



**EMPLOYEE
HANDBOOK**

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WELCOME

Welcome to the Aequor Team! We are looking forward to an exciting and rewarding career opportunities in working with you. This handbook will serve as your point of reference for standards, policies and procedures that Aequor employees are expected to follow.

You are expected to read this Handbook carefully, and to know and understand its contents. It is required that you review and sign the Acknowledgement at the back of the Handbook and return the signed Acknowledgment to your Recruiter. It will be kept on file for our records.

Aequor reserves the right to make changes to this Handbook. You are responsible for knowing about and understanding those changes once they have been disseminated. Aequor also reserves the right to interpret the provisions of this Handbook. For this reason, you should check with your Talent Manager to obtain information regarding specific employment guidelines, practices, policies, or procedures.

This Handbook however, is in no way, shape or form a contract since your employment is at will. Aequor have the right to terminate employment of an assigned employee, with or without notice or cause at any time. You should not interpret anything in this Handbook as creating a contract or guarantee of continued employment. In addition, this Handbook is not intended to cover all possible situations that may arise in your employment relationship with Aequor.

Where there is a conflict between this Handbook and applicable law, applicable law will govern. You are expected to read this Handbook carefully, and to know and understand its contents.

WHY YOU WILL LOVE AEQUOR:

We will always provide the personalized service you expect from a small, family-owned firm. When you call Aequor, you'll speak to a human being. When you send us a message, we'll contact you promptly. We are committed to an open and timely communication with every one of our clients and employees.

EQUAL OPPORTUNITY POLICY

Aequor is committed to a policy of equal employment opportunity, including diversity and inclusiveness. There are certain core principles that are foundational to this policy.

First, Aequor prohibits discrimination based on any characteristic protected by law. Protected characteristics are race (including hair texture, protective hairstyles, and other traits historically associated with race), color, religion and religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression or because an individual has transitioned or is (or is perceived to be) transitioning to live as the gender with which they identify, sex stereotyping, national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act, if applicable), military or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, known status as a victim of domestic violence, sexual assault, stalking, or of certain violent crimes, or whose covered family member is a homicide victim, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the National Labor Relations Act or applicable state law, requesting a

reasonable accommodation on a protected basis such as a disability or sincerely-held religious belief, practice, or observance, or any other characteristic protected by local, state, or federal laws.

Further, because harassment is one form of discrimination, Aequor prohibits sexual harassment and all other harassment based on any protected status. Likewise, Aequor prohibits retaliation against a person because such person has reported or assisted in reporting suspected violations of this policy; cooperated in investigations or proceedings arising from a violation of this policy; or engaged in other activities protected under this policy. For more information about the types of conduct that constitute impermissible harassment and Aequor's internal procedures for addressing complaints of discrimination, harassment, and retaliation, please refer to Aequor's separate "Preventing Harassment, Discrimination, and Retaliation" in this Handbook.

Second, to foster full equal employment opportunities, certain individuals may require accommodations. To that end, Aequor will provide employees and applicants with reasonable accommodations in accordance with all applicable laws.

Third, Aequor is committed to a work culture grounded in respect and appreciation for the rich diversity of each of us, manifested uniquely in our individual lives in terms of religious beliefs, culture, work experiences, sex, ancestry, life experiences, race, gender identity, knowledge, disability—and countless other qualities, experiences, and characteristics. By committing to excellence and collaborating as part of a unified team, our combined rich diversity enables us to achieve two goals. First, in our connection as colleagues through our work, we can deliver the highest quality service possible for our clients. Second, we can elevate our understanding and appreciation of one another as individuals. Consistent with this commitment, every employee is responsible for conducting themselves professionally and treating others with dignity and respect during work and all Company-sponsored and participative events.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any questions regarding this policy should be raised with HR.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Purpose and Statement of Policy

Aequor strongly disapproves of and will not tolerate harassment, discrimination, or retaliation against applicants, employees, unpaid interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact, consistent with applicable law. Similarly, Aequor will not tolerate harassment, discrimination, or retaliation by its employees directed toward non-employees with whom Aequor employees have a business, service, or professional relationship (such as independent contractors, vendors, clients, volunteers, or interns). Further, Aequor is dedicated to ensuring that this policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, learning, development, training, promotion, transfer, compensation, benefits, and layoff and termination decisions.

Aequor also prohibits any form of discrimination based on an employee's known status as a victim of domestic violence, sexual assault, stalking, or of certain violent crimes, or whose covered family is deceased due to a crime; enrollment in a public assistance program; engaging in protected communications regarding employee wages or otherwise exercising rights protected under the National Labor Relations Act or applicable state law; requesting a reasonable accommodation on a protected basis such as disability or

sincerely-held religious belief, practice, or observance; or any other characteristic protected by federal, state, or local laws.

Individuals with any questions on the above should reach out to HR.

Harassment Defined

Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment, or that interferes with an employee's work performance, and that is based on a protected status. As this definition shows, harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, noises, unwanted or offensive letters or poems, offensive emails, texts, gifs, memes, or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

For example, sexual harassment can be:

- Verbal: sexual innuendoes, sexually suggestive or degrading comments, text messages, gifs, memes, sexual jokes or slurs, graphic commentaries about a person's body, or repeated sexual advances or invitations.
- Nonverbal: displaying sexually suggestive objects, pictures, cartoons, magazines, calendars or posters, or making suggestive or insulting sounds, leering, whistling, or obscene gestures.
- Physical: offensive touching, brushing against a person's body, unwanted hugging or kissing, or impeding or blocking a person's normal movement. Sexually harassing conduct may arise if a reasonable person subjected to the conduct would find that the harassment so altered working conditions as to make it more difficult to do that person's job. Sexually harassing conduct can occur regardless of the sex, sexual orientation, or gender identity of the harasser or of the person being harassed. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

Reporting And Investigating Harassing, Discriminatory, and Retaliatory Conduct

All employees, independent contractors, interns, and volunteers of Aequor must promptly report any incidents of harassment, discrimination, and retaliation so that Aequor can take appropriate action.

Complaint Reporting Process

It is the responsibility of all of us to contribute to a work environment that is free of bias, discrimination, harassment, and retaliation. Failure to bring forth a complaint prevents Aequor from having the opportunity to correct the situation.

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any Company personnel or any other person, or any conduct believed to violate this policy, must be reported

immediately to Director of HR or a member of the Human Resources team, who is responsible for investigating harassment complaints. An individual is not required to bring a complaint to the Director of HR or a member of the Human Resources team if the individual is uncomfortable doing so for any reason. In that case, complaints should be reported to the EVP of Operations.

Managers and supervisors have a special responsibility under this policy. All levels of management and all supervisors are responsible for compliance with this Policy Against Harassment, Discrimination, and Retaliation AND for ensuring that everyone in their department is aware of, understands and adheres to this policy. Supervisors and managers who receive complaints or who observe or learn of discriminatory, harassing, or retaliatory conduct must immediately inform the Director of HR or a member of the Human Resources team or other appropriate company official so that Aequor can try to resolve the claim internally, including by initiating an investigation into the complaint.

Investigation

Individuals making such complaints must report the facts as accurately and as completely as possible.

Every reported complaint of harassment, discrimination, and retaliation is taken seriously by Aequor. Every reported complaint, including allegations of misconduct, will be investigated thoroughly and promptly by impartial and qualified personnel. Typically, the investigation will include the following steps: an interview of the employee who lodged the complaint to obtain complete details regarding the alleged harassment, discrimination, or retaliation; interviews of anyone who is alleged to have engaged in such conduct to respond to the claims; and interview of any employees who may have witnessed, or who may have knowledge of, the alleged conduct. The Director of Human Resources and Human Resources Manager, or other official designated by Aequor to be responsible for the investigation, will notify the employee who lodged the complaint of progress during the investigation, including documentation where applicable and tracking for reasonable progress, and timely notification of the results of the investigation. The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation (e.g., parties will receive appropriate due process, Aequor will reach reasonable conclusions based on the evidence collected, etc.), but Aequor is not able to provide complete confidentiality. Employees (or other complainants) making complaints are expected to cooperate fully with the person or persons designated to investigate the complaint.

Corrective Action

Aequor prohibits conduct severe enough to be unlawful. Yet even more, Aequor's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law-but which are still inappropriate in the workplace. For example, Aequor prohibits abusive conduct in the workplace-whether or not it is based on a protected category.

As a result, Aequor will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred-whether or not such violation also qualifies as a violation of the law.

Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

Retaliation is Prohibited

Aequor will not tolerate retaliation against an individual for good faith reports of harassment, discrimination, or retaliation; assisting another in making a report; cooperating/participating in an

investigation; filing an administrative complaint with a government agency; or engaging in other protected activity. Such retaliation is a separate violation of Company policy, and is subject to disciplinary action up to employment termination. Individuals who believe they have experienced or been threatened with such retaliation, and any manager or supervisor who learns of possible retaliation, must immediately report it using the same Complaint Reporting Process above.

EMPLOYMENT AT WILL

Employment at Aequor is “at-will.” This means that both employees and Aequor have the right to end the employment relationship at any time, with or without advance notice, and with or without cause. No one other than an officer of Aequor has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will status. Any such agreement must be in writing, must be signed by an officer of Aequor, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

ADMINISTRATIVE BASICS

Orientation

Specific hospital orientation information or requirements (if any) will be provided to employees prior to assignment start by a representative of the client facility.

Availability of Aequor Office Staff

The Aequor office, located in Piscataway, NJ 08854, is open Monday through Friday from the hours of 9:00am – 5:00pm. Our local telephone number is (732) 494-4999. Outside of normal business hours and in the event of an emergency, please contact us at the same number listed above. Aequor’s on-call staff will be available to assist employees.

In the event of an emergency, natural disaster or other uncontrollable event, Aequor will continue to provide service to employees through our network from a location where phones and computers are functional. Aequor will do everything possible to support the employees in meeting their needs during crisis situation(s). A copy of our Emergency Management Plan is available upon request.

Employment Categories

Aequor has adopted employment classifications to clarify employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will and at any time is retained by both the employee and Aequor.

Each Company employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are not entitled to overtime pay as they are excluded from the specific provisions of federal and state wage and hour laws.

Each employee will be informed of their initial employment classification status as an exempt or nonexempt employee upon hire. If an employee changes positions during employment as a result of a promotion or transfer, or an employee’s employment responsibilities change, HR will inform the employee of any resulting change in the employee’s exemption status.

In addition, each employee will be classified into one of the following categories:

- **Full-time employees** are those employees who are not assigned a temporary status and who are regularly scheduled to work and do work in accordance with Aequor’s full-time schedule of at least 30 hours per week. Generally, full-time employees are eligible for Aequor’s benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **Part-time employees** are those employees who are not assigned a temporary status and who are regularly scheduled to work and do work less than the full-time 30-hour per week work schedule. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for some benefits sponsored by Aequor, subject to the terms, conditions and limitations of each benefit program.
- **Temporary employees** are those employees who are hired on a temporary or other limited basis to supplement Aequor’s workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration and employment beyond any initially stated period does not constitute a change in temporary employment status. Temporary employees retain that status unless and until notified of a change of status in writing by HR. While temporary employees receive all legally mandated benefits, they are generally ineligible for Aequor’s other benefit programs.

Timekeeping: Recording All Time Worked

Employees are expected to be on time daily and remain on the job throughout the regularly scheduled workday.

Nonexempt employees are required to accurately record and save all actual time worked: They may not “round” their working time to the nearest hour, half-hour, 15 minute increment, or any other increment. Instead, they must include the precise time when they begin and end each workday, the precise time they begin and end an unpaid meal or rest break, the precise time when they depart and return from work for non-work-related reasons (such as personal appointments), and the precise time when they begin and end working any overtime hours on each day that they have any time worked using Aequor’s official timekeeping system.

This requirement applies to employees working remotely (from home or elsewhere) just as if they were working in the office.

Nonexempt employees and exempt employees must accurately record and save their absences and paid time off using Aequor’s official timekeeping system.

Employees must complete their own timekeeping records, as described above. Time worked and absences may not be recorded by another person on behalf of an employee. Any changes made to an already-submitted timesheet must have a documented reason, be approved by the supervisor, and notice of the change must be given to the employee. Only an employee’s direct supervisor or HR can make adjustments to timekeeping records, and only with notice of such changes to the employee.

Nonexempt employees are prohibited from working “off the clock,” meaning working time that employees do not record as time worked, as required by Aequor’s timekeeping procedures, for payroll purposes. Any non-exempt employees who believes that they are expected to or have been asked to work without recording their time/work “off-the-clock” must immediately contact HR.

Falsifying time records is a breach of Company policy and can be grounds for disciplinary action, up to and including an unpaid suspension or discharge.

Overtime Pay For Nonexempt Employees

From time to time, it may be necessary for a nonexempt employee to perform overtime work in order to complete a job on time. Nonexempt employees will receive overtime pay for each hour worked over 40 hours in a single workweek or as otherwise provided by applicable law (please consult the state addenda for additional state-specific details regarding overtime, as applicable).

A workday begins at 12:01AM and ends 24 hours later unless the client policy provides otherwise. A workweek begins each Monday at 12:01AM and ends at 12:00AM midnight on Sunday unless the client policy provides otherwise. Overtime pay is based on actual hours worked in a workweek. Paid or unpaid time off taken by an employee in a single workweek will not be considered hours worked for purposes of performing overtime calculations.

An employee's supervisor must approve all overtime pay in advance. If a supervisor requires an employee to work overtime without providing written authorization or if a supervisor prohibits an employee from recording certain overtime hours worked on a timesheet, the employee is required to immediately report the issue to HR.

Pay Day And Pay Deductions

Aequor utilizes a weekly payroll schedule and employees are paid every Friday. For direct deposit transactions only, if the Friday falls on a holiday recognized by financial institutions, in which case the employee will be paid on the preceding Thursday. For those employees receiving paper checks, the paper check will be mailed to the address on file with Aequor on the Friday payday.

Aequor is required by law to make certain deductions from employee paychecks, including federal, state, and local income taxes and employee contributions to Social Security. These deductions will be itemized on an employee's paycheck summary. The amount of the deductions may depend on an employee's earnings and on the information furnished on the W-4 form regarding the number of dependents/exemptions claimed. Any change in an employee's name, address, telephone number, or marital status must be reported to HR and the employee must submit an updated W-4. Any change in the number of exemptions claimed must be reported directly to the Payroll Department to ensure proper credit for tax purposes.

Employees may authorize Aequor to make additional deductions from their paychecks, such as 401(k) contributions, FSA contributions or other deductions permitted by applicable law.

Employees may also authorize Aequor to deposit paychecks directly into a checking or savings account at participating banks or other participating institutions. In some cases, employees may choose multiple accounts for direct deposit. Employees can contact the Human Resources for additional details and the necessary authorization forms for direct deposit to multiple bank accounts.

If an employee believes an error has been made in their check, the employee should notify their immediate supervisor immediately. Aequor prohibits supervisors from making any improper deductions from the salaries of exempt employees. An employee who believes that an improper deduction has been made to their salary should immediately report this improper deduction to their immediate supervisor.

Aequor will promptly investigate and resolve any complaint of a paycheck error or an improper deduction and if it is determined that a paycheck error or an improper deduction has occurred, the problem will be corrected, and the employee will be promptly reimbursed for any improper deduction made.

Complaints About Wages And Hours

Aequor strongly encourages employees to report any wage and hour complaint to their supervisors or HR. Aequor will promptly investigate and resolve any complaint. Aequor strictly prohibits and will not tolerate retaliation against any employee who makes a good faith complaint or who participates in an investigation regarding a complaint. Retaliation against an employee for making any such complaint, or for participating in an investigation regarding the complaint, may result in disciplinary action up to and including termination.

Policy Regarding Meal and Other Breaks

Aequor complies with applicable law with respect to meals and any other breaks mandated by law. Please refer to the facility policy for additional information regarding meal and other breaks (if applicable).

Business Reimbursement Policy

Aequor provides reimbursements consistent with applicable law. Additional information regarding reimbursements is outlined in each employee's individual contract. Please contact HR for any questions about reimbursements.

Floating Policy

Employees may only be placed in assignments that match the job description for which Aequor assigns them. If an employee is asked to float to another department with the client, Aequor will ensure that the assigned department is a like department and that the float employee has demonstrated previous competency and has the appropriate certifications, credentials for that department. Employees may only be floated to areas of comparable clinical diagnoses and acuities.

If an employee feels they have been assigned to an area in which they are not competent, the employee must immediately notify Aequor of the new assigned shift and their professional limitations. The Clinical Liaison will investigate and coordinate with the client regarding the assignment.

Work Related Injuries and/or Exposures

Aequor provides workers' compensation insurance for its employees as required by law. It is our philosophy that if an employee is injured while at work, we intend to assist that employee to return to work as soon as possible. The employee – or someone who becomes aware of the incident – is obligated to report a work-related injury to Aequor as soon as possible but no later than 24 hours after the injury occurs. An Injury Report Form needs to be completed by the employee as soon as possible after the injury.

Depending on the severity of the injury and when the injury is reported will determine where a physician will see the employee.

- In the case of an emergency situation, the employee is advised to go to the emergency room. If it is not an emergency situation, Aequor will advise the employee where to seek medical help. The injury will be reported to the worker's compensation insurance provider who will manage the employees' return to work.

For further information about work-related injuries and/or exposures or workers compensation claims, please contact HR.

Employee Benefits

Eligible employees of Aequor are provided with a wide range of benefits. Aequor reserves the maximum discretion permitted by law to administer, interpret, enhance, modify, discontinue, or otherwise change any benefit plan, practice, or procedure at any time. For any benefits governed by benefit plan documents, always refer to the plan documents rather than relying on other written materials or anyone's interpretation of the benefit plans. In the event the information presented in this Handbook is in conflict with information in any applicable plan documents, the plan documents will govern. For any questions regarding benefits, please contact an appropriate member from HR. Below is a list of benefits provided by Aequor. These benefits are subject to periodic change. Please consult with HR for a list of current benefits:

- Short-Term and Long-Term Disability Insurance;
- Workers' Compensation;
- Medical, Dental, Vision Benefits;
- Basic Life and Personal Accident Insurance;
- Critical Illness Insurance;
- Supplemental Life Insurance; and
- Supplemental AD&D Insurance.

LEAVE AND OTHER TIME OFF

The following sections provide an overview of Aequor's various entitlements regarding leave and other time off. Please note that some of these leaves are governed by law (such as the Family and Medical Leave Act), whereas other leaves are internally set by Aequor. In some instances, and where permitted by law, the leaves provided will overlap depending on the reason for taking leave. If an employee has any questions about the leave entitlements described below or how the leave entitlements overlap, please contact the Recruiter.

Holiday Pay

Holiday pay varies for each client facility. Unless otherwise provided by the client facility, employees will receive their regular rate of pay on holidays and, if an employee does not work on a holiday, there will be no pay for that day. For further information on holiday pay, consult with Aequor payroll or management directly.

Sick And Safe Leave

Information regarding state and local sick and safe leave laws can be found in the state addenda attached, including the reasons for which an employee may use sick and safe leave. Employees may take sick and safe leave consistent with applicable law. Please note, however, that Aequor may place an employee on short-term disability if they are absent for sick-related reasons for a certain number of consecutive days, subject to the employee being eligible under Aequor's short-term disability program and/or state disability program. Aequor will run sick and safe leave concurrently with other leaves as permitted by applicable law.

Family And Medical Leave

This section provides information concerning entitlements and obligations under the Family and Medical Leave Act (FMLA). Employees may have additional leave entitlements and obligations as set forth in the

applicable state addendum. If an employee has any questions concerning FMLA leave, they should contact HR.

Eligibility: An employee is generally eligible for FMLA leave if the employee has:

- Been employed with Aequor for at least 12 months (which need not be consecutive);
- Worked at least 1,250 hours during the 12 months immediately preceding the commencement of the leave; and
- Works or reports to a worksite that has 50 or more employees or works within 75 miles of the worksite where Aequor employs 50 or more employees.

Use of Leave:

FMLA leave provides eligible employees with up to 12 weeks of unpaid leave for certain family and medical reasons during a rolling 12-month period. The rolling 12-month period in which the 12 weeks of leave may be taken will be measured backwards from the date an employee uses FMLA leave, unless more time is required by law. Aequor may change how it tracks FMLA leave taken by providing written notice to employees consistent with applicable law.

Reasons for Leave: An employee may take FMLA leave only for the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition; and/or
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of his/her job.

A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Aequor also provides eligible employees with job-protected leave for family members of covered service members in accordance with applicable federal and state law. This type of leave provides eligible employees unpaid leave for any of the following reasons:

- A "qualifying exigency" arising out of covered active duty or call to covered duty of an employee's spouse, son, daughter or parent in the Armed Forces or Reserves; and/or
- To care for a covered service member who suffered a serious injury or illness.

While time off due to a qualifying exigency is subject to the 12-week limitation, up to 26 weeks of leave in a twelve-month period is available for time off to care for a covered service member who has incurred an injury or illness in the line of duty while on active duty in the armed forces.

Intermittent Leave and Reduced Leave Schedules: FMLA leave may be taken consecutively; however, leave may also be taken intermittently (i.e., in permitted intervals) in accordance with applicable law. If the leave is for planned medical treatment or care, the employee is expected to schedule the treatment or care so as to create minimum disruption to Aequor's operations.

Notice Requirements: Unless the need for leave is unforeseeable, eligible employees are required to give at least 30 days' advance written notice of their intent to take a FMLA leave by completing and submitting a Leave of Absence Request Form to the Recruiter. If the need for the leave is unforeseeable, the employee must give notice as soon as practicable once the need is known.

Certification: In the event the leave is due to the employee’s serious health condition or to care for a family member with a serious health condition, the employee is required to also submit a completed certification form from a healthcare provider (“Healthcare Provider Certification Form”) no later than 15 days before the leave is to begin, unless the need for the leave was unforeseeable. In such case, the employee must provide a completed Health Care Provider Certification Form within a reasonable time after the occurrence of the event. Aequor reserves the right to ask for a certification of a serious health condition from another health care provider of its own choosing at its expense, and to require re-certification of a serious health condition at reasonable intervals during the leave.

Certification is also required in the event the leave is due to a qualifying exigency for military family leave or for the serious injury or illness of a covered service member. An employee must provide the requested certification to Aequor no later than 15 days from the occurrence of the qualifying exigency unless it is impossible under the circumstances to provide such notice. Failure to provide certification may result in denial of continuation of leave.

Substitution of Paid Sick Leave and Coordination with Other Leaves: Generally, unless applicable law requires otherwise, an employee may elect to use any available accrued sick leave while taking FMLA leave, provided however, that Aequor reserves the right to require an employee to use accrued sick leave while taking such leave consistent with applicable law. For questions about how paid leave, or state-specific leave may overlap with FMLA leave, please contact the Recruiter.

Continuation of Group Health Benefits: An employee on FMLA leave will be allowed to continue participating in any health and welfare benefit plans in which the employee was enrolled before the first day of the leave, and at the same levels and conditions of coverage as if the employee had continued working. An employee will be required to continue to pay their share of the monthly benefit contributions.

Restoration of Employment and Benefits: Except for key employees in certain permissible situations or where otherwise permitted by law, an employee will be reinstated to their position or an equivalent position upon return from a FMLA leave.

Paid Family Leave

Paid family leave programs (“Paid Family Leave”) are state-run programs that provide wage replacement for employees on leave for a qualifying reason. Paid Family Leave is available to employees located in particular states (for example New Jersey and California employees). For more information on state-specific Paid Family Leave, employees should consult the applicable state addenda attached to the Handbook.

Other Leaves

In addition to the leave entitlements outlined above, Aequor provides eligible employees with time off for various other reasons including the following:

- **Military Leave:** An employee who enters the U.S. armed forces will be granted a military leave of absence in accordance with applicable federal and state military leave law, including the Uniformed Services Employment and Reemployment Rights Act (“USERRA”). An employee must provide advance notice of the need for military leave unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable. For more information about the terms and conditions of military leave, please contact HR.

- **Personal Leaves of Absence:** On a case-by-case basis and in accordance with applicable law, employees may be entitled to a personal leave of absence. Any questions regarding a personal leave of absence should be directed to the Recruiter.

In accordance with federal, state, and local law, Aequor also provides leave for, among other things, jury duty, to donate blood or bone marrow, to serve as an emergency responder, to testify as a witness, for school activities and to vote. Aequor provides no less than five days of regular pay on an annual basis for actual jury service. Employees should consult the applicable state-specific addenda for additional information regarding specific leaves. Employees may also contact the Recruiter with any questions on additional leave entitlements.

CODE OF BUSINESS ETHICS

The first element of the Code of Business Ethics is putting the interests of the client facilities and ultimately the patient above our personal and individual interests. It is in the best interest of Aequor to avoid conflicts of interest at every level.

Aequor has developed corporate compliance guidelines to supplement and reinforce its own policies and procedures as well as those of its client facilities. These guidelines are also meant to assist Aequor to comply with all applicable laws, rules and regulations. The guidelines consist of the following:

- All employees are responsible for conducting their jobs in an ethical manner.
- Be professional in the manner in which employees carry out their responsibilities.
- Aequor recognizes all health information and personal identifying information must be held securely and in confidence. Such information may not be released to anyone outside of Aequor.
- Marketing materials, regardless of medium, shall accurately describe the services, facilities and resources of Aequor.
- To maintain high standards of performance, Aequor employs only those individuals it believes are most qualified without regard to race, color, religion, sex, age, national origin, handicap or disability in compliance with all federal and state laws regarding discrimination.
- Aequor is committed to maintaining a work place environment in which employees are free from sexual harassment.
- Aequor will not tolerate violence or threats of violence in the workplace, including but not limited to abusive language, threats, intimidation, inappropriate gestures and/or physical fighting by any employee. These actions are strictly prohibited and may lead to severe disciplinary action up to and including termination.
- Aequor recognizes that its employees and clinical staff are its most valuable assets and is committed to protecting their safety and welfare. Employees are required to report accidents and unsafe practices or conditions to their supervisors or other management staff. Timely action will be taken to correct unsafe conditions.
- Employees that are licensed or certified in any profession must follow all applicable rules and professional codes of conduct pertaining to that profession, in addition to the rules stated herein.
- Aequor prohibits the use or possession of illegal drugs and alcohol abuse on Aequor property or while engaged in company activity.
- Aequor is committed to providing initial and ongoing education for all employees regarding their responsibilities to uphold this Code of Business Ethics.
- Aequor prohibits clinicians to discuss bill rates of hospitals or special rates of Aequor with other healthcare providers.

- Aequor prohibits clinicians from discussing the personal or business affairs of any employee (field or office staff) with any individual not directly involved with the said personal or business affair.
- Aequor is committed to protecting the privacy, confidentiality and security of personal information of its employees.
- Aequor is committed to protecting its own and its client's trade secrets, proprietary information and other internal information.
- It is the desire of Aequor to provide authorized third parties with information whenever requested while committing to our responsibility to control the release of information to protect the privacy and confidentiality of the employee and/or corporate information.
- Employees are not authorized to issue any statement, written or oral, to any news media representative or grant any public interview pertaining to Aequor's operations or financial matters.

Any employee that becomes aware of any ethical issues or unethical practices must immediately report it to their supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person because of their involvement in the situation, the employee should immediately contact the Aequor Corporate Office or any other member of management. Any employee can raise concerns and make good faith reports without fear of reprisal or retaliation.

All reports and inquiries are handled confidentially to the greatest extent possible under the circumstances. Employees may choose to remain anonymous, though in some cases that can make it more difficult to follow up and ensure resolution to the situation.

Aequor wants every employee to report violations of its ethical or other principles whenever they are seen or learned. In fact, it is a requirement of employment. An employee does not know whether something is a problem, please ask a member of management or the Recruiter.

Dress Code Policy

Absent more stringent requirements for a particular client, the following dress code policy must be followed at all times. The Aequor dress code includes but is not limited to the following:

- Clothing must be clean, neat, and allow for quick, efficient movement as necessary in the performance of job duties, including emergencies. Professional healthcare attire is acceptable.
- Unacceptable attire includes but is not limited to:
 - Bare midriffs
 - Low cut, tank, tube or sleeveless tops
 - Transparent, provocative, excessively form fitting or revealing clothing
 - Mini skirts
 - Sweat (warm-up) shirts or pants, including yoga pants
 - Clothing with printed messages, caricatures or pictorial representations (e.g., university logos, beverage cans, and cartoon characters) applications that have the potential of falling off (e.g. sequins, glitter) shorts. Note: Exception business attire that is identified by small logo (e.g. Polo insignia).
 - Denim jeans (any color).
 - Spandex tights or leggings.
 - Fishnet stockings.
 - Hats (other than nursing caps).

Exceptions to these rules may be made only with the written approval of the client manager when the job expectations demand different attire.

- Jewelry is to be kept at a minimum and be in keeping with the general safety and infection control practices for the employee and the patient. Long dangling earrings, large or excessive necklaces and/or bracelets and sharp rings are not acceptable.
- Fingernails must be kept short, clean and natural; no artificial applications are to be worn.
- Hair must be neat and well-groomed.
- Shoes must be clean, in good repair, provide good support and protection and allow for quick and efficient movement as necessary in the performance of job duties, including emergencies. Heels should not be more than two-and-a-half inches high. Open-toed and open-back shoes are not permitted. Socks or stockings must be worn at all times.

Client Service

It is important for all Aequor employees to promote Aequor's culture of service excellent while on assignment at a client facility. Every time an employee interacts with a client or patient, the employee is representing Aequor. For that reason, Aequor has established the following expected behaviors and standards:

Behaviors of Exceptional Client Service

1. Take pride and joy in creating a positive experience
2. Smile and be friendly.
 - a. Make eye contact
 - b. Give a genuine warm greeting, using patient/client name when possible
 - c. Be positive, talk positively
 - d. Respect patients, clients, and co-workers
 - e. Take ownership: employees are responsible for safety, cleanliness and confidentiality

Standards of Service Excellence

1. Use L.E.A.P: if employees receive a patient complaint, OWN IT!
 - a. L- Listen
 - b. E- Empathize
 - c. A- Ask questions
 - d. P- Produce a solution
2. Client perceptions are reality: Deliver service the patient or client wants (not what the employees think they want)
3. Build positive relationships with co-workers by recognizing their strengths, successes and weaknesses.
4. Provide SMART feedback to co-workers. Everyone wants feedback. Be:
 - a. S- Sensitive
 - b. M- Meaningful
 - c. A- Accurate
 - d. R- Reinforcing
 - e. T- Timely

Telephone Courtesy

Telephone courtesy guidelines include but are not limited to:

- Answering the phone, preferably by the third ring.
- Identify themselves by giving their department and name.
- Identify the caller and what they are requesting.
- When leaving the line, before placing the caller on hold, ask the caller if they can hold the line and wait for the caller's response.
- When returning to the line, thank the caller for waiting.
- When an employee gives the call to another person, inform the person that they have a call and who the caller is.
- Try not to leave the caller holding for more than thirty (30) seconds. If an employee has to handle several calls at the same time or are unable to find the requested information or person quickly, ask if the caller would prefer to wait or to be called back.
- If the person receiving the call is not available, advise the caller of this and offer the options of speaking with someone else or leaving a message.
- After taking a message, repeat the message to the caller to confirm that the employee has taken it down correctly and thank the caller.
- When transferring a call, let the caller know that the employee is transferring the call and why. Also, identify the extension to which the employee is transferring in case the caller is inadvertently disconnected.
- Allow the employee's voice to reflect courtesy and a smile. What and how employees say what employees say makes a difference.
- Employees are to seek guidance from their manager when there are questions, concerns or problems with these rules or any other part of their employment.

Substance Abuse: Drugs in the Workplace

Aequor believes that maintaining a workplace that is free from the effects of drug and alcohol abuse is the responsibility of all persons involved in our business, including Aequor employees and clients.

The use, possession, sale or transfer of illegal drugs or alcohol or being under the influence of drugs or alcohol on Company property, in Company vehicles, or while engaged in Company activity is strictly forbidden. A violation of this policy will result in disciplinary action up to and including termination. Depending upon the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy. In accordance with the Drug-Free Work-Place Act of 1989, as a condition of employment, patient care providers must comply with this policy and notify management within five (5) days of conviction for any use of, or distribution of a controlled substance. Failure to do so will result in immediate termination of employment pending the outcome of any legal investigation and conviction.

For the protection of our employees and the public and to insure an environment as free from the influence of illegal drugs as is reasonably and practically possible, Aequor requires a pre-employment drug screen. Its clients may also require pre-placement drug screens consistent with applicable law. Aequor and its clients also reserve the right to conduct a "reasonable suspicion" drug screen for the presence of illegal drugs under certain conditions as permitted consistent with applicable law.

Physical Assault/Workplace Violence

Aequor is committed to providing a safe and secure workplace and an environment free from physical violence, threats and intimidation. Employees are expected to report to work to perform their jobs in a nonviolent manner. Conduct and behaviors of physical violence, threats or intimidation by an employee may result in disciplinary action up to and including discharge and/or other appropriate action.

Aequor will not permit employment-based retaliation against anyone who, in good faith, brings a complaint of workplace violence or who speaks as a witness in the investigation of a complaint of workplace violence.

Definitions

Workplace violence is any physical assault, threatening behavior or verbally abusive remark that is made in the workplace and includes but is not limited to:

1. Verbal Abuse: Any verbal expression issued with the intent of creating fear or intimidation in another individual, or group of individuals, or verbal remarks or comments expressed in a loud, harsh or threatening tone of voice or in a joking manner within the workplace.
2. Physical Abuse: Any intentional movement of the body, which may include touching, gestures, pushing, striking, stalking or any unwanted intrusion of “reasonable space” of an employee. Any intentional use of any object toward an individual.
3. Creating a Hostile Work Environment: Any nonphysical action that can be considered intimidating, or harassing with the intent of creating an environment that has the purpose or effect of unreasonably interfering with an individual’s performance.

Responsibilities

1. Management: Management must foster an environment that is safe and free from workplace violence and will take action immediately to reduce the effects of workplace violence and/or verbal or physical abuse.
2. Employees: Employees will conduct themselves in such a way to reduce the possibility of any conflicts or acts that would create a violent, abusive or unsafe workplace environment for themselves or others. Employees will notify Management of workplace violence incidents or threats. Employees will remove themselves from any situation that may result in workplace violence. This means that, if confronted with a potential situation involving workplace violence, an employee must make a serious attempt to retreat from the situation and report to Management.

HIPAA Privacy

A patient’s right of privacy and confidentiality is protected by the Health Insurance Portability and Accountability Act (“HIPAA”). No one, including spouses, friends, or attorneys, is permitted to review the patient’s medical record without prior written authorization, except as required by law or other regulation. Clinicians are required to review and sign a separate HIPAA Confidentiality Provisions form acknowledging their understanding of and compliance with HIPAA. Clinicians may also be required to comply with the HIPAA requirements of the facility where they are placed.

Confidentiality

The use and protection of Aequor’s confidential or proprietary business information is addressed in the separately provided Confidential Nature policy.

No Expectation Of Privacy Regarding Electronic Systems

Employees have no right of personal privacy in any matter stored in, created, received, or sent over Company computer, electronic mail, or telephone systems. Consistent with those policies, Aequor reserves the right to monitor, access, retrieve, and read all messages, data, documents and/or information created, sent, received, accessed or stored on any computer, electronic mail, or telephone systems for any reason and without prior notice to the originators and recipients of such messages, including to: (i) ensure that

they are being used for proper business purposes; (ii) ensure that policies are being followed; and (iii) access information in an employee's e-mail, phone, and computer systems when that employee is not available. Employees are to disclose information or messages via Aequor's electronic mail, phone, and computer systems only to authorized persons as information is limited to those with a need to know the specific content thereof. Use of Aequor's electronic mail, phone, or computer systems to make unauthorized transmissions of Company files may result in immediate termination and appropriate legal action.

Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photo-electronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means. Additionally, authorized personnel may monitor the electronic communications of employees to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interests of Aequor, or any violations of this policy or any other Company policy. Authorized representatives of Aequor may disclose to law enforcement officials or other third parties as they deem appropriate, messages, data, or information on Aequor's network where they reasonably believe a legitimate business reason, public safety reason, or law enforcement reason exists to do so.

COMPLAINT RESOLUTION

Open Door Policy

Aequor has an Open Door Policy that encourages employees to participate in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. Aequor believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, or with their Recruiter, as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although Aequor cannot guarantee that in each instance the employee will be satisfied with the result, Aequor will attempt in each instance to explain the result to the employee if the employee is not satisfied. Aequor will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. No employee will be disciplined or otherwise penalized for raising a good-faith concern.

Employees who conclude that work-related concerns should be brought to the attention of Aequor by written complaint and formal investigation may avail themselves of the "Internal Complaint Review Procedure" set forth in this Handbook.

Internal Complaint Review Procedure

Purpose and Scope

The purpose of this Procedure for Reporting Employee Complaints is to establish a process for all employees of Aequor to use to notify Aequor of their work-related concerns, and to give Aequor the opportunity to learn about, address, and resolve the complaint. This policy is intended to supplement the Open Door Policy set forth in this Handbook, which states Aequor's philosophy that all employees have

free access to their immediate supervisors or to other Company supervisors of their choice or Talent Management to informally express their work-related concerns. *Aequor has a specific procedure detailed in its Anti-Discrimination and Anti-Harassment Policy that should be used to report concerns or complaints related to possible sexual harassment, or other forms of harassment, discrimination, or retaliation based on a protected category.*

Importantly, when the nature of the concern pertains to any other actual or suspected violation of the Aequor's policies or the law, all employees must file a complaint using the procedure below. This includes reporting any activity that is considered by the person making the complaint to be illegal or dishonest. Any questions regarding whether a concern is subject to this mandatory reporting policy should be resolved in favor of filing the complaint.

If an employee receives a complaint from a client, the employee should notify Recruiter immediately.

Procedure

1. Filing of Complaint

Individuals should file written complaints with their Recruiter as soon as possible after the events that give rise to the work-related concerns. The written complaint should set forth in detail the bases for the complaint. If, for any reason, an employee would prefer not to discuss the subject of the concern with their Recruiter, then they must report the concern as soon as possible to HR.

2. Investigation and Findings

The receiving party (the Recruiter or HR) will date and log all written complaints and send the employee an acknowledgment that the complaint is under review.

The receiving party or their designee will investigate the complaint, meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. Aequor will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be necessary or appropriate.

On completion of the investigation, the receiving party will orally report the findings and conclusions to the employee. If the complaint is not resolved to the employee's satisfaction, the employee may submit a written request for review of the complaint to the Divisional Vice President. On completion of the appeal review, the employee should receive an oral explanation of the conclusion reached and the reasons for that conclusion. Decisions resulting from appeal reviews will be final.

Non-Retaliation

Aequor will not tolerate retaliation against individuals for reporting a good faith concern under this policy; participating in or cooperating in any internal investigations of reported concerns; or otherwise engaging in conduct protected by law. Prohibited retaliation can be adverse employment actions, like termination, compensation decreases, or poor work assignments, or even threats of physical harm. Anyone who believes that they have been retaliated against for reporting a good faith concern, for participating in or cooperating in an internal investigation of a concern, or for exercising his or her rights, or otherwise engaging in conduct protected by law, should immediately notify Aequor using the same Procedure described above.

GENERAL MATTERS

Application and Placement Process

In keeping with our standard of excellence, Aequor's initial application process and ongoing quality assurance initiatives are designed with the primary goal to provide the highest quality of professionals possible. Our objectives include:

- To recruit and employ those professionals who are dedicated to quality care with proven skill histories.
- To provide a thorough orientation for each clinician so that they may perform their work in a safe and effective manner.
- To provide consistent opportunities for staff education via our in-service training and staff development program.
- To monitor the quality of nursing performance through regular on-site evaluations
- To work closely with clients while modifying our service concepts to meet their needs.

Each applicant undergoes a stringent screening process to verify skills and commitment to nursing excellence before being hired by Aequor and as required for placement at Aequor's client facilities. The screening process may include any of the following:

- Proof of Citizenship or Ability to Work as Required by Law
- Criminal Background Checks
- License/Certification/Education Verification
- Reference Checking
- Skills and Competency Assessment
- Health and/or Drug Screening

Maintaining Personnel Files

Personnel files are the property of Aequor and may not be removed from Aequor's premises without written authorization from HR.

All personnel files are maintained by HR. The information in an employee's personnel file is permanent and confidential, and must be kept up to date. Employees should inform HR immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency along with such person(s)' current contact information.

HR also monitors relevant requirements and expirations of any requirements. Requirements are kept current through daily alerts of soon-to-expire or expired requirements.

Onboarding and Facility Orientation

Aequor attempts to provide a comprehensive and thorough pre-employment orientation and in service training that reflects current compliance and promotes safe healthcare delivery. The program includes, but is not limited to the following:

- Age Specific
- Disaster Preparedness
- Cultural Diversity

- Environmental Safety
- Hazardous Chemicals
- HIPAA
- Infection Control/Blood borne Pathogens
- Abuse
- Domestic Violence
- Ethics for Healthcare
- Annual National Patient Safety Goals
- Pain Awareness
- Patient Restraints
- Patient Rights
- Workplace Violence

Some facilities may also require some form of orientation. The amount of time required by each facility varies. Some facilities require computer training classes and orientation prior to the first shift worked. The Recruiter will explain required orientation to all employees prior to scheduling first shift with a facility.

PERFORMANCE IMPROVEMENT AND EDUCATION

The purpose of performance management is to enhance the knowledge, skills and behaviors of all employees. This is accomplished by providing a means of measuring employee's' effectiveness on the job; identifying areas of development where employees are in need of training, growth, improvement and/or additional resources; maintaining a high level of motivation through feedback with management and establishing individual performance goals.

Education

Ongoing continuing education is the responsibility of each Aequor employee to ensure that they have a current knowledge and practice base. Aequor maintains information on available resources for BLS, ACLS, PALS, etc. The following online education programs are also available for continuing education; however this is not an inclusive list of available resources: www.nursetesting.com, www.nursingspectrum.com, and www.lww.com. Evidence of continuing education and annual required in-service education are part of the ongoing competency assessment program and will be maintained in the employee's personnel file. Please provide Aequor with copies of the employee's continuing education certificates so they can be maintained in their personnel file.

Periodic Assessments (Clinicians Only)

Before starting at a client facility, clinicians will be required to take competency exams, pharmacology exams and additional examinations as required.

Annual Assessments

Aequor's Recruiter or Clinical Liaison conducts annual assessments of all staff. Performance evaluations are solicited from clients via phone calls from to review clinical performance based on client feedback. The Recruiter or Clinical Liaison evaluate employee job performance based on the functions and standards as outlines in the job descriptions. The Recruiter or Clinical Liaison and employee will identify strengths, accomplishments and areas for improvement and development. All hospital reviews, including initial and random assessments are also incorporated into the annual performance review. Employees will also update their competency self-assessments.

If Performance Improvement is required, written recommendations identifying the performance expected will be created and will be used to gain the employee's commitment to perform to those expectations. The President or Clinical Liaison will provide written coaching, resources and suggestions to assist the employee in working toward the performance expectations established in this phase. In the event that a Performance Plan is created, it is expected that the Recruiter or Clinical Liaison conduct Progress Checks, or informal reviews of performance to determine if the agreed-upon goals and objectives are being achieved, to recognize achievements, to discuss developmental needs, and/or to provide assistance in the accomplishment of performance goals.

Progressive Disciplinary Action for Non-Clinicians

Aequor has established workplace standards of performance and conduct as a means of maintaining a productive and cohesive working environment. A positive, progressive approach is taken to solve discipline problems, which appeals to an employee's self-respect, rather than create the fear of losing a job. Our system emphasizes correction of the offensive behavior. If correction of the problem and sustained improvement does not occur, termination may result. Nevertheless, Aequor also reserves its right to immediately terminate an employee if, in its sole discretion, the nature of the violation necessitates immediate termination.

The following may be grounds for disciplinary action, up to and including termination:

- Accepting an assignment and not reporting to work or not notifying Aequor.
- Unauthorized possession, use, or removal of property belonging to Aequor or any client of Aequor.
- Failure to comply with all safety rules and regulations, including the failure to wear safety equipment when instructed.
- Reporting to work under the influence of alcohol, illegal drugs, or in possession of either item on Company premises or work sites of client companies.
- Lewd, unacceptable behavior, possession of weapons or explosives and provoking, instigating or participating in a fight is prohibited at Aequor and/or at its client hospitals.
- Violation of the anti-discrimination, anti-harassment, and anti-retaliation policy.
- Insubordination of any kind is grounds for immediate termination. (For example, refusal to carry out their supervisor's reasonable works request).
- Leaving an assignment without notice i.e. patient or assignment abandonment.
- Falsifying records, including but not limited to time records or claims pertaining to injuries occurring on company premises or work sites of client companies or personnel records.
- Disclosing confidential information without authorization.
- Disregard for established policies and procedures.
- Excessive cancellations or tardiness.
- Discourtesy to clients or fellow employees.

Disciplinary Action for Clinicians (the "Do Not Send" Policy and Process)

Clinicians follow a different disciplinary process to ensure Aequor is providing a high standard of service to our clients and to the delivery of safe, quality patient care. It follows the "Do Not Send" Prevention Program. The curriculum for this Program is included in the Do Not Send Prevention Program Addendum attached to this Handbook.

Employees will be held responsible for the information in the curriculum and quiz in both their clinical and professional / behavioral performances every time an employee works for Aequor.

When a performance issue arises, Aequor will use the point system outlined below. As employees can see, significant performance issues or ongoing performance issues could result in termination.

The following point system is used to determine termination as a result of Do Not Sends.

Number of Points	Infraction
1	<ul style="list-style-type: none">• Attitude / lack of professionalism / client service
2	<ul style="list-style-type: none">• Clinical incompetence – poor clinical performance• Poor time management• Medication Error• Documentation Deficiencies Lack of Compassion
3	<ul style="list-style-type: none">• Danger to patient.• No call No show.• Departing facility before end of shift secondary to dissatisfaction with assignment.• Do Not Send from any Travel Assignment regardless of origin
5	<ul style="list-style-type: none">• Illegal Behavior (Includes false identity; falsified documentation, use of or distribution of controlled substances etc.)• Patient abandonment. When clinician is under investigation for this behavior, they will be considered terminated until exonerated from all accusations.• Error resulting in patient death or permanent physical or mental damage• Self-terminating travel assignment without proper notice to facility or Staffing Agency.

A clinician who receives 5 points will be considered for termination. Any clinician involved in illegal activity will be terminated immediately.

Please feel free to contact the Aequor office, if the employee has any questions.

INCIDENTS AND SENTINEL EVENTS

As an Aequor employee, it is their duty and responsibility to promptly report any unsafe condition, sentinel event or unusual event that takes place. For further information about incident and/or sentinel event reporting, please review the Employee Orientation and Safety Manual and/or any facility-specific manual as applicable.

HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of Aequor's Employee Handbook. I understand that all of the policies in the Employee Handbook ("Handbook") apply to me, and that I am responsible for reading it and for knowing and complying with the policies set forth in it during my employment with Aequor.

I further understand, however, that the guidelines contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied. I also understand that, except for Aequor's at-will employment policy, Aequor may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because Aequor cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of Aequor's guidelines or procedures, I should consult with my Recruiter.

I understand and agree that my relationship with Aequor is "at-will," which means that my employment is for no definite period and may be terminated at the will of either Aequor or me any time, for any reason, with or without cause or advance notice. I also understand that Aequor may alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

I understand and agree that other than an Executive Vice President, no manager, supervisor or representative of Aequor has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only an Executive Vice President has the authority to make any such agreement and then only in writing and signed by an Executive Vice President.

Finally, my signature below certifies that I understand and agree that this Acknowledgment form contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment form supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment form.

I understand that nothing in the Employee Handbook or this Acknowledgement form shall be deemed to restrict or prohibit employees from engaging in concerted group activity and communications with co-employees to try to improve their working conditions, as provided under Section 7 of the National Labor Relations Act and under applicable law. If I believe compliance with the policies in this Handbook would conflict with such legal rights should promptly discuss the matter with the Recruiter.

I have carefully read and understand this Employee Handbook and this Acknowledgement Form.

Employee Name: _____

Date: _____

Signed: _____

ADDENDUM REGARDING THE DO NOT SEND PREVENTION PROGRAM CURRICULUM AND QUIZ

“Do Not Send” Prevention: Curriculum

Do Not Sends are usually subjective in nature. However, there are things Aequor clinicians can do to avoid Do Not Sends.

1. Be on time to all shifts.

Make sure you have accurate directions and facility phone number. Do not sign in and out at the same time!

Rationale: Arriving early or on-time allows the Agency clinician to familiarize themselves with the unit, get organized, meet the Charge Clinician. Signing in and out at the same time is fraud.

2. Take a detailed report.

Head to toe, system by system, neuro to Skin.

Review your patient’s charts, (ten to twenty minutes per chart) after report, and before lunch.

Rationale: This is of paramount importance! Sets the tone for the start of the shift, provides the foundation for the plan of care, focus of initial assessments and interventions. Further, taking a detailed report and reviewing the patient’s chart during the first half of your shift also prepares the Agency clinician to give a knowledgeable, relevant report.

3. Show Initiative.

Find the Charge clinician, introduce yourself, ask to be shown around, and inquire who your resource person may be for the shift (if initial shift at facility), if not the Charge clinician.

Communicate early and often any relevant information to the Charge clinician such as: changes in patient condition, difficulty with or questions about; assignment, staff, equipment or documentation tools.

Rationale: Allows Charge clinician to make adjustments or provide assistance in a timely manner, in order to provide the safest patient care and prevent a delay in patient treatment.

4. Avoid handling personal business during shift.

Talking on mobile phones or using facility information systems for personal use (other than in an emergency or away from patient care area during breaks) is a sure way to make an impression that will reflect poorly on the Agency clinician.

Rationale: This behavior often leads directly to a Do Not Send.

5. When in Rome... Make every attempt to do things the way the Facility you are working in does things.

Some Facilities want two clinicians to sign off on all **insulin** administration, **narcotic** administration and **lab specimens**. Please respect all of our facilities policies and procedures, without complaint or argument.

However, if you have been asked to perform a task or procedure you feel will place a patient in danger or you feel unqualified to perform, contact your immediate supervisor and/or go up the chain of command until you feel you have been able to express your concern professionally and respectfully.

If one of us as agency clinicians encounters a situation in which you feel obligated to challenge a request, in order to maintain the safest patient care environment. It is of vital importance that you:

1. Communicate with Aequor
2. Document the incident in your own words before leaving the facility.
3. Furnish signed and dated copies of your documentation of the incident to Aequor, the Nursing Supervisor of the facility in which you were working and retain a copy for yourself.

Rationale: Knowledge of, and compliance with each facilities policies and procedures are fundamental elements of professionalism, providing safe patient care and creating an impression that makes a facility ask for an Agency clinician by name.

6. Practice the Rights of Medication Administration.

- Right Patient
- Right Medication
- Right Dose
- Right Time
- Right Route
- Right Rate
- Right Reason
- Right Documentation
- Right Assessment
- Right Education
- Right Evaluation

If an agency clinician is confused regarding any aspect of the medication administration process, clarification with the physician becomes an immediate priority, to ensure safe medication administration.

Rationale: Medication errors are serious, and can lead to negative patient outcomes, extended hospitalization, severe injury and death. Most importantly for a careful, knowledgeable and conscientious Agency clinician, medication errors are almost always preventable.

7. Be conscious of Joint Commission National Patient Safety Goals in your practice.

- Improve the accuracy of patient identification.
- Improve the effectiveness of communication among caregivers.

- Improve the safety of using medications.
- Reduce the risk of health care-associated infections.
- Accurately and completely reconcile medications across the continuum of care.
- Reduce the risk of patient harm resulting from falls.

A complete and current set of National Patient Safety Goals should be posted or easily accessible on any unit in any Acute Care Facility.

Rationale: “The mission of Joint Commission is to continuously improve the safety and quality of care provided to the public” through the “support of performance improvement in healthcare organizations.”

8. Ask the Charge clinician to Audit your Charting a few hours before end of shift.

Having the charge clinician review our documentation, within a couple of hours of the end of your shift, displays exceptional accountability, reduces the healthcare provider and facility’s exposure to liability. Thorough documentation also helps convey important information to the following shift and ensures the necessary facts will be available when and if the chart is reviewed in the future.

Rationale: Complete documentation, is an essential component of effective, efficient nursing. Since many Agency clinicians work in multiple facilities in a short period of time, it is not an easy task to dot every “i” and cross every “t”, without help from a knowledgeable source.

9. Practice excellent client service.

Client service extends further than our patients and their families; it includes every person we come onto contact with while we are working. Our clients are every clinician, pharmacist, physician, respiratory care practitioner, etc. Every time we interact with another human being at work it is imperative that we greet that person with a friendly and helpful attitude.

Rationale: Treating our patients, their families, our colleagues and interdisciplinary team members with friendliness, respect and kindness creates an environment where being helpful and taking the extra step to solve someone’s problem is not the exception but the “norm”.

10. Take excellent care of your patient(s).

The reason hospitals exist is because people who are ill, injured or have had major surgery require 24-hour care. The necessity of 24-hour care is the reason why tens of thousands of hospitals across the US continue to operate, often at a loss.

Keep the person you are taking care of clean. Be gentle. Communicate kindly and effectively. Listen carefully. Show respect, for your patient’s privacy, age, culture, family and human existence. Spend time teaching them, explaining what is happening at any given moment. Explain what you are doing or giving your patients and why.

Rationale: As direct patient care providers taking good care of our patients what we should expect of ourselves, it is what we are expected to do. It is our ethical obligation. It is our job.

11. Remember This! ... When we are working for a TEMPORARY Staffing Firm “We are PERMANENTLY on PROBATION”

There are common reasons many of us work for Staffing Firms. We enjoy the flexibility, often making our own schedules, increased pay, getting paid sooner, working in new environments and meeting new people. We also need to be aware that there are trade-offs or things we give away for those benefits.

We are not employees of the facilities in which we are working. We are not “on staff”. We are not members of the union. We cannot expect to receive fair treatment. We will almost never get the best assignment. We might be “ganged up” on. We might not get help as soon as we ask for it. If we complain we can expect to be asked not to return. We have to out-perform our colleagues “on staff” every shift. We can never get comfortable.

Rationale: The key to being “successful” and enjoying our careers as providers who work for temporary staffing forms... is having as many places to work as possible. Having a wide range of choices will allow us to minimize interruptions to income when our favorite places do not need us. The sooner we let go of our expectations of being treated as if we were employees of the facilities we work in, on a TEMPORARY basis the greater chances we have of being successful.

Do Not Send Prevention: Quiz

Directions: Please take the quiz and return only the answer sheet to your Recruiter within 14 days.

1. **Its 4:45 a.m. and La Tasha Davis has just been confirmed for the day shift at a Medical Center across town from her. La Tasha lives in across town from and has never been to the Medical Center. Which of the sequences will below provide La Tasha with greatest chances of making a great first impression and having a successful shift?**
 - a. Wake up at 6:15 a.m., take a shower, get dressed, hit the road @ and head in general direction of the facility and call for directions from the car.
 - b. Get out of bed at 0500 obtain detailed directions and the nursing office phone number. Eat a small healthy breakfast, shower, dress neatly, gather nursing tools (ID badge, medication book, stethoscope etc.) and be on the road by 0545.
 - c. Get out of bed at 0500 go to the gym, come home, shower, get dressed, walk the dog, be on the road at 0705, call the staffing firm and say she got lost.
 - d. Refuse to go to the Medical Center located across town, call the staffing firm at 0730 and ask if the hospital she usually works at has any late call needs.

2. **Lynn Carson RN is alone at the Nursing station in a facility in which she has been working twice a week, for over year, she is faxing a new order to the Pharmacy. Before Lynn leaves the Nursing station the phone rings, and several lines are blinking. Which of the following answers is the best example of excellent client service?**
 - a. Lynn looks around and sees the unit secretary speaking to the charge clinician, the clinician manager, and two executives with hospital badges and wearing suits and yells out to the secretary that the “phones are ringing!” and walks away from the Nursing station.
 - b. Lynn answers the phone lines and politely explains to every caller that she is not the unit secretary and cannot help them before hanging up, and walking away from the Nursing station.
 - c. Lynn finishes faxing her new medication order to the Pharmacy, doesn’t acknowledge any of the phones ringing and walks away from the nursing station.
 - d. Lynn sits down at the nursing station answers all the lines and directs the calls courteously and professionally. Lynn then remains at the nursing station, handling the phones for a few minutes until unit secretary returns. Lynn then passes along all relevant information upon being relieved.

3. **Kenny Slater RN has an extremely heavy assignment working day shift in a very busy Telemetry unit for the first time. Kenny’s patients tell him he has done a great job. However, the night shift Charge Clinician makes Kenny a Do Not Send, stating incomplete**

documentation as the reason. Which of the options below is the most reliable way to prevent this from happening in the future?

- a. Kenny could have communicated the condition of his patients, explained how busy he was, asked for help and requested the dayshift Charge Clinician to audit his charts several hours before his shift ended.
- b. Kenny could have avoided fulfilling his pts requests, not followed up on MD orders, and missing medications and made completing his documentation his first priority.
- c. Kenny could have stated that his assignment was unfair and unsafe then complained to his patients and their families.
- d. Kenny could have done nothing more, it wasn't his fault. It was the hospital's fault for giving him such a hard assignment and not showing him all the details of the documentation process in the first place.

4. An MD on a pediatric floor orders .1mg of M.S. prn q 1° and a Dig level QD. Please write in the correct versions of the abbreviations used above, which comply with Joint Commission National Patient Safety Goals.

- a. *0.1mg of Morphine Sulfate prn q 1 hour, Digoxin level daily*

5. Its 0930 and Ude Amin RN, who also works as a Real Estate agent, is working in the ICU. At the end of her morning break, Ude checks her voice mail. Ude finds out an offer for a 2-million-dollar property, from one of her clients, has been accepted! Which of the following actions would be appropriate?

- a. Ude tells the Charge RN she has a severe family emergency and leaves the facility immediately.
- b. Ude excitedly calls the seller's broker back from the Nursing station, and asks him to fax the counter offer to the ICU, so she can fax it to her client right away.
- c. Ude waits until her lunch break to call the seller's broker back. She uses her mobile phone outside of the hospital.
- d. Ude uses the nursing station computer, logs on to the internet, and prints out pictures of the 2-million-dollar house she just sold. She then borrows another RN's calculator to estimate the commission she expects to earn from the sale.

Name: _____

Date: _____

CALIFORNIA ADDENDUM

ABOUT THIS CALIFORNIA ADDENDUM

This California Addendum applies generally to employees who primarily work out of California and supplements the guidelines and procedures set forth in the Handbook. In the event of a conflict between a provision in the Handbook and this Addendum, this Addendum will govern. Nothing contained in this Addendum changes the “at-will” nature of employment with Aequor. The contents of this Addendum are guidelines only and Aequor reserves the rights to modify its interpretation of, revise, supplement or rescind any provision in this Addendum as Aequor deems appropriate, in its sole discretion. Please refer to the Employee Handbook for the definition of any capitalized terms contained in this California Addendum that are not defined.

ADDENDUM TO AEQUOR’S REASONABLE ACCOMMODATIONS

In addition to the provisions in the Handbook, Aequor will also:

- Provide a reasonable accommodation to any California employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program (“Program”), provided it does not cause Aequor an undue hardship. Nothing in this section prohibits Aequor from taking any disciplinary action against an employee, including termination, due to the use of drugs or alcohol during working hours or inability to perform their duties in a manner which would not endanger their health or safety or the health or safety of others because of their current drug or alcohol use. Employees entering a Program may use accrued sick days or PTO while in the Program.
- Provide a reasonable accommodation and assist any employee who reveals a problem of illiteracy and requests that Aequor assist the employee in enrolling in an adult literacy education program, provided it does not cause Aequor undue hardship. A reasonable accommodation may include, but is not limited to, providing the employee with the locations of local literacy education programs or arranging for a literacy education provider to visit the jobsite.
- Provide a reasonable amount of break time to an employee desiring to express breast milk for an employee’s infant child, provided that the break time does not seriously disrupt the operations of Aequor. Additionally, Aequor will make reasonable efforts to provide an employee with the use of a room or other location, other than a bathroom, in close proximity to the employee’s work area, for the employee to express breast milk in private. Such a space will comply with the requirements of the California Labor Code, including, at minimum, an electrical outlet, a chair, a surface to place a breast pump and other personal items, a sink with running water, and a refrigerator for storing breast milk. If the lactation space is at times used for other purposes, its primary function shall remain a lactation space for employees, which will take precedence over all other uses.

Employees have the right to file a complaint with the Labor Commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations

ADDENDUM OVERTIME PAY FOR NONEXEMPT EMPLOYEES

From time-to-time, it may be necessary for nonexempt employees to perform overtime work in order to complete a job on time. Please review the Handbook for additional information on working overtime.

In addition to receiving premium pay for working more than 40 hours in a workweek, California-based nonexempt employees will be compensated at (i) one and one-half (1.5x) times the employee’s regular rate

of pay for all hours worked in excess of eight (8) hours up to and including twelve (12) hours, in any workday, and for the first eight (8) hours worked on the seventh (7th) consecutive day of work in a workweek; and (ii) double (2x) the employee's regular rate of pay for all hours worked in excess of twelve (12) hours in any workday and for all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in a workweek.

FLEXIBLE AND PREDICTABLE WORK SCHEDULES FOR EMPLOYEES BASED IN OR TELEWORKING INTO SAN FRANCISCO

Eligibility: The San Francisco Family Friendly Workplace Ordinance gives certain San-Francisco based employees the right to flexible or predictable working arrangements to assist with caregiving responsibilities unless that arrangement causes an undue hardship on Aequor. To qualify for this right, Aequor must have employed the employee for six (6) months or more; and the employee must regularly work for Aequor more than eight (8) hours per week.

Reason for Request: Employees may request a flexible or predictable working arrangement to assist with care for the following individuals, if the employee is the primary contributor to the ongoing care of such individual:

- A child or children under the age of eighteen;
- A person or persons with a serious health condition in a family relationship with the employee; or
- A person or persons (age 65 or older) with whom the employee has a family relationship.

Type of Requests: A flexible working arrangement means a change in the employee's terms and conditions of employment that provides flexibility to assist the employee with caregiving responsibilities. A predictable work schedule means a change in the employee's terms and conditions of employment that provides scheduling predictability to assist the employee with caregiving responsibilities.

Request Process: Please be advised that this Policy provides the employee with a right to specific process and not to specific outcome.

An employee may make this request orally or in writing. If made orally, Aequor will then provide the employee with a notice of rights and then instruct the employee to make the request in writing. Such writing must specify the arrangement the employee is seeking, the date on which the employee wants the request to become effective, the duration of the arrangement, and how the request is related to caregiving. Aequor reserves the right to request an appropriate verification of the employee's caregiving responsibilities prior to agreeing to a requested flexible or predictable working arrangement.

Within fourteen (14) days of their written notice of a request for a flexible or predictable working arrangement, Aequor may meet with the employee regarding the request, and unless otherwise agreed to between the employee and Aequor in writing, Aequor will respond to such within twenty-one (21) days of the date it receives their written notice. Aequor's response will: (a) grant the proposed arrangement in writing; (b) explain, in writing, that Aequor will engage in the interactive process to identify an alternative acceptable arrangement and thereafter Aequor will engage in such a process; or (c) deny the proposed arrangement if the request will result in an undue hardship for Aequor and explain the denial in a written response, which sets out the basis for the denial, notifies the employee or their right to request reconsideration by Aequor or file a complaint with the San Francisco Office of Labor Standards Enforcement, and includes a copy of the text of law regarding reconsideration.

Modification or Revocation of Arrangement: A flexible or predictable working arrangement may be altered by mutual agreement between the employee and Aequor. If Aequor concludes that such an

arrangement is causing it undue hardship, Aequor will engage in the interactive process with the employee in a good faith attempt to identify a different flexible or predictable working arrangement that would be acceptable to the employee and Aequor. If the interactive process is unsuccessful in identifying a different, mutually acceptable arrangement, Aequor or an employee may revoke the arrangement upon fourteen (14) days' written notice to the other party. The employee may thereafter submit a request for a different arrangement, which Aequor will consider as set forth above. If Aequor revokes the arrangement, an employee is entitled to an additional flexible or predictable working arrangement request during the twelve (12) month period.

Request for Reconsideration: If Aequor denies the employee's request for a flexible or predictable working arrangement, the employee may submit a request for reconsideration within thirty (30) days of Aequor's decision. Within twenty-one (21) day of receiving their request for reconsideration, Aequor will schedule a meeting with the employee to discuss their request. Aequor will notify the employee in writing within fourteen (14) days after this meeting of its final decision concerning their request for reconsideration. If Aequor denies the employee's request for reconsideration, Aequor will explain the basis for concluding that their request for a flexible or predictable working arrangement would cause Aequor undue hardship, and will provide the employee with notice of their right to file a complaint with the Office of Labor Standards Enforcement.

LEAVE AND OTHER TIME OFF

The following sections provide an overview of various entitlements regarding leave and other time off for California-based employees. Please note that some of these leaves are governed by law (such as the California Family Rights Act or Pregnancy Disability Leave), whereas others are internally set by Aequor and are covered in the Handbook (such as Paid Time Off and Paid Parental Leave). In some instances, and where permitted by law, the leaves provided will overlap depending on the reason for taking leave. If an employee has any questions about the leave entitlements described below or how the leave entitlements overlap, please contact Human Resources.

ADDENDUM TO SICK AND SAFE LEAVE

California employees are provided paid leave to, among other things, care for themselves or their family members when sick or in need of treatment, or to ensure their safety or the safety of their family members who are victims of domestic violence, sexual assault, or stalking ("sick and safe leave").

Sick and Safe Leave Eligibility: All California employees are eligible for paid sick and safe leave upon hire. Employees may take sick and safe leave in accordance with all state and local sick and safe leave variances, including San Francisco and San Diego sick and safe leave. Please note however, that Aequor may place an employee on short-term disability if the employee is absent for sick-related reasons for a certain number of consecutive days, subject to application and eligibility under Aequor's short-term disability program and/or state disability program.

Unless another increment is required by applicable law, sick and safe leave may be used in a minimum increment of one (1) hour.

Qualifying Reasons to Use Sick and Safe Leave: As a general overview, an employee may use sick and leave for the following reasons:

- For an employee or their family member if they are ill or injured, or for preventive care, or for the diagnosis, care or treatment of an existing health condition; or
- If an employee is a victim of domestic violence, sexual assault, or stalking and needs to:

1. seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
 2. obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
 3. obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking;
 4. participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation; or
 5. obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- To donate bone marrow or an organ to another person, or to care for or assist a family member or other designated person who has donated bone marrow or an organ to another person.
 - For any other reason permitted by applicable state and local law.

For purposes of this policy, family members include:

- A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- Spouse, registered domestic partner, or designated person in lieu of spouse or domestic partner;
- A grandparent or grandchild;
- A sibling; and
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Aequor may take disciplinary action, up to and including termination, against an employee who uses sick leave for a reason other than those provided for under the law.

Requesting Sick and Safe Leave: If the need for sick leave is foreseeable, employees must provide Aequor with reasonable advance notice. If the need for sick leave is unforeseeable, employees must provide notice as soon as practicable.

Written Verification: In the case of the need for leave because an employee is a victim of domestic violence, sexual assault, or stalking, Aequor may require the employee to provide documentation as follows:

- A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking.

In each instance, Aequor will not require that such documentation specify the details of the domestic violence, sexual assault, or stalking incident, and any documentation provided will be kept confidential.

In the case of the need for sick leave to care for the employee or their family member for more than three workdays, Aequor reserves the right to request appropriate documentation in the case of a clear instance or pattern of abuse of sick leave. Typically, Aequor will require documentation signed by a licensed medical professional confirming the need of the amount of sick leave used and that the sick leave was used for an authorized purpose under the law. Aequor will not ask the reason for the use of the leave or otherwise require the employee to disclose the personal health information of the employee or family member, except as otherwise permitted by applicable law.

In the case of the need for sick leave to donate bone marrow or an organ to another person, or to care for or assist a family member or other designated person who has donated bone marrow or an organ to another person, the employee must provide written verification that the employee or their family member or other designated person are an organ or bone marrow donor, and that there is a medical necessity for the donation.

Confidentiality: Aequor will not require the disclosure of details relating to employees or their family member's medical condition as a condition of providing sick time. Health information about an employee or their family member obtained solely for the purposes of utilizing sick time under this policy will be treated as confidential and will not be disclosed except by the employee, with the employee's permission or as otherwise permitted or required by law.

Carryover & Forfeiture: Sick and safe leave will accrue consistent with applicable law and the minimum required accrual caps will be used to limit sick and safe leave. Aequor does not pay out any unused sick and safe leave upon termination of employment unless required to do so pursuant to applicable law.

Concurrent Use of Other Leave: Aequor will run sick leave concurrently with other leaves as permitted by applicable law.

Retaliation Prohibited: Aequor will not retaliate against any employee asserting the right to use sick leave. For more information on sick leave entitlements, please contact Human Resources.

BEREAVEMENT LEAVE

Eligible employees will be allowed up to five unpaid days off to arrange and attend the funeral of a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law, during which time the employee will be required to use any unused and accrued paid sick leave consistent with applicable law. Leave taken pursuant to this bereavement leave does not need to be taken consecutively but must be taken within three months of the family member's death. Aequor reserves the right, consistent with applicable law, to request documentation of the family member's death.

CALIFORNIA FAMILY RIGHTS ACT

This section outlines an employee's rights under the California Family Rights Act (CFRA). The CFRA is a state-provided leave benefit that allows employees to take a total of 12 weeks of job-protected leave in a rolling 12-month period measured backwards from the date an employee uses CFRA leave (unless more time is required by law) for the specific reasons outlined below. Note, however, that the rolling 12-month period for military caregiver leave will be measured forward from the date the employee's last CFRA leave begins. Leave under the CFRA differs from other major leave entitlements such as the FMLA and state pregnancy-disability leave. For specific questions regarding the CFRA or how it may overlap with other leave entitlements, please contact Human Resources.

Eligibility: A California-based employee is eligible for up to 12 weeks of leave in any 12-month period, if the employee:

- Has more than 12 months of service with Aequor;
- Has worked at least 1,250 hours in the 12-month period before the date the leave would begin.

Reasons for Leave: Employees can take leave for:

- Bonding with or caring for a newborn child of an employee or the placement of a child with the employee for adoption or foster care;
- To care for the serious health condition of the employee's child, parent, spouse, domestic partner, grandparent, grandchild, or any "designated person";
- For the employee's own serious health condition that prevents the employee from performing their job duties; or
- Because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

Requesting Leave: If the need for leave is foreseeable, such as when it is based on an expected birth or placement for adoption or foster care or planned medical treatment, an employee must provide Human Resources with at least 30 days' advance notice of the intent to take leave. This notice may be verbal, but it must state the reason for the leave, and the anticipated timing and duration of the leave.

Intermittent or Reduced Schedule Leave: Employees may take leave to care for a serious health condition consecutively, or where medically necessary, intermittently (i.e., in permitted intervals) or on a reduced leave schedule. If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt Aequor's operations. In the case of bonding leave, employees must take leave in increments of at least two (2) weeks, except that an employee may request leave for a duration shorter than two weeks on two (2) occasions. Employees must take all bonding leave within one (1) year of the birth, adoption or foster care placement of the child.

Documentation: Documentation will be provided and required in accordance with applicable law. Please refer to the FMLA section in the Handbook for additional details regarding certification and other leave-related documentation.

Interaction with Other Leaves: For specific questions about how CFRA overlaps with other leave entitlements, please contact Human Resources. Leave under the CFRA will run concurrently with FMLA leave when the requirements for both statutes are met, except for leave taken for disability due to pregnancy, childbirth, or related medical conditions, in which case such leave may be covered by California Pregnancy Disability Leave ("PDL") and which will be covered by the PDL policy, Section 3-09, below. An employee who takes PDL may have the period of PDL and CFRA leave run sequentially, but not concurrently. Employees may be required to use any accrued sick days during the period of CFRA leave.

PREGNANCY DISABILITY LEAVE

Employees who are disabled due to pregnancy, childbirth, or related medical conditions are eligible for up to four (4) months of unpaid Pregnancy Disability Leave ("PDL"). For example, time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all generally covered by PDL.

Duration: PDL is only for period(s) of actual disability caused by the employee's pregnancy, childbirth or related medical conditions. PDL usually will begin when ordered by the employee's physician. PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis.

Notice: Where the need for the leave is foreseeable, an employee must provide at least 30 days' advance written notice before the leave is to begin. If 30 days' advance written notice is not possible, notice must be given as soon as practicable. Employees must consult with Human Resources regarding the scheduling of any planned medical treatment or supervision so as to minimize disruption to the operations of Aequor. To request PDL, an employee must complete and submit Aequor's Leave of Absence Request form, which the employee can get by contacting Human Resources

Certification and Reinstatement: Employees must provide a medical certification in connection with the PDL leave, including date of disability, probable duration of the disability, and whether the employee can perform the essential functions without undue risk. Under most circumstances, upon submission of a medical certification that the employee is able to return to work, the employee will be reinstated to the same or comparable position held at the time the leave began, unless that position has been eliminated due to business necessity or as otherwise permitted by law.

Interaction with Other Leaves: For specific questions about how PDL overlaps with other leave entitlements, please contact Human Resources. Employees may elect, but are not required to, use sick leave or accrued PTO during any portion of the leave to the extent not already covered by paid Maternity Disability Leave. Use of such leave will supplement any state disability benefits (such as those received from Stated Disability Insurance (SDI)) the employee may receive and will not extend the period of approved leave.

TIME OFF RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Any California employee who is a victim of domestic violence, sexual assault, or stalking may take sick and safe leave to protect the employee and/or the employee's children's health, safety or welfare, including to get a restraining order or other court order, to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking. If the employee needs time off because of domestic violence, sexual assault, or stalking, the employee should notify their supervisor as soon as practicable. Aequor will make all reasonable efforts to maintain the confidentiality of any employee requesting time off under this section.

PUBLIC HEALTH EMERGENCY LEAVE FOR SAN FRANCISCO EMPLOYEES

Employees who perform work in San Francisco are entitled to up to 80 hours of paid public health emergency leave ("PHEL") if a public health emergency is declared by the local or state public health officer.

PHEL may be used when eligible employees are unable to work or telework due to the following:

- The recommendations or requirements of an individual or general federal, state, or local health order (including an order issued by the local jurisdiction in which an employee or a family the employee is caring for resides) related to the public health emergency;
- The employee, or a family member the employee is caring for, has been advised by a healthcare provider to isolate or quarantine;

- The employee, or a family member the employee is caring for, is experiencing symptoms of and seeking a medical diagnosis, or has received a positive medical diagnosis. For a possible infectious, contagious, or communicable disease associated with the public health emergency;
- The employee is caring for a family member if the school or place of care of the family member has been closed, or the care provider of such family member is unavailable, due to the public health emergency; or
- An air quality emergency, if the employee primarily works outdoors and is diagnosed with heart or lung disease, has respiratory problems, is pregnancy, or is at least 60 years old.

PHEL, when available, is in addition to any paid time off. Any unused PHEL at the end of the year will not carry over into the following year. Instead, eligible employees will be awarded up to 80 PHEL hours at the beginning of each calendar year, unless applicable law dictates otherwise. PHEL is not paid out upon termination.

If an employee chooses to use PHEL, the employee should provide as much advance notice as reasonably practicable. Aequor reserves the right to require a doctor's note or other documentation as appropriate to confirm an employee's qualification to use PHEL for an air quality emergency.

LEAVE FOR EDUCATIONAL/DAYCARE PURPOSES

Employees will be granted time off without pay for up to 40 hours per calendar year, but no more than eight (8) hours in any calendar month, to:

- participate in the activities of schools or licensed child daycare facilities attended by their children,
- find, enroll, or reenroll their children in a school or with a licensed child care provider, or
- address a child care provider or school emergency (i.e., the school or child care provider requested that the child be picked up, there is a behavioral or discipline problem with the child that needs to be addressed with the school or child-care provider, there is a closure or unexpected unavailability of the school or child-care provider, or that there is a natural disaster, such as an earthquake or fire, requiring that the child be kept home or picked up from the school or child-care provider). [See Note 84]

Employees eligible for such leave are parents, step-parents, foster parents, grandparents, guardians or persons who stand in loco parentis (in the place of a parent) to a child.

Employees must substitute any accrued paid time off for purposes of a planned absence under this policy.

Employees wishing to take time off under this policy must provide their supervisors with reasonable notice of the planned absence. If both parents of a child are employed by Aequor at the same worksite, the request for time off under this policy will be granted to the first parent to provide notice of the need for time off. The request from the second parent will be accommodated if possible.

Aequor reserves the right to request that the employee furnish written verification from the school or daycare facility as proof that the employee participated in school or daycare activities on the specific date and at a particular time. Failure to provide written verification is grounds for disciplinary action.

JURY DUTY LEAVE

Aequor encourages employees to fulfill their civic duties related to jury service.

If employees receive a jury summons, the employee must inform HR as soon as possible to make arrangements for a leave of absence. Aequor provides no less than five days of regular pay on an annual basis for actual jury service. Aequor reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

Employees are expected to return to work if they are excused from jury duty during regular working hours or released from jury duty earlier than expected.

EMPLOYEE BENEFITS

PAID FAMILY LEAVE INSURANCE

Paid family leave (PFL) is unemployment compensation disability insurance benefits paid by the state to employees who suffer a wage loss when they take time off work to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new child. PFL does *not* provide employees with any additional leave entitlement; instead, it is a partial wage replacement program that supplements an employee's income when the employee uses qualifying leave under California state law.

Eligibility: To qualify for PFL benefits, an employee must:

- Need time off from work to care for a seriously ill family member or bond with a new child;
- Need time off from work to participate in a qualifying event because of a spouse, registered domestic partner, parent, or child's military deployment to a foreign country;
- Be covered by SDI (see SDI section below);
- Have earned at least \$300 in the past 5-18 months; and
- Submit a claim no later than 41 days after the family leave begins.

Benefits: Employees may receive up to eight (8) weeks of benefits within a 12-month period. The PFL insurance program is fully funded by employees' contributions through payroll deductions and is administered by the California Employment Development Department (EDD). To request PFL, an employee must complete and submit the applicable PFL forms (and any necessary supporting documentation), which the employee can get by contacting Human Resources. Paid Family Leave insurance provides employees with 60 to 70 percent of their weekly salary, depending on their income capped at an amount set by the State. The benefit amount is calculated from an employee's highest quarterly earnings over the past 5 to 18 months prior to the start of the claim.

Documentation: For caregiving claims, employees must supply a medical certification showing that the care recipient has a serious health condition and requires the employee's care. This needs to be completed by the care recipient's physician/practitioner. Other information about the care recipient and the care recipient's signature is also required. For bonding claims, employees must provide documentation showing proof of relationship between the employee and the child (e.g., a copy of the child's birth certificate, adoptive placement agreement, or foster care placement record). Further, leave must be taken within 12 months of the child entering the family.

San Francisco Paid Parental Leave (San Francisco Employees Only): San Francisco employees receiving California Paid Family Leave (PFL) benefits may be entitled to parental leave supplemental benefits (SFPL benefits) where they take leave to bond with a new child. As noted above, the California Paid Family Leave program provides employees with benefits typically equaling between 60-70% of their wages up to a maximum amount during the eight-week leave period. The San Francisco Paid Parental Leave ordinance requires Aequor to pay the remaining percentage of wages to covered employees using leave to bond with a new child, such that the employee would receive 100% of their weekly wages, subject to a weekly maximum benefit amount, for up to eight weeks. If the percentage of the employee's wages due under the California Paid Family Leave program changes, the percentage due under the ordinance will change accordingly. The supplemental compensation under the ordinance amount is capped at an amount determined by the City of San Francisco.

A covered employee is an employee who has satisfied all of the following requirements:

- Has been working for Aequor for at least 180 days before the start of their California PFL leave period;
- Works at least eight hours per week for Aequor in San Francisco;
- Works at least 40% of total weekly hours within the geographic boundaries of San Francisco;
- Is receiving paid family leave benefits to bond with a new child under the California Paid Family Leave Law.

Under the law, to be eligible to receive SFPL benefits, employees must first apply for PFL benefits through the EDD and then SFPL benefits through Aequor.

Interaction with Other Leaves: For specific questions about how PFL interacts with other leave entitlements, please contact Human Resources. If an employee applies for PFL, and if applicable, SFPL benefits, Aequor may require employees to use up to two (2) weeks of accrued PTO before receiving PFL, and if applicable, SFPL benefits. In addition, employees may elect to use other accrued sick and safe time or PTO to receive full salary during any period they are receiving PFL, and if applicable, SFPL benefits. All benefits employees receive from any source, including from Aequor and any state-administered leave or benefits program, will be integrated so that employees do not receive more than 100% of their regular earnings. It is the responsibility of the employee and Aequor to ensure that the employee does not receive more than 100% of their normal wages when receiving integrated PFL, and if applicable, SFPL, benefits.

SHORT-TERM DISABILITY

California law requires Aequor to deduct a certain amount from all California-based employees' pay to provide SDI. SDI provides short-term disability insurance wage replacement benefits to eligible workers who need time off work. Employees may be eligible for SDI if they are unable to work due to a non-work-related illness or injury, pregnancy, or childbirth. Benefit amounts are based on wages paid during a specific 12-month base period, determined by the date the claim begins. To receive SDI benefits, an employee must:

- File a claim for SDI benefits online at: https://www.edd.ca.gov/disability/SDI_Online.htm, or by submitting a paper claim form;
- Have at least \$300 in wages that were subject to SDI contributions during the employee's 12-month base period; and
- Have the employee's physician/practitioner certify to the employee's disability by completing the "Physician/Practitioner Certification."

SDI will run concurrently with any other applicable family and medical leave, except where otherwise required by law. If an employee is eligible for SDI benefits under Aequor's separate, supplemental short-term disability plan, the employee will receive weekly benefits up to 66 2/3% of earnings, for a weekly maximum of \$2,000, reduced by the amount of any state benefits paid to the employee. However, if an employee is eligible for PMDL benefits leave under Aequor's separate Maternity Disability Leave policy, then in addition to the SDI benefits provided under California law and Aequor's supplemental short-term disability plan, Aequor will further supplement the employee's weekly salary consistent with that policy.

For information concerning these benefits, please contact Human Resources or the EDD.

COLORADO ADDENDUM

ABOUT THIS COLORADO ADDENDUM

This Colorado Addendum applies generally to employees who primarily work out of Colorado and supplements the guidelines and procedures set forth in the Handbook. In the event of a conflict between a provision in the Handbook and this Addendum, this Addendum will govern. Nothing contained in this Addendum changes the “at-will” nature of employment with Aequor. The contents of this Addendum are guidelines only and Aequor reserves the rights to modify its interpretation of, revise, supplement or rescind any provision in this Addendum as Aequor deems appropriate, in its sole discretion. Please refer to the Employee Handbook for the definition of any capitalized terms contained in this Colorado Addendum that are not defined.

ADDENDUM OVERTIME PAY FOR NONEXEMPT EMPLOYEES

From time-to-time, it may be necessary for nonexempt employees to perform overtime work in order to complete a job on time. Please review the Handbook for additional information on working overtime.

In addition to receiving premium pay for working more than 40 hours in a workweek, Colorado-based nonexempt employees will be compensated at (i) one and one-half (1.5x) times the employee’s regular rate of pay for all hours worked in excess of twelve (12) hours in any workday or all hours worked in excess of twelve (12) consecutive hours.

LEAVE AND OTHER TIME OFF

FMLA

In addition to the reasons outlined in the Employee Handbook, Colorado employees may take leave to care for either:

- A partner in a civil union with a serious health condition.
- A domestic partner with a serious health condition.

Further, adoptive parents are entitled to the same protections under the FMLA as afforded to biological parents.

ADDENDUM TO SICK AND SAFE LEAVE

Sick and Safe Leave Eligibility: Colorado employees are eligible for paid sick and safe leave upon hire consistent with applicable law. Employees may take sick and safe leave in accordance with all state and local sick and safe leave variances. Please note however, that Aequor may place an employee on short-term disability if the employee is absent for sick-related reasons for a certain number of consecutive days, subject to application and eligibility under Aequor’s short-term disability program and/or state disability program.

Qualifying Reasons to Use Sick and Safe Leave: An employee may take leave under the Colorado Healthy Families and Workplaces Act for:

- time needed for diagnosis, care, or treatment of, or recovery from, an employee’s mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;

- time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
- time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or
- time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

Requesting Sick and Safe Leave: If the need for sick and safe time is foreseeable (i.e. an employee is able to predict or know in advance that they will need to use sick and safe leave), Aequor requires the employee to provide seven (7) days advance notice of their intention to use sick and safe time. Employees should notify their supervisor of the need to use sick and safe time by phone or by email. If the need is unforeseeable, the employee must give notice as soon as practicable. Aequor may deny the use of sick and safe time if an employee does not provide proper notice.

Sick and Safe Leave Usage: Unless another increment is required by applicable law, sick and safe time must be used in hourly increments, provided that any use of sick and safe leave in one day cannot exceed the number of hours the employee was scheduled to work a shift that day.

Certification: If an employee uses earned sick leave on four (4) or more consecutive days, Aequor may require documentation consistent with applicable law. Aequor may not pay out sick and safe time unless and until the employee provides the required documentation, and failure to provide such documentation within (7) days may result in the denial of use of such sick and safe time. In addition, Aequor may take disciplinary action, up to and including termination, against an employee who uses sick and safe time for purposes other than those provided in this section or by applicable law.

Confidentiality: Aequor will not require the disclosure of details relating to an employee's or their family member's medical condition or the details relating to domestic violence, sexual assault or stalking as a condition of providing sick and safe time. Health information about an employee or an employee's family member obtained solely for the purposes of utilizing sick and safe time under this policy will be treated as confidential and will not be disclosed except with the permission of the affected employee or as otherwise permitted or required by law.

Carryover and Forfeiture: Sick and safe leave will accrue consistent with applicable law and the minimum required accrual caps will be used to limit sick and safe leave. Aequor does not pay out any

unused sick and safe leave upon termination of employment unless required to do so pursuant to applicable law.

Concurrent Use of Other Leave: Aequor will run sick and safe leave concurrently with other leaves as permitted by applicable law.

COURT ATTENDANCE AND WITNESS DUTY LEAVE

Aequor provides unpaid leave to employees to testify before a committee of the general assembly or a court of law, or to speak to a member of the general assembly at the request of the committee, member, or court. If employees are summoned or otherwise requested to testify or speak to a committee of the general assembly or a court of law, the employee must inform their supervisor immediately so arrangements can be made to accommodate their absence.

QUALIFIED VOLUNTEER SERVICE IN A DISASTER LEAVE POLICY

Permanent employees who are qualified volunteers under the meaning specified in Section 24-33.5-824 of the Colorado Revised Statutes may take a leave of absence to serve a volunteer organization in a disaster. Leave under this section is unpaid and is limited to 15 workdays in any calendar year.

To be eligible for this leave, employees must:

- Be called into service for a disaster or for a training exercise, drill, or class conducted in preparation for a disaster.
- Be a qualified volunteer.
- Return to work as soon as possible after being relieved from emergency volunteer service.

Aequor may require employees to provide proof that shows:

- The employee was called to service for assistance in a disaster or during a training exercise, drill, or class conducted in preparation for a disaster.
- The employee reported for service and performed the activities required of volunteers.
- The number of days of service performed.

Taking leave under this section does not affect their rights to sick leave, bonus, advancement, or any other employment benefits or advantages, and the employee will be returned to the position they employee held before the leave of absence or to a similar position.

Aequor reserves the right to restrict leave granted under this policy to no more than 20% of its employees on any given work day. Aequor also reserves the right to refuse leave under this section to any employees Aequor deemed essential. Essential employees are either:

- Essential to the operation of Aequor's enterprise.
- Employees whose absence would likely cause Aequor to suffer economic injury.
- Employees whose duties include assisting in disaster recovery for Aequor.

VOLUNTEER FIREFIGHTER LEAVE POLICY

Employees serving as volunteer firefighters under Section 31-30-1131 of the Colorado Revised Statutes may take a leave of absence to respond to an emergency summons within the response area of their volunteer fire department, if the summons requires all firefighters to respond. Leave under this section is

unpaid and is limited to the duration of the summons. Aequor may deduct time lost from employment due to a response to an emergency summons from the wages of an employee who takes volunteer firefighter leave. Employees whose service is essential to daily operations are not permitted to take a leave of absence under this policy.

To be eligible for this leave, employees must provide:

- Written documentation from the fire chief of their volunteer fire department attesting to their status as a volunteer firefighter (this must be provided before the leave).
- A written statement from the fire chief verifying the time, date, and duration of their response.

Aequor reserves the right to refuse leave under this section to any employees Aequor deemed essential. Essential employees are either:

- Essential to the operation of Aequor's enterprise.
- Employees whose absence would likely cause Aequor to suffer economic injury.

Employees whose duties include assisting in disaster recovery for Aequor.

JURY DUTY LEAVE

Aequor encourages employees to fulfill their civic duties related to jury service.

If employees receive a jury summons, the employee must inform HR as soon as possible to make arrangements for a leave of absence. Aequor reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

Employees are expected to return to work if they are excused from jury duty during regular working hours or released from jury duty earlier than expected.

VOTING LEAVE

Employees may take up to two (2) hours of leave to vote in elections. Leave under this policy is unpaid. Employees may choose to use available accrued but unused paid sick time in lieu of unpaid leave.

Employees must request leave under this policy from the facility before taking time off to vote and should inform their Recruiter if the leave is approved by the facility.

WITNESS AND VICTIMS OF CRIME LEAVE POLICY

Criminal Proceedings

Aequor acknowledges that, on occasion, employees may have an obligation to participate in criminal legal proceedings either as a witness or because the employee or an immediate family member was victimized by a criminal act. Aequor authorizes leave to attend those proceedings under circumstances described in this policy.

If employees are subpoenaed to attend a criminal proceeding either as a witness or as a crime victim or an immediate family member of a crime victim, the employee must inform HR as soon as possible to make arrangements for a leave of absence. Aequor reserves the right to require employees to provide proof of the need to attend the criminal proceedings to the extent authorized by law.

Employees who must attend criminal proceedings for reasons authorized by this policy will take unpaid time off. Employees may opt to use any available accrued paid sick time in place of unpaid leave if permitted by applicable law.

For purposes of this policy, close family member includes:

- Spouse
- Civil union or domestic partner, including same-sex partners
- Child
- Step-child
- Parent
- Step-parent
- Sibling
- Legal guardian
- Significant other
- Lawful representative
- Parent-in-law
- Brother-in-law
- Sister-in-law
- Son-in-law
- Daughter-in-law
- Grandparent
- Grandchild
- Member of the employee's immediate household

Parent and child relationships include step, foster, and adopted relationships, and relationships based on one individual's legal guardianship or in loco parentis relationship to another.

Relationships traditionally defined by marital status, such as a parent-in-law or daughter-in-law, include equivalent relationships based on one's same-sex marriage or status as a civil union or domestic partner.

Employees are expected to return to work if they are excused from the criminal proceedings during regular working hours or released from the criminal proceeding earlier than expected.

This policy does not extend leave to employees seeking leave because they have committed or are alleged to have committed a criminal act.

Civil Proceedings

Aequor acknowledges that, on occasion, employees may have an obligation to participate in civil proceedings as a witness. Aequor authorizes leave to attend those proceedings under circumstances described in this policy.

If employees are required to attend a civil proceeding because they have been issued a subpoena, the employee must inform HR upon receipt of the subpoena to make arrangements for a leave of absence. Aequor reserves the right to require employees to provide proof of the need to attend the proceedings to the extent authorized by law.

Employees who must attend civil proceedings for reasons authorized by this policy will take unpaid time off. Employees may opt to use any available accrued paid sick time in place of unpaid leave if permitted by applicable law.

Employees are expected to return to work if they are excused from the civil proceedings during regular working hours or released from the civil proceeding earlier than expected.

This policy does not extend leave to employees seeking leave because they or their family member(s) are a party to a civil lawsuit.

Colorado Domestic Violence Victim Leave

If employees are the victim of domestic abuse, stalking, sexual assault, or any other domestic violence-related crime, they may take up to three days of unpaid leave in any 12-month period in order to:

- Seek a civil protection order to prevent domestic abuse.
- Obtain medical or mental health care for themselves or their children.
- Make their home secure or seek new housing to escape from the perpetrator.
- Seek legal assistance and prepare for and attend court-related proceedings.

To be eligible employees must have both:

- Been employed with Aequor for 12 months or more.
- Exhausted any accrued and unused sick leave.

If employees require leave from work because they have been a victim of domestic violence, the employee must inform HR to make arrangements for the leave of absence. If there is a threat of imminent danger and advance notice cannot be given, the employee must notify HR as soon as possible that their absence is due to domestic violence.

Aequor reserves the right to require employees to provide proof of the need for leave for a purpose related to domestic violence to the extent authorized by law. Information provided by the employee for this purpose shall be kept confidential by Aequor.

Use of Paid Sick Leave for Victims of Domestic Violence

If employees are a victim of domestic or sexual violence or are a family member of a victim of domestic or sexual violence the employee may use sick and safe leave for the purposes of seeking or receiving:

- Medical attention required for a physical or psychological injury.
- Services from a domestic violence agency or victim services organization.
- Psychological or other counseling.
- Relocation.
- Legal services, including preparing for or participating in a criminal or civil legal proceeding.

If employees need to take sick leave related to domestic or sexual violence, the employee should make a good faith effort to contact their supervisor or HR before the start of their shift, except in emergency circumstances, in which case the employee should contact their supervisor as soon as practicable.

Any employee who takes four (4) or more consecutive sick days must provide documentation attesting that the employee took leave for an authorized purpose.

For purposes of this policy, family member means a person related by blood, marriage, civil union, or adoption, any individual with whom the employee has or had an in loco parentis relationship, or any individual for whom the employee is responsible for providing or arranging health- or safety-related care.

If the requested leave is also covered under FMLA or any other leave, paid sick leave will run concurrently with those leaves.

KENTUCKY ADDENDUM

NOTICE OF CRIMINAL RECORD CHECK

Each application form provided by the employer, or each application form provided by a facility either contracted or operated by the Department for Behavioral Health, Developmental and Intellectual Disabilities of the Cabinet for Health and Family Services, to the applicant for initial employment in an assisted living community, nursing facility, or health care services agency providing staff to a nursing facility, or in a position funded by the Department for Community Based Services of the Cabinet for Health and Family Services or the Department for Aging and Independent Living of the Cabinet for Health and Family Services and which involves providing direct care services to senior citizens shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT."

Any request for criminal records of an applicant as provided under subsection (1) of this section shall be on a form or through a process approved by the Justice and Public Safety Cabinet or the Administrative Office of the Courts. The Justice and Public Safety Cabinet or the Administrative Office of the Courts may charge a fee to be paid by the applicant or state agency in an amount no greater than the actual cost of processing the request.

RESTRICTIONS ON HEALTHCARE SERVICES AGENCY - CONTRACTS

- (1) A health care services agency shall not:
 - (a) Restrict in any manner the employment opportunities of any direct care staff that is contracted with or employed by the agency, including but not limited to contract buy-out provisions or contract non-compete clauses;
 - (b) Require, in any contract with direct care staff, an assisted living community, a long-term care facility, or a hospital, the payment of liquidated damages, employment fees, or other compensation should the employee be hired as a permanent employee of the assisted living community, long-term care facility, or hospital, except in cases where the damages, fees, or compensation are payable solely by the assisted living community, long-term care facility, or hospital and the contract with the assisted living community, long-term care facility, or hospital specifies that the amount will be reduced pro-rata based on the length of time the direct care staff performs services for the assisted living community, long-term care facility, or hospital while on the payroll of the health care services agency; or
 - (c) Solicit or recruit the current staff of an assisted living community, long-term care facility, or hospital, or require, as a condition of employment, assignment, or referral, that their employees recruit new employees for the agency from among the current employees of the assisted living community, long-term care facility, or hospital to which the agency employees are employed, assigned, or referred.
- (2) Any contract between a health care services agency and direct care staff that does not comply with subsection (1) of this section shall be considered an unfair trade practice and be void pursuant to KRS 365.060.

PROHIBITION AGAINST EMPLOYING CERTAIN FELONS AT LONG-TERM CARE FACILITIES, HEALTHCARE SERVICES AGENCIES PROVIDING STAFF TO NURSING FACILITIES, OR IN ASSISTED LIVING COMMUNITIES – PREEMPLOYMENT CHECK WITH JUSTICE AND PUBLIC SAFETY CABINET – TEMPORARY EMPLOYMENT

- (1) No long-term care facility as defined by KRS 216.535(1), health care services agency providing staff to a nursing facility, or assisted living community shall knowingly employ a person in a position which involves providing direct care services to a resident or client if that person has been convicted of a felony offense related to theft; abuse or sale of illegal drugs; abuse, neglect, or exploitation of an adult; or a sexual crime.
- (2) A nursing facility, health care services agency providing staff to a nursing facility, or assisted living community may employ persons convicted of or pleading guilty to an offense classified as a misdemeanor if the crime is not related to abuse, neglect, or exploitation of an adult.
- (3) Each long-term care facility as defined by KRS 216.535(1), health care services agency providing staff to a nursing facility, or assisted living community shall request all conviction information from the Justice and Public Safety Cabinet for any applicant for employment pursuant to KRS 216.793.
- (4) The long-term care facility, health care services agency providing staff to a nursing facility, or assisted living community may temporarily employ an applicant pending the receipt of the conviction information.

MICHIGAN ADDENDUM

ABOUT THIS MICHIGAN ADDENDUM

This Michigan Addendum applies generally to employees who primarily work out of Michigan and supplements the guidelines and procedures set forth in the Handbook. In the event of a conflict between a provision in the Handbook and this Addendum, this Addendum will govern. Nothing contained in this Addendum changes the “at-will” nature of employment with Aequor. The contents of this Addendum are guidelines only, and Aequor reserves the rights to modify its interpretation of, revise, supplement or rescind any provision in this Addendum as Aequor deems appropriate, in its sole discretion. Please refer to the Employee Handbook for the definition of any capitalized terms contained in this Michigan Addendum that are not defined.

LEAVE AND OTHER TIME OFF

The following sections provide an overview of various entitlements regarding leave and other time off for Michigan-based employees. Please note that some of these leaves are governed by law, whereas others are internally set by Aequor and are covered in the Handbook. In some instances, and where permitted by law, the leaves provided will overlap depending on the reason for taking leave. If an employee has any questions about the leave entitlements described below or how the leave entitlements overlap, please contact Human Resources.

ADDENDUM TO SICK AND SAFE LEAVE

Sick and Safe Leave Eligibility: Michigan employees are eligible for paid sick and safe leave upon hire where permitted by applicable law. Employees may take sick and safe leave in accordance with all state and local sick and safe leave variances. Please note however, that Aequor may place an employee on short-term disability if the employee is absent for sick-related reasons for a certain number of consecutive days, subject to application and eligibility under Aequor’s short-term disability program and/or state disability program.

Qualifying Reasons to Use Sick Leave: Employees may use sick time for the following reasons:

- The eligible employee’s or the eligible employee’s family member’s:
 - mental or physical illness, injury, or health condition;
 - medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
 - preventative medical care.
- If either the eligible employee or eligible employee’s family member is the victim of domestic violence or sexual assault, to:
 - obtain medical care or psychological or other counseling for physical or psychological injury or disability;
 - obtain services from a victim services organization;
 - relocate due to the domestic violence or sexual assault;
 - obtain legal services; or
 - participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For closure of the eligible employee’s primary workplace ordered by public officials because of a public health emergency.

- To care for the eligible employee's child whose school or place of care has been closed by a public official because of a public health emergency.
- If health authorities determine that the eligible employee's or eligible employee's family member's presence in the community would jeopardize the health of others because of the eligible employee's or the family member's exposure to a communicable disease, whether or not the person has actually contracted the disease.
- For any other reason as permitted by applicable federal, state or local law.

A family member is defined as:

- A child (biological, adopted, foster, step, legal ward, or child to whom the eligible employee stands in the place of a parent).
- A parent of the eligible employee or the eligible employee's spouse (biological, foster, step, adoptive, legal guardian, or an individual who stood in place of a parent to the eligible employee as a minor child).
- A legal spouse under the laws of any state.
- A grandparent.
- A grandchild.
- A sibling (biological, foster, or adopted).

Requesting Sick Leave; Documentation. If the need to use paid sick time is foreseeable, employees should provide Aequor with advance written notice of the intention to use such sick time, not to exceed 7 days prior to the date such leave is to begin. If the need to use paid sick time is not foreseeable, please provide notice of the intention to use paid sick time as soon as practicable. For paid sick time of 3 or more consecutive days, employees may be asked to provide Aequor with reasonable documentation that such sick time is being taken for a permitted reason in accordance with this Policy.

Carryover and Forfeiture: Sick and safe leave will accrue consistent with applicable law and the minimum required accrual caps will be used to limit sick and safe leave. Aequor does not pay out any unused sick and safe leave upon termination of employment unless required to do so pursuant to applicable law.

Concurrent Use of Other Leave: Aequor will run sick and safe time concurrently with other leaves as permitted by applicable law.

MASSACHUSETTS ADDENDUM

ABOUT THIS MASSACHUSETTS ADDENDUM

This Massachusetts Addendum applies generally to employees who primarily work out of Massachusetts and supplements the guidelines and procedures set forth in the Handbook. In the event of a conflict between a provision in the Handbook and this Addendum, this Addendum will govern. Nothing contained in this Addendum changes the “at-will” nature of employment with Aequor. The contents of this Addendum are guidelines only, and Aequor reserves the rights to modify its interpretation of, revise, supplement or rescind any provision in this Addendum as Aequor deems appropriate, in its sole discretion. Please refer to the Employee Handbook for the definition of any capitalized terms contained in this Massachusetts Addendum that are not defined.

ADDENDUM TO AEQUOR’S REASONABLE ACCOMMODATIONS WITH RESPECT TO LACTATION IN THE WORKPLACE

In accordance with applicable state law and Company policies, Aequor does not discriminate against employees regarding pregnancy or pregnancy-related conditions, including but not limited to, lactation or the need to express breast milk for a nursing child. Employees who are pregnant or have a related medical condition will be provided routine accommodations upon request, such as: (1) more frequent or longer paid or unpaid breaks; (2) time off to attend to a pregnancy complication or recover from childbirth with or without pay; (3) acquisition or modification of equipment or seating; (4) temporary transfer to a less strenuous or hazardous position; (5) job restructuring; (6) limitations on lifting greater than 20 pounds; (7) light duty; or (8) a modified work schedule. Individuals who require accommodations to enable them to perform the essential functions of their job or the position to which they have applied, may make a request to the Human Resources Department.

When an employee makes a request for a reasonable accommodation, Aequor will engage in a timely, good faith interactive dialogue with the employee to determine an effective and reasonable accommodation to enable them to perform the essential functions of the job or the position to which they have applied. As part of that process, Aequor may meet with the employee to discuss the requested accommodation, and may request that the employee provide documentation from an appropriate health care or rehabilitation professional supporting the need for a reasonable accommodation. If Aequor requests medical documentation, the employee must ensure that complete information is returned within 15 days of the request. Failure to provide requested documentation on time (or at all) may delay Aequor’s ability to provide reasonable accommodations and/or result in the denial of the request for accommodations. If Aequor determines that the requested accommodation will be effective and is feasible without imposing an undue hardship, Aequor will make the accommodation. Aequor may also propose an alternative but equally effective accommodation.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodations under this policy should contact a member of the Human Resources Department.

LEAVE AND OTHER TIME OFF

The following sections provide an overview of various entitlements regarding leave and other time off for Massachusetts-based employees. Please note that some of these leaves are governed by law, whereas others are internally set by Aequor and are covered in the Handbook (such as Paid Time Off and Paid Parental Leave). In some instances, and where permitted by law, the leaves provided will overlap depending on the reason for taking leave. If an employee has any questions about the leave entitlements described below or how the leave entitlements overlap, please contact Human Resources.

ADDENDUM TO SICK AND SAFE LEAVE

Sick and Safe Leave Eligibility: Massachusetts employees are eligible for paid sick and safe leave upon hire as permitted under applicable law. Employees may take sick and safe leave in accordance with all state and local sick and safe leave variances. Please note however, that Aequor may place an employee on short-term disability if the employee is absent for sick-related reasons for a certain number of consecutive days, subject to application and eligibility under Aequor's short-term disability program and/or state disability program.

Qualifying Reasons to Use Sick Leave: Employees may use sick time for the following reasons:

- Care for the employee's own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care;
- Care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
- Attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse;
- Address the psychological, physical, or legal effects of domestic violence against the employee or the employee's dependent child;
- Travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken; or
- For any other reason as permitted by applicable federal, state or local law.

Requesting Sick Leave; Documentation. If the need to use paid sick time is foreseeable, employees should provide Aequor with advance written notice of the intention to use such sick time, not to exceed 7 days prior to the date such leave is to begin. If the need to use paid sick time is not foreseeable, please provide notice of the intention to use paid sick time as soon as practicable. For paid sick time of 3 or more consecutive days, employees may be asked to provide Aequor with reasonable documentation that such sick time is being taken for a permitted reason in accordance with this Policy.

Carryover and Forfeiture: Sick and safe leave will accrue consistent with applicable law and the minimum required accrual caps will be used to limit sick and safe leave. Aequor does not pay out any unused sick and safe leave upon termination of employment unless required to do so pursuant to applicable law.

Concurrent Use of Other Leave: Aequor will run sick and safe time concurrently with other leaves as permitted by applicable law.

MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE

Aequor provides eligible employees with paid family and medical benefits leave through Aequor's private paid leave plan pursuant to the Massachusetts Paid Family and Medical Leave law (MAPFML).

Payments: Consistent with applicable law, an employee's benefit amount will be based on their average weekly earnings, up to a maximum of \$1,084.31 per week, adjusted annually by the Department of Family and Medical Leave (the "Department"), and the available leave benefits provided by Aequor through its private plan will be at least as generous as is required under applicable law.

Reasons for Leave: Eligible employees may be entitled to up to:

- 12 weeks of paid family leave in a benefit year for the birth, adoption, or foster care placement of a child, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces.
- 20 weeks of paid medical leave in a benefit year if the employee has a serious health condition that incapacitates the employee from work.
- 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious health condition relating to the family member's military service.
- 12 weeks of paid family leave in a benefit year to care for a family member with a serious health condition;
- 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.

The benefit year is defined as the rolling 12-month period starting from the Sunday immediately preceding the employee's first absence from work for a qualifying leave reason.

Intermittent or Reduced Schedule Leave: An employee may generally take MAPFML on an intermittent or reduced schedule basis in accordance with the MAPFML law, provided that an employee may only take family leave for purposes of child bonding on an intermittent basis if Aequor and the employee mutually agree.

Requesting Leave: Employees must file claims for MAPFML benefits with the Department using the Department's forms. Forms and claim instructions will be available on the Department's website at www.mass.gov/DFML or from Human Resources. Employees are required to provide at least 30 days' notice to Human Resources of the anticipated starting date of any leave, the anticipated length of the leave and the expected date of return. An employee who is unable to provide 30 days' notice due to circumstances beyond their control is required to provide notice as soon as practicable. Documentation will be required and provided in accordance with applicable law and Department rules.

Coordination with other Leaves: MAPFML leave will run concurrently with leave taken under any other Company policy and/or other applicable state or federal leave law, including the Massachusetts Parental Leave Act (see below), the FMLA, and any other leave for which the employee may be eligible, as applicable, where the reasons for leave overlap. Employees who are eligible for PPL benefits or Aequor's short-term disability policy and MAPFML, must apply for MAPFML benefits in accordance with applicable procedures in order to receive PPL benefits.

All benefits an employee receives from any source, including from Aequor (such as Aequor's Paid Parental Leave policy) and any state-administered leave or benefits program, will be integrated so that an employee does not receive more than 100% of their regular earnings. It is the responsibility of the employee and Aequor to ensure that the employee does not receive more than 100% of their normal wages when receiving integrated MAPFML.

Job Protection, Maintenance of Benefits and Anti-Retaliation: Eligible employees who take MAPFML will generally be restored to their previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave except where otherwise permitted by law. Aequor will continue to provide for and contribute to employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if the eligible employee had been working continuously for the duration of the leave. It is unlawful for Aequor to discriminate or retaliate against an eligible employee for exercising any right to which the employee is entitled under MAPFML. An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court.

MASSACHUSETTS PARENTAL LEAVE ACT

Full-time employees who have been employed full-time for at least three (3) months, are eligible to take up to eight (8) weeks of unpaid leave (MAPL) per child for:

- the birth of the employee's child; or
- the adoption or legal placement with the employee of a child under the age of 18; or
- the adoption or legal placement with the employee of a person under the age of 23, who is mentally or physically disabled.

Any two employees of Aequor are limited to a total of 8 weeks of MAPL, in aggregate, for the birth, adoption, or placement of the same child.

Notice. The employee seeking a MAPL must submit their request in writing to their manager at least two weeks prior to the anticipated date of departure. The leave request should also include the date the employee is planning on returning to work.

Coordination with Other Leaves: If an employee's MAPL request also qualifies under the FMLA, Aequor will notify the employee and the period of MAPL will run concurrently with FMLA. Employees may elect, but are not required, to use any accrued paid time off (PTO) during the period of MAPL in order to receive full salary. To the extent an employee's MAPL also qualifies for leave under Aequor's Paid Parental Leave (PPL) as outlined in the Handbook, the leave periods will run concurrently to the extent permitted by law.

Return to Work. Except for key employees in certain permissible situations or where otherwise permitted by law, an employee will be reinstated to their position or an equivalent position upon return from a leave.

DOMESTIC VIOLENCE LEAVE

Aequor provides up to 15 days of unpaid leave in any 12-month period to any employee who is the victim or whose family member is the victim of domestic violence, sexual assault, stalking or kidnapping. Employees may use leave for any of the following purposes: (1) Seek or obtain medical attention, counseling, victim services or legal assistance; (2) Secure housing; (3) Obtain a protective order from a court; (4) Appear in court or before a grand jury; (5) Meet with a district attorney or other law enforcement official; (6) Attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; or (7) Address other issues directly related to the abusive behavior against the employee or a family member.

An employee who is the perpetrator of the abusive behavior is not entitled to take leave under this policy.

Except in cases of imminent danger to the health or safety of an employee, an employee seeking leave from work under this section must provide reasonable advance notice of the leave to Aequor. In cases of threat of imminent danger to the health or safety of an employee or the employee's family member, the employee is not required to provide advance notice of leave but must notify Aequor within three (3) workdays that the leave was taken or is being taken under the law. This notification may be communicated by the employee, a family member, or a professional who has assisted the employee in addressing the effects of the abusive behavior on the employee or family member.

Aequor may request that an employee provide documentation evidencing that the employee or employee's family member has been a victim of abusive behavior and that the leave taken under this policy is consistent with the conditions of the law. An employee must provide such documentation to Aequor within a

reasonable period after Aequor requests documentation relative to the employee's absence. Aequor will maintain confidential all information related to the employee's leave under this policy and will not disclose such information except to the extent that disclosure is: (i) requested or consented to, in writing, by the employee; (ii) ordered to be released by a court; (iii) otherwise required by applicable federal or state law; (iv) required in the course of an investigation authorized by law enforcement; or (v) necessary to protect the safety of anyone employed at the workplace. Employees who take leave under this policy will not be retaliated against or otherwise discriminated against for doing so.

SMALL NECESSITIES LEAVE

Eligible employee shall be entitled to a total of 24 hours of leave during any 12-month period, in addition to leave otherwise available pursuant to Company policy or applicable law to:

- (1) participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- (2) accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and/or
- (3) accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

Employees must substitute any accrued paid time off for any of the leave provided under this section. Leave under this section may be taken intermittently or on a reduced leave schedule.

If the necessity for leave is foreseeable, the employee shall provide the employer with not less than seven (7) days' notice before the date the leave is to begin. If the necessity for leave is not foreseeable, the employee shall provide such notice as is practicable. Aequor may require that a request for leave under this section be supported by a certification issued at such time and in such manner as the attorney general may by regulation require.

NEW JERSEY ADDENDUM

ABOUT THIS NEW JERSEY ADDENDUM

This New Jersey Addendum applies generally to employees who primarily work out of New Jersey and supplements the guidelines and procedures set forth in the Handbook. In the event of a conflict between a provision in the Handbook and this Addendum, this Addendum will govern. Nothing contained in this Addendum changes the “at-will” nature of employment with Aequor. The contents of this Addendum are guidelines only and Aequor reserves the rights to modify its interpretation of, revise, supplement or rescind any provision in this Addendum as Aequor deems appropriate, in its sole discretion. Please refer to the Employee Handbook for the definition of any capitalized terms contained in this New Jersey Addendum that are not defined.

ADDENDUM TO AEQUOR’S REASONABLE ACCOMMODATIONS WITH RESPECT TO LACTATION IN THE WORKPLACE

Aequor will provide reasonable accommodations to any employee affected by pregnancy in the workplace. Reasonable accommodations may include bathroom breaks, breaks for increased water intake, periodic rest, assistance with manual labor, job restructuring or modified work schedules, and temporary transfers to less strenuous or hazardous work when the employee, based on the advice of their physician, requests the accommodation. If the purpose of the accommodation is to express breast milk, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to the work area for the employee to express breast milk, unless Aequor can demonstrate that providing the accommodation would be an undue hardship on its business operations.

Aequor shall not in any way penalize any employee in terms, conditions or privileges of employment for requesting or using the accommodation.

CONSCIENTIOUS EMPLOYEE PROTECTION ACT

Aequor complies with the New Jersey Conscientious Employee Protection Act (“CEPA”). Accordingly, Aequor prohibits taking adverse employment action against an employee who discloses, objects to or refuses to participate in certain actions that the employee reasonably believes are unlawful or in violation of a clear mandate of public policy. Aequor prohibits adverse or retaliatory action against an employee who takes any of the following actions:

- Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of Aequor or another company, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law;
- Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation promulgated pursuant to law by Aequor or another company, with whom there is a business relationship;
- Provides information involving deception of or misrepresentation to any shareholder, investor, client, client, employee or former employee;
- Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which employee reasonably believes may defraud any shareholder, investor, client, client, employee or former employee; or
- Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:

- is in violation of a law, or a rule or regulation promulgated pursuant to law;
- is fraudulent or criminal; or
- is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

Any employee with reports or concerns under CEPA must notify in writing Human Resources immediately. Employees who believe they have been the subject of retaliation should similarly notify Human Resources.

LEAVE AND OTHER TIME OFF

The following sections provide an overview of various entitlements regarding leave and other time off for New Jersey-based employees. Please note that some of these leaves are governed by law, whereas others are internally set by Aequor and are covered in the Handbook (such as Paid Time Off and Paid Parental Leave). In some instances, and where permitted by law, the leaves provided will overlap depending on the reason for taking leave. If an employee has any questions about the leave entitlements described below or how the leave entitlements overlap, please contact Human Resources.

ADDENDUM TO SICK AND SAFE LEAVE

Sick and Safe Leave Eligibility: New Jersey employees are eligible for paid sick and safe leave upon hire as permitted under applicable law. Employees may take sick and safe leave in accordance with all state and local sick and safe leave variances. Please note however, that Aequor may place an employee on short-term disability if the employee is absent for sick-related reasons for a certain number of consecutive days, subject to application and eligibility under Aequor’s short-term disability program and/or state disability program.

Qualifying Reasons to Use Sick and Safe Leave: An employee may take leave under the New Jersey Earned Sick Leave Act for:

- time needed for diagnosis, care, or treatment of, or recovery from, an employee’s mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member’s mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
- time during which the employee is not able to work because of a closure of the employee’s workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee’s family in need of care by the employee, would jeopardize the health of others; or

- time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

Requesting Sick and Safe Leave: If the need for sick and safe time is foreseeable (i.e. an employee is able to predict or know in advance that they will need to use sick and safe leave), Aequor requires the employee to provide seven (7) days advance notice of their intention to use sick and safe time. Employees should notify their supervisor of the need to use sick and safe time by phone or by email. If the need is unforeseeable, the employee must give notice as soon as practicable. Aequor may deny the use of sick and safe time if an employee does not provide proper notice.

Sick and Safe Leave Usage: Employees may begin using leave after their 120th day of employment with Aequor. Unless another increment is required by applicable law, sick and safe time must be used in a minimum increment of four (4) hours each day, provided that any use of sick and safe leave in one day cannot exceed the number of hours the employee was scheduled to work a shift that day.

Certification: If an employee uses earned sick leave on three (3) or more consecutive days, Aequor may require documentation consistent with applicable law. Aequor may not pay out sick and safe time unless and until the employee provides the required documentation, and failure to provide such documentation within (7) days may result in the denial of use of such sick and safe time. In addition, Aequor may take disciplinary action, up to and including termination, against an employee who uses sick and safe time for purposes other than those provided in this section or by applicable law.

Confidentiality: Aequor will not require the disclosure of details relating to an employee's or their family member's medical condition as a condition of providing sick and safe time. Health information about an employee or an employee's family member obtained solely for the purposes of utilizing sick and safe time under this policy will be treated as confidential and will not be disclosed except with the permission of the affected employee or as otherwise permitted or required by law.

Carryover and Forfeiture: Sick and safe leave will accrue consistent with applicable law and the minimum required accrual caps will be used to limit sick and safe leave. Aequor does not pay out any unused sick and safe leave upon termination of employment unless required to do so pursuant to applicable law.

Concurrent Use of Other Leave: Aequor will run sick and safe leave concurrently with other leaves as permitted by applicable law.

NEW JERSEY FAMILY LEAVE ACT

Employees may be entitled to a leave of absence under the New Jersey Family Leave Act ("NJFLA") in addition to any eligibility they may have to take leave under FMLA. For leave eligibility under FMLA, please consult the Employee Handbook.

Eligibility: Employees are eligible for NJFLA if they have worked 1,000 hours for Aequor in the twelve (12) month period immediately preceding the leave. Certain "key" employees may not be eligible for leave as permitted by law.

Reasons for Leave: Eligible employees may take leave under NJFLA for:

- The birth, adoption, or foster care placement of a child; or
- The serious health condition of a family member, or someone who is the “equivalent” of family,” including: child, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship.

Family leave is not available to care for the employee’s own serious health condition. Eligible employees may have the ability to take leave under the FMLA or applicable leave policies for the employee’s own serious health condition. Please consult those policies.

Duration: Eligible employees may take NJFLA leave during a rolling twenty-four (24) month period measured backward from the date an employee takes NJFLA leave for a qualifying reason as:

- Twelve (12) weeks in a single block of time;
- Twelve (12) weeks intermittently in increments of at least one week; or
- By reducing their normal weekly work schedule when medically necessary for a family member’s serious health condition or for the birth or adoption of a child, after reasonable notice and efforts to schedule the leave to not disrupt the operations of Aequor.

Notice: Employees seeking leave on an intermittent basis must provide fifteen (15) days’ notice to Aequor. In all other circumstances, employees seeking leave must give thirty (30) days’ notice to Aequor, unless notice is not feasible because of an emergency. In the case of an emergency, an employee must give notice that is reasonable and practicable. If leave is requested due to the employee’s or a family member’s serious health condition, the employee must provide medical certification from an appropriate health care provider within fifteen (15) days of Aequor’s request unless impractical. The medical certification must include the date on which the condition began and its probable duration. Employees may be denied leave if they do not provide a satisfactory certification upon request. Aequor may also require a second opinion regarding certification of a serious health condition, at Aequor’s expense.

Substitution of Paid Leave and Coordination with Other Leaves: If an employee’s NJFLA request also qualifies under the FMLA, Aequor will notify the employee and the period of NJFLA will run concurrently with FMLA. Employees may elect, but are not required, to use any accrued paid time off (PTO) during the period of NJFLA in order to receive full salary. To the extent an employee’s NJFLA also qualifies for leave under Aequor’s Paid Parental Leave (PPL) as outlined in the Handbook, the leave periods will run concurrently to the extent permitted by law. Please contact Human Resources with any questions concerning use of NJFLA.

Reinstatement: Except for key employees in certain permissible situations or where otherwise permitted by law, an employee will be reinstated to their position or an equivalent position upon return from a FMLA leave.

NEW JERSEY SAFE ACT

In accordance with the New Jersey Security and Financial Empowerment Act (SAFE Act), Aequor offers eligible employees unpaid SAFE Act leave for a qualifying reason. To be eligible, employees must have worked for Aequor for at least 12 months and for at least 1,000 base hours in the 12-month period immediately preceding the leave. Eligible employees must take the 20 days of unpaid leave within one year of the qualifying event.

Eligible employees who are victims of domestic or sexual violence or who have family members who are victims may take unpaid leave to:

- Seek medical attention for or recover from physical or psychological injuries.
- Obtain services from a victim services organization.
- Obtain psychological or other counseling.
- Seek legal assistance or remedies.
- To attend, participate in, or prepare for a criminal or civil court proceeding relating to domestic abuse or sexual violence.
- To participate in safety planning, including but not limited to temporary or permanent relocation.

A family member includes a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, or an individual related to the employee by blood or whose relationship to them is the equivalent of a family relationship.

Aequor may require employees requesting SAFE Act leave to provide certification that they or their family members are victims of domestic or sexual violence. Unless an emergency or other unforeseen circumstance precludes prior notice, employees must provide Aequor with written notice of need to take SAFE Act leave as far in advance as is reasonable and practicable.

The employee may choose to use any accrued paid time off if available for an absence described above. Employees who are taking leave under this policy may also be eligible for New Jersey Family Leave Insurance benefits from the State of New Jersey.

SAFE Act leave does not conflict with any rights under the federal Family and Medical Leave Act, the New Jersey Family Leave Act, or the New Jersey Temporary Disability Benefits Law. In instances where SAFE Act leave is taken for reasons covered by the federal Family and Medical Leave Act or the New Jersey Family Leave Act, such leave counts simultaneously against the employee's entitlement under each law.

BENEFITS

NEW JERSEY FAMILY LEAVE INSURANCE

New Jersey's Family Leave Insurance Law provides eligible employees with up to twelve (12) weeks of monetary Family Leave Insurance ("FLI") benefits during a twelve (12) month period if the employee takes leave to bond with a newborn, a newly adopted, or newly fostered child or to care for a child, spouse, domestic partner, civil union partner, parent, parent-in-law, sibling, grandparent, grandchild, any blood relative, or anyone else with whom the employee has a close, family-like relationship, with a serious health condition. In addition, FLI may be used for any situation in which unpaid leave can be taken under the New Jersey SAFE Act (i.e. situations resulting from domestic violence or a sexually violent offense). This is not a separate leave entitlement; rather, it is an entitlement to certain benefits that supplement existing leave programs for the specific purposes outlined below and pursuant to Aequor's private plan. Consistent with applicable law, both an employee's eligibility for benefits and the maximum amount of weekly benefits an employee may receive are determined by the State of New Jersey and the available leave benefits provided by Aequor through its private plan will be at least as generous as is required under applicable law.

Eligibility: Employees are eligible for FLI benefits if, during the preceding twelve (12) month period, they have: (1) worked at least twenty (20) calendar weeks for Aequor and earned at least \$200; or (2) earned at least one thousand (1,000) times the New Jersey minimum wage.

Intermittent Benefits: An employee is eligible for intermittent benefits for bonding with a newborn, newly adopted, or newly fostered child if the leave is taken during the twelve (2) month period immediately following the birth, adoption, or fostering of the child, is taken in increments of at least one (1) day and Aequor agrees to the intermittent schedule. An employee is eligible for intermittent benefits for caring for a sick family member, if the leave is taken in increments of at least one day, the total intermittent leave does not exceed fifty-six (56) days in a twelve (12) month period, and the intermittent leave is medically necessary.

Notice: Employees must provide Aequor with advance notice in order to receive FLI benefits as follows:

- If the leave is to bond with a newborn or newly adopted child, notice must be provided at least 30 days in advance unless the need for leave is unforeseeable.
- If the leave is to care for a family member with a serious health condition, notice must be given in a reasonable and practical manner unless an emergency or other unforeseen circumstance prevents giving notice.
- If the leave is to care for a seriously ill family member on an intermittent basis, notice must be given fifteen (15) days in advance.

Interaction with Other Leave: Employees' FLI benefits will integrate with other leave and benefit policies as follows:

- Employees who are eligible for PPL benefits and FLI benefits must apply for FLI benefits in accordance with the applicable procedures set forth in the law in order to receive the PPL benefits.
- All benefits for which employees are eligible will be integrated so that they will receive no more than 100% of their normal wages. Employees and Aequor are responsible for ensuring that employees do not receive more than 100% of their normal wages when receiving integrated FLI benefits.
- Employees cannot qualify for FLI and temporary disability insurance ("TDI") benefits – discuss further below – at the same time. However, an employee may qualify to take both leaves sequentially.

NEW JERSEY TEMPORARY DISABILITY INSURANCE

The New Jersey Temporary Disability Benefits Law provides qualified employees with up to 26 weeks of partial wage replacement when they are disabled and unable to work due to non-job-related accidents or illnesses, other conditions, including pregnancy and childbirth. This is not a separate leave entitlement; rather, it is an entitlement to certain benefits that supplements existing leave programs for the specific purposes outlined below. Employees are eligible to receive TDI benefits in the amount of 85% of an employee's weekly wage up to the maximum amount payable under the law set for that calendar year. In 2022, the maximum weekly benefit rate is \$993 per week.

To apply for TDI benefits, employees must within thirty (30) days of the disability file a claim. Failure to provide proper notice or submit the required paperwork may result in a denial or the leave request and/or the employee may be required to repay any benefits received.

Employers cannot qualify for TDI and FLI benefits at the same time. However, an employee may qualify to take both leaves sequentially. For more information on Aequor's FLI policy, please consult the policy above.

NEW YORK ADDENDUM

ABOUT THIS NEW YORK ADDENDUM

This New York Addendum applies generally to employees who primarily work out of New York and supplements the guidelines and procedures set forth in the Handbook. In the event of a conflict between a provision in the Handbook and this Addendum, this Addendum will govern. Nothing contained in this Addendum changes the “at-will” nature of employment with Aequor. The contents of this Addendum are guidelines only and Aequor reserves the right to modify its interpretation of, revise, supplement or rescind any provision in this Addendum as Aequor deems appropriate, in its sole discretion. Please refer to the Employee Handbook for the definition of any capitalized terms contained in this New York Addendum that are not defined.

ADDENDUM TO AEQUOR’S REASONABLE ACCOMMODATIONS WITH RESPECT TO LACTATION IN THE WORKPLACE

Before an employee returns from any form of parental leave (whether provided by federal, state or local law or under Aequor’s Paid Parental Leave), Aequor will discuss with the employee whether the employee needs a reasonable accommodation to express breast milk at work. Aequor will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this section should be reported to Human Resources.

Reasonable Time to Express Breast Milk: Aequor will provide employees with a reasonable amount of time to express breast milk and will not unreasonably limit the amount of time or frequency that an employee expresses breast milk. Aequor will speak with an employee to determine a schedule of breaks that reasonably accommodates pumping needs. Please note that an employee who uses break time to express breast milk will be compensated to the same extent and in the same manner as other employees that are compensated for break time. However, Aequor does not require an employee to work while pumping. If an employee does work while pumping, the employee will be paid at their regular rate for that time.

Lactation Accommodation Request Process: Before an employee returns from parental leave, Aequor will provide the employee with written notification of their lactation rights and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work. Employees may also independently request a lactation accommodation by contacting Human Resources. A request may be made orally or in writing to Human Resources and should indicate that the employee will need accommodations for expressing breast milk at work. Human Resources will respond to a request for a lactation accommodation as quickly as possible. Under no circumstances will this amount of time exceed five (5) business days. During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, Aequor will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee’s immediate needs, unless that poses an undue hardship for Aequor. Aequor recognizes that employees’ lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

Undue Hardship: If Aequor believes that a lactation accommodation requested poses an undue hardship on Aequor, Aequor will discuss reasonable alternatives with the employee to accommodate the employee’s needs, and will initiate a cooperative dialogue as quickly as possible, and no later than five (5) business days from the date of the request. The conversation between Aequor and the employee will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation being granted or denied. During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, Aequor will provide a temporary accommodation

to the employee so that the employee can pump in a manner that meets the employee's immediate needs unless doing so poses an undue hardship to Aequor.

Please note that New York employees who are nursing may have additional rights under New York Labor Law §206-c. Please consult Human Resources for additional information.

RETALIATION PROHIBITED UNDER NY LAB. LAW §740

Aequor is committed to operating its business with honesty and integrity. To that end, employees may report activities, policies, or practices that they reasonably believe violate the law or pose a substantial and specific danger to public health or safety. Aequor prohibits retaliation or discrimination in any manner against an employee who reports or threatens to report information concerning any such activity, policy, or practice, assists; testifies before any public body conducting an investigation or inquiry into any such activity, policy, or practice; or who objects to or refuses to participate in such an activity, policy, or practice.

If an employee knows of activities, policies, or practices that the employee reasonably believes constitute a violation of the law or otherwise pose a substantial and specific danger to public health or safety, the employee should report them to Aequor. The employee can report this suspected activity, policy, or practice to either their supervisor or the Human Resources Department.

Prior to reporting an activity, policy, or practice that an employee reasonably believes violates the law or poses a substantial and specific danger to public health or safety to an outside body or agency, the employee must make a good faith effort to notify Aequor. Employees are not obligated to make a good faith effort if they reasonably believe that: (1) there is an imminent and serious danger to public health and safety; (2) notifying Aequor would result in the destruction of evidence or concealment of the activity; (3) the activity could endanger a minor; (4) reporting to a supervisor would result in harm to the employee or others; or (5) the supervisor or Aequor is already aware of the activity, policy, or practice and will not correct it.

Aequor will promptly investigate the report or complaint regarding suspected or known activities, policies, or practices that violate the law, and make a preliminary assessment to determine whether additional information is needed or further investigation is warranted.

COMPENSATION AND WORKING HOURS

TEMPORARY SCHEDULE CHANGES

Aequor will grant temporary schedule changes to employees whose primary work location is in New York City as required by, and in compliance with, the New York City Temporary Schedule Change Law. For more information about temporary schedule changes under the New York City Temporary Schedule Change Law, please contact Human Resources.

LEAVE AND OTHER TIME OFF

The following sections provide an overview of various entitlements regarding leave and other time off for New York-based employees. Please note that some of these leaves are governed by law (such as New York City Sick and Safe Leave or Paid Family Leave), whereas others are internally set by Aequor and are covered in the Handbook (such as Paid Time Off and Paid Parental Leave). In some instances, and where permitted by law, the leaves provided will overlap depending on the reason for taking leave. If an employee has any questions about the leave entitlements described below or how the leave entitlements overlap, please contact Human Resources.

ADDENDUM TO SICK AND SAFE LEAVE

New York employees are provided paid leave to, among other things, care for themselves or their family members when sick or in need of treatment, or to ensure their safety or the safety of their family members who are victims of domestic violence, a family offense, sexual offense, stalking, or human trafficking.

Sick and Safe Leave Eligibility: New York employees are eligible for paid sick and safe leave upon hire as permitted under applicable law. Employees may take sick and safe leave in accordance with all state and local sick and safe leave variances. Please note however, that Aequor may place an employee on short-term disability if the employee is absent for sick-related reasons for a certain number of consecutive days, subject to application and eligibility under Aequor's short-term disability program and/or state disability program.

Qualifying Reasons to Use Sick and Safe Time:

Paid "sick" time may be used:

- For a mental or physical illness, injury, or health condition; to get a medical diagnosis, care, or treatment of a mental or physical illness, injury, or condition; or to get preventive medical care;
- To care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs preventive medical care; or
- When Aequor closes due to a public health emergency or the employee needs to care for a child as a result of the child's school or child-care provider facility closing due to a public health emergency.

In addition to the reasons listed above for sick time, an employee may also use paid safe time when the employee or the employee's family member has been a victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking, and the employee needs to:

- Obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a domestic violence or family offense matter, sexual offense, stalking, or human trafficking;
- Participate in safety planning, temporarily relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence or family offense matters, sexual offenses, stalking, or human trafficking;
- Meet with an attorney or other social service provider to obtain information and advice on, and prepare for or participate in, any criminal or civil proceeding, including, but not limited to, matters related to a domestic violence or family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing, or consumer credit;
- File a complaint or domestic incident report with law enforcement;
- Meet with a district attorney's office;
- Enroll children in a new school; or
- Take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

Family members include: (a) spouse, domestic partner, child (biological, adopted, or foster child; legal ward; or child of an employee standing in *loco parentis*), grandchild, parent (biological, adoptive, step- or foster parent; legal guardian of an employee; or person who stood in *loco parentis* when the employee was a minor child), grandparent, child or parent of an employee's spouse or domestic partner, and sibling (including a half, adopted, or step-sibling) and any other individual related by blood to the employee; and

(b) any other individual whose close association with the employee is the equivalent of a family relationship.

Aequor may take disciplinary action, up to and including termination, against an employee who uses sick and safe time for purposes other than those permitted under the law.

Child Vaccination Leave: In addition, an employee who is a parent of a child under the age of 18, of the parent of an order child who is incapable of self-care because of a mental or physical disability, may take up to four hours of additional sick and safe leave per vaccination injection for each child, to (1) accompany such child to receive a COVID-19 vaccine injection; or (2) care for such child who is experiencing temporary side effects from a COVID-19 vaccine injection. Although child vaccination is considered another type of “sick and safe” leave under this policy, such additional four hours of leave per injection are provided by Aequor separate from any accrued sick and safe leave and are not counted against accrued sick and safe leave balances.

Requesting Sick and Safe Leave: If the need for sick and safe time is foreseeable (i.e. an employee is able to predict or know in advance that they will need to use sick and safe leave), Aequor requires the employee to provide seven (7) days advance notice of their intention to use sick and safe time. Employees should notify their supervisor of the need to use sick and safe time by phone or by email. If the need is unforeseeable, the employee must give notice as soon as practicable. Aequor may deny the use of sick and safe time if an employee does not provide proper notice.

Sick and Safe Leave Usage: Unless another increment is required by applicable law, sick and safe time must be used in a minimum increment of four (4) hours each day, provided this is reasonable under the circumstances. For uses beyond four (4) hours in a day, paid sick and safe time may be used in thirty (30) minute increments for the remainder of the day.

Written Verification and Documentation of Use of Leave: Aequor may request that an employee verify in writing that they used safe and sick leave for one of the purposes authorized in the law by completing a form provided by Human Resources and returning it to Aequor within seven (7) days. Aequor may require an employee to provide the following additional documentation for absences of more than three consecutive workdays:

- For sick leave, documentation signed by a licensed medical professional confirming the need of the amount of sick leave used and that the sick leave was used for an authorized purpose under the law. Aequor will not ask the reason for the use of the leave or otherwise require the employee to disclose the personal health information of the employee or family member, except as required by applicable law.
- For safe leave, documentation signed by an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional service provider from whom the employee or that employee’s family member has sought assistance in addressing domestic violence or family offense matters, sex offenses, stalking, or human trafficking and their effects; or a notarized letter from the employee, confirming the need of the amount of safe leave used and that the safe leave was used for an authorized purpose under the law. Aequor will not require that such documentation specify the details of the domestic violence or family offense matter, sexual offense, stalking, or human trafficking.
- For child vaccination leave, documentation that the child whose care the COVID-19 vaccine time is claimed has received a COVID-19 vaccine injection.

Aequor may not pay out sick and safe time unless and until the employee provides the required verification and/or documentation, and failure to provide such verification and/or documentation within (7) days may

result in the denial of use of such sick and safe time. In addition, Aequor may take disciplinary action, up to and including termination, against an employee who uses sick and safe time for purposes other than those provided in this section or by applicable law.

Confidentiality: Aequor will not require the disclosure of details relating to an employee's or their family member's medical condition as a condition of providing sick and safe time. Health information about an employee or an employee's family member obtained solely for the purposes of utilizing sick and safe time under this policy will be treated as confidential and will not be disclosed except with the permission of the affected employee or as otherwise permitted or required by law.

Carryover and Forfeiture: Sick and safe leave will accrue consistent with applicable law and the minimum required accrual caps will be used to limit sick and safe leave. Aequor does not pay out any unused sick and safe leave upon termination of employment unless required to do so pursuant to applicable law.

Concurrent Use of Other Leave: Aequor will run sick and safe leave concurrently with other leaves as permitted by applicable law.

PAID FAMILY LEAVE

Aequor provides leave in accordance with the New York Paid Family Leave law ("PFL").

Eligibility: Employees who work 20 or more hours a week are eligible for PFL after 26 consecutive weeks of employment. Employees who regularly work less than 20 hours a week are eligible for PFL after working 175 days.

Payments and Deductions: PFL is funded through employee payroll contributions that are set each year to match the cost of coverage. The rate of employee contributions is reviewed annually and is subject to change by New York State Department of Financial Services. Aequor will deduct contributions for PFL from employees' paychecks in each payroll cycle as permitted by law.

Reasons for Leave: An eligible employee may take PFL for any of the following purposes:

- To bond with the employee's newborn or newly placed adoptive or foster child during the first 12 months following birth or placement;
- To care for a family member (including a child, spouse, domestic partner, sibling, parent, parent-in-law, grandparent, or grandchild) with a serious health condition; or
- To address any qualifying exigency relating to a spouse, domestic partner, child or parent who is serving on active military duty.

Note: PFL is not available to care for the employee's *own* serious health condition. Eligible employees may have the ability to take leave under the FMLA or other applicable leave policies for the employee's own serious health condition. Please consult the applicable provisions in the Handbook or contact Human Resources with any questions regarding use of PFL.

Amount of Leave: Employees are entitled to 12 weeks of PFL each calendar year.

For an employee who regularly works fewer than five (5) days per week, the maximum number of days available will be prorated based on the employee's regular employment schedule.

Requesting Leave: If the need for leave is foreseeable, employees must provide at least thirty (30) days' written notice. Failure to provide thirty (30) days' written notice of foreseeable leave may result in a denial of the leave claim for up to thirty (30) days from the date an employee provides the notice. If the need for leave is unforeseeable, an employee must provide notice as soon as is practicable. Employees may take leave over a consecutive period or intermittently (i.e., in permitted intervals), in daily or weekly increments, but in no case in an increment of less than one (1) business day. To request PFL, an employee must complete and submit the applicable PFL forms (and any necessary supporting documentation) and Aequor's Leave of Absence Request form, which the employee can get by contacting Human Resources.

Maintenance of Health Benefits: Unless otherwise directed by the employee, health insurance benefits will be continued under the same terms as if the employee had continued to work. Any share of health plan premiums which had been paid by an employee prior to PFL will continue to be paid by the employee during the PFL period. If an employee elects not to retain health insurance coverage while on PFL, upon return to work, the employee may resume health insurance coverage on the same terms that were in effect at the time the leave was taken.

Coordination with Other Leaves: If an employee's PFL request also qualifies under the FMLA, Aequor will notify the employee and the period of PFL will run concurrently with FMLA. Employees may elect, but are not required, to use any accrued paid time off (PTO) during the period of PFL in order to receive full salary. To the extent an employee's PFL also qualifies for leave under Aequor's Paid Parental Leave (PPL) as outlined in the Handbook, the leave periods will run concurrently to the extent permitted by law.

An employee cannot qualify for short-term disability (STD) and PFL at the same time. However, an employee may qualify to take both leaves sequentially. If that is the case, the combined total of STD and PFL leave taken in any 52-week period may not exceed 26 weeks. Please refer to Aequor's STD policy below and the full STD policy on Aequor Intranet for more information.

All payments of PFL benefits and other utilized paid leave (i.e., PTO) will be integrated so that an employee will receive no more than 100% of their regular compensation during the period of PFL.

Please contact Human Resources for any questions regarding PFL.

BONE MARROW AND BLOOD DONATION LEAVE

Aequor provides up to twenty-four (24) hours of unpaid time off to eligible employees who seek to undergo a medical procedure to donate bone marrow. Employees are also entitled to up to three (3) hours of leave in a twelve (12) month period to donate blood. Alternatively, employees who wish to donate blood during work hours may do so up to two times each year, at least sixty (60) days apart (without using any accumulated leave time or other paid time off) at a convenient time and place set by Aequor. To be eligible, an employee must work an average of at least twenty (20) hours per week.

For any scheduled bone marrow donation, Aequor requires an employee to provide at least twenty-four (24) hours' notice to the employee's direct supervisor prior to the date of the scheduled donation, except in the case where no such notice is possible (i.e. where the individual is part of a marrow registry or due to another emergency), in which case the employee should notify Aequor as soon as possible.

Employees must give notice of the intent to take blood donation leave at least three (3) days in advance if the leave is for off-premises blood donation. If the leave is for blood donation at a time and place set by Aequor, an employee must give two (2) days' notice in advance.

If an employee needs to donate blood for the employee's own surgery or the surgery of a family member in an emergency, Aequor will reasonably accommodate a shorter notice period.

If an employee takes leave to donate blood off-premises, Aequor may require the employee to show proof of making a blood donation.

Employees may elect to apply accrued PTO to this leave.

TIME OFF FOR VOTING

Aequor encourages employees to fulfill their civic responsibilities by participating in elections. An employee may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable him or her to vote. The time off for voting will be only at the beginning or end of the regular work hours, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed with Aequor or unless otherwise required by law. Under these circumstances, employees will be allowed a maximum of three (3) hours on an election day without loss of pay, as approved by their supervisor. If an employee has reason to believe that time off will be necessary to be able to vote on election day, the employee must give Aequor at least two (2) working days' notice that time off for voting is desired. Employees may apply accrued PTO to this leave.

EMPLOYEE BENEFITS

SHORT-TERM DISABILITY

An employee who is disabled by an injury or sickness that is not work related (including a disability due to pregnancy or childbirth), and who otherwise meets applicable New York State law eligibility requirements, may be eligible to receive STD benefits equal to 50% of their regular weekly earnings, up to a maximum of \$170 per week, for a period of up to twenty-six (26) weeks in a fifty-two (52) week period. STD benefits are payable starting on the 8th consecutive day of the disability.

To request STD, an employee must complete and submit the applicable STD forms (and any necessary supporting documentation) and Aequor's Leave of Absence Request form, which the employee can get by contacting Human Resources.

If the insurance provider accepts the employee's claim, it will mail the employee the applicable STD benefits payments. If the insurance provider rejects the claim, the employee will be mailed a Notice of Rejection and the employee will have the opportunity to request a review of such rejection.

Employees are not eligible to receive STD benefits if they are receiving family leave, workers' compensation, or unemployment insurance benefits.

STD will run concurrently with any other applicable family and medical leave, except where otherwise required by law. If an employee is eligible for STD benefits under Aequor's separate, supplemental short-term disability plan, the employee will receive weekly benefits up to 66 2/3% of earnings, for a weekly maximum of \$2,000, reduced by the amount of any state benefits paid to the employee. However, if an employee is eligible for benefits leave under Aequor's separate Maternity Disability Leave policy, then in addition to the STD benefits provided under New York law and Aequor's supplemental short term disability plan, Aequor will further supplement the employee's weekly salary consistent with that policy.

NORTH CAROLINA ADDENDUM

ABOUT THIS NORTH CAROLINA ADDENDUM

This North Carolina Addendum applies generally to employees who primarily work out of North Carolina and supplements the guidelines and procedures set forth in the Handbook. In the event of a conflict between a provision in the Handbook and this Addendum, this Addendum will govern. Nothing contained in this Addendum changes the “at-will” nature of employment with Aequor. The contents of this Addendum are guidelines only, and Aequor reserves the rights to modify its interpretation of, revise, supplement or rescind any provision in this Addendum as Aequor deems appropriate, in its sole discretion. Please refer to the Employee Handbook for the definition of any capitalized terms contained in this North Carolina Addendum that are not defined.

ADDENDUM TO AEQUOR’S REASONABLE ACCOMMODATIONS WITH RESPECT TO LACTATION IN THE WORKPLACE

Aequor will provide reasonable accommodations to any employee affected by pregnancy in the workplace. Reasonable accommodations may include bathroom breaks, breaks for increased water intake, periodic rest, job restructuring or modified work schedules, and temporary transfers to less strenuous or hazardous work when the employee, based on the advice of their physician, requests the accommodation. If the purpose of the accommodation is to express breast milk, the accommodation shall include reasonable break time each day to the employee, unless Aequor can demonstrate that providing the accommodation would be an undue hardship on its business operations.

Aequor shall not in any way penalize any employee in terms, conditions or privileges of employment for requesting or using the accommodation.

LEAVE AND OTHER TIME OFF

PARENT INVOLVEMENT IN SCHOOL LEAVE

An employee who is a parent, guardian, or person standing in loco parentis to a child may take up to four (4) unpaid hours off each year to attend or otherwise be involved at their child’s school. Employees are not required to take all four hours of leave at once. An employee must provide at least 48 hours’ advance written notice before taking leave under this policy. Upon request, the employee must provide written verification from the school that they attended or were otherwise involved at that school during the time of leave. Employees must substitute accrued paid time off when taking leave under this policy.

DOMESTIC VIOLENCE LEAVE POLICY

Employees who have been injured or threatened by a third party will be given reasonable time off to obtain r attempt to obtain a civil no-contact order or domestic violence protective order, as required by law.