organization's operations. In extreme cases, these circumstances may cause interruptions or delays in services.

If such an emergency occurs during non-working hours, notification of the emergency status will be sent via email. You will also be notified immediately **of inclement weather and emergencies that occur during the workday. Please look out for information for any changes regarding cases via e-mail.**

When operations are officially closed, the absence will be considered an excused absence for all staff and will not be charged to earned leave time (if applicable.) Should an emergency closing occur while a staff member is already on earned leave time (sick, vacation, personal), he/she is not entitled to additional wages.

In cases where an emergency closing is not authorized, staff members who do not report to work because of the weather will be charged one day of vacation or personal leave time. Employees who report to work will be paid at their regular hourly rate for the actual hours worked.

In cases where an emergency closing is not authorized, staff members who do not report to work because of the weather will be charged one day of vacation or personal leave time. Employees who report to work will be paid at their regular hourly rate for the actual hours worked.

EMPLOYEE ACKNOWLEDGMENTS

I, the undersigned employee, understand and acknowledge the following:

That I have received a copy of this Employee Handbook and that it is my responsibility to read and be aware of, and comply with, ALL policies contained in it and any official notices that supersede it, including, but not limited to, policies on confidentiality, health, safety, anti-harassment, discrimination, and drugs and alcohol.

That this Employee Handbook contains important ABS policies that directly affect many aspects of my employment. It is essential that I have a full understanding of these policies, and I will consult a human resources manager if I do not have a full understanding of any policy herein or if I have any questions or concerns related to these policies.

That, unless expressly stated to the contrary in a written employment agreement between myself and ABS, **this is an at-will employment relationship, and as such, both myself and ABS may terminate this agreement at any time, with or without cause or notice, as permitted by law.** Nothing in this Employee Handbook is intended to modify my at-will employment relationship with ABS.

That **this is not a contract of employment or a guarantee of a continued employment relationship for any period of time.**

That this Employee Handbook and the policies contained herein modifies, supersedes, and revokes any and all prior policies, procedures, practices, and oral or written representations to the contrary or that are otherwise inconsistent with its terms.

That ABS reserves the right to change, remove, or add to the policies herein at any time by providing official notices to me or posted in a conspicuous place in my work setting designated for such purposes. Any such official notices will modify, supersede, and revoke any existing notices that are inconsistent with them. Furthermore, ABS reserves the right to change its implementation, interpretation, or application of the policies and procedures herein at any time.

That in the event that any of the terms or provisions of this Employee Handbook, including this Employee Acknowledgment, are declared invalid or unenforceable by any court of competent jurisdiction or any federal or state entity having proper jurisdiction over the subject matter herein, the remaining terms and provisions that are not affected thereby shall remain in full force and effect and employees will be afforded all rights required by law. Furthermore, in such event, ABS will provide employees with substitute terms and provisions for those declared invalid once it becomes aware of their invalidity.

I sign in acknowledgment of, and agreement with, the above provisions.

Employee Signature: _____

Date: _____

Printed Name: _____

TO BE PLACED IN EMPLOYEE FILE