

Three Points Center LLC

Employee Handbook

April 4, 2023

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Three Points Center LLC. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Three Points Center LLC adheres to the policy of employment at will, which permits TPC or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No TPC representative other than the Owners may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate TPC documents. These TPC documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general TPC guidelines. TPC may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Owners.

This handbook supersedes all prior handbooks.

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Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1-1 Introduction

For employees who are commencing employment with Three Points Center LLC ("Three Points Center LLC" or "TPC"), on behalf of Three Points Center LLC, let us extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

We extend our personal best wishes for success and happiness here at Three Points Center LLC. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

1-2 About the Handbook

The Employee Handbook provides general information about your benefits and the work rules and policies under which we operate and may be utilized as a reference tool throughout your employment with us. Of course, every TPC policy is not addressed in this handbook. Therefore, detailed explanations have been omitted to keep it reasonably brief and readable.

This handbook is a considered confidential document and should not be shared with any outside of the company. It is the property of TPC and is provided to employees for use during their employment.

1-3 At-Will Employment

Employment at TPC is an at-will basis unless otherwise stated in a written individual employment agreement signed by the CEO of the company.

This means that either the employee or the Company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Nothing in this statement is intended to interfere with, restrain or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. TPC employees have the right to engage in or refrain from such activities.

1-4 Equal Employment Opportunity

Three Points Center LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Three Points Center LLC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. Three Points Center LLC will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-5 Americans With Disabilities Act (ADA)

It is the policy of Three Points Center LLC to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). This includes the ADA and the Americans with Disabilities Amendments Act, (ADAAA). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, termination, compensation, training or other terms, conditions and privileges of employment.

Upon request, TPC will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to TPC. Contact the Human Resources with any questions or requests for accommodation.

1-6 Diversity and Inclusion

Three Points Center LLC is committed to fostering, cultivating, and preserving a culture of diversity and inclusion.

Our employees are the most valuable asset to our company. The collection of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and

talent our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employee's differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and all other characteristics and protected classes that make our employees unique.

Three Points Center LLC's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations and the ongoing development of a work environment of gender and diversity equity of:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Three Points Center LLC always have a responsibility to treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination of employment.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or Human Resources.

1-7 Open Door Policy

The Company subscribes to an open-door policy. Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their immediate supervisor, and as appropriate, consult with any member of management toward those ends. Employees may bring a particular issue or complaint to their supervisor for resolution. If the complaint is related to their supervisor if they feel they would not provide an impartial resolution to the problem, an employee may contact Human Resources directly or designee.

Throughout this process, the employee is encouraged to suggest proactive solutions to resolve the issue, with the goal of arriving at a mutually agreeable resolution. When matters cannot be handled on an informal basis, the Company has established a formal procedure for a fair review of any work-related controversy, dispute or misunderstanding. A formal complaint may be brought in writing to a supervisor or Human Resources by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

1-8 Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect TPC property, and to ensure efficient operations, Three Points Center LLC has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for TPC.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on TPC premises, while on TPC business (whether on TPC premises) or while representing TPC, is strictly prohibited. Employees and other individuals who work for TPC also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

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

TPC maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any TPC employee, including themselves.

1-9 Non-Harassment

It is Three Points Center LLC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy,

childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Three Points Center LLC.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on TPC premises, while on TPC business (whether or not on TPC premises) or while representing TPC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-10 Employee Workplace Violence

Three Points Center LLC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to TPC and personal property.

Three Points Center LLC does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Three Points Center LLC specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Three Points Center LLC does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in TPC policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any TPC employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto TPC premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Three Points Center LLC's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If TPC determines, after an appropriate good faith investigation, that someone has violated this policy, TPC will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for TPC to be aware of any potential danger in its offices. Indeed, TPC wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

1-11 Workplace Bullying

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

Examples of bullying may include:

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

- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

TPC will not tolerate intentional or unintentional bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

1-12 Complaint Procedure

Three Points Center LLC has established the following procedure for lodging a complaint of harassment, bullying, violence, discrimination, or retaliation. TPC will treat all complaints, investigations, and aspects of the procedure confidentially to the extent reasonably possible and information will be disclosed strictly on a need-to-know basis.

Three Points Center LLC will take adequate steps to ensure that an employee is protected from retaliation during and after the investigation. Any person who is found to have violated this aspect of the policy will be subject to corrective action up to and including termination of employment.

Reporting Procedures

It is the responsibility to address the violator of this complaint and ask that the behavior, or whatever it is they are doing, stops immediately. If this continues, the individual should submit, in writing, to their direct supervisor as soon as possible after an event has occurred to provide record of the date, time, and nature of the incident(s) and the names of any witnesses. If your supervisor is the subject of this concern, the complaint can be turned in directly to Human Resources in the event an employee refuses to provide information in writing, the supervisor or Human Resources can dictate, upon the request of the complainant, the verbal complaint.

If an employee is unable for any reason to contact their supervisor or Human Resources or if the employee has not received an initial response within five (5) business days after reporting any incident, the employee should contact any member of management.

Investigation Procedures

Human Resources will turn over the investigation to the Quality Assurance (QA) team who will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of company policy occurred.

During the investigation, the QA team, together with legal counsel or other management employees, will interview the complainant, respondent, and any witnesses to determine whether the alleged conduct occurred.

Upon conclusion of an investigation, the QA team or other person conducting the investigation will submit a written report of their findings to TPC. If it is determined that a violation of a TPC policy has

occurred, the QA team will recommend appropriate corrective action. The appropriate corrective action will depend on the following factors:

- the severity, frequency and pervasiveness of the conduct;
- prior complaints made by the complainant;
- prior complaints made against the respondent; and
- the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of company policy, but potentially problematic conduct may have occurred, the QA team may recommend appropriate preventive action.

Once a final decision is made by senior management they will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If corrective action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.

1-13 Whistleblower Policy

A whistleblower as defined by this policy is an employee who reports an activity that they consider to be illegal or dishonest. Illegal or dishonest activities may include but are not limited to violations of federal, state, or local laws such as charging for services not performed or for goods not delivered; and/or other fraudulent financial reporting. If an employee, exercising sound judgment, has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or Human Resources. An employee who intentionally files a false report of wrongdoing may be subject to corrective action, up to and including termination. Appropriate management officials, not the whistleblower, are responsible for investigating the activity and determining fault or corrective measures.

Whistleblower protections are provided for confidentiality and against retaliation. Where possible, the confidentiality of the whistleblower will be maintained, however, identity may need to be disclosed to conduct a thorough investigation, to comply with the law and/or to provide accused individuals their legal rights of defense. Three Points Center LLC will not retaliate or allow retaliation against a whistleblower, in the form of an adverse employment action or treatment. Any whistleblower who believes they are being retaliated against should immediately contact their supervisor or Human Resources. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources, who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact Human Resources.

Section 2 - OPERATIONAL POLICIES

2-1 Employee Classifications

For purposes of this handbook, all Three Points Center LLC employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for TPC benefits but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2 Working Hours and Schedule

Three Points Center LLC business hours are from 9:00am to 5:00pm, Monday through Friday. However, TPC is open 24-hours requiring employees to be scheduled to work around the clock.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point Three Points Center LLC may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

2-3 Remote Work/Telecommuting

Three Points Center LLC may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by TPC. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their

remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by TPC at any time and at the discretion of TPC. Employees also may discontinue the arrangement but may not be guaranteed office space at TPC's location.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by TPC or employee without notice, cause, or liability.

Hours of Work

Employees will work full time from home. Scheduled hours of work will be set by the employees' supervisor. Employees should maintain regular contact with their supervisors.

Both exempt and nonexempt hourly employees must accurately record all hours worked pursuant to TPC's timekeeping system and take rest and meal breaks as if in TPC's workplace and as required by law. Nonexempt hourly employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from the Group Living Director.

Location

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition always. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any TPC-furnished computer system, network, or database to any computer, network, or database other than a computer, network, or database to which connections are provided or authorized by TPC.

Duties

Employees are expected to follow all existing TPC policies and procedures. The duties, obligations, responsibilities, and conditions of employment with TPC remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing TPC policies with respect to scheduled and unscheduled time off, including the obligation to speak with their supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

Accidents and Injuries

Employees agree to maintain safe conditions in the remote workspace and to practice the same safety habits and rules applied on TPC premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor and/or Human Resources immediately and complete all necessary and/or requested documents regarding the reported injury. TPC assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur because of a reasonably recognizable unsafe remote work space.

Equipment, Computers, Internet, Email and Other Resources

TPC provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, internet, intranet, email, text messaging, zoom, or any other company-provided technology, use shall be reserved for business-related matters during working hours. All communication using these tools shall be handled in a professional and respectful manner.

Employees shall not have any expectation of privacy in their use of company computer, phone, email, zoom, or any other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on company's systems.

Emails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email is not completely secure, and information you transmit and receive could damage the reputation and/or competitiveness of the company.

TPC encourages employees to use this tool only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside the company.

Refrain from using email in a manner that violates any of our company guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict-of-Interest policy, etc.

It is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations install on company computers. Violation of this policy may result in termination for first offense.

Return of TPC Property

All equipment, records, and materials provided by TPC will remain TPC property. Employees agree to return TPC equipment, records, and materials upon request. All TPC equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

Expenses

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, TPC will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

Confidentiality

Employees agree that they are subject to TPC's policies prohibiting the nonbusiness use or dissemination of TPC's confidential business information. Employees will take all appropriate steps to safeguard TPC's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding TPC's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy they should contact Human Resources.

2-4 Loss of License, Debarment or Disqualification from Employment

Some positions require a license of some other credential(s). Any employee who works for TPC in a position that requires a license, or a government-approved or other legal status, must promptly notify Human Resources if the employee loses or otherwise no longer holds such license or status. The following are examples of when an employee shall promptly report a change of their qualifications for their position:

- Loss of professional or other government-issues license(s) if a job qualification of the employee's TPC position requires such license(s).

- Loss of a driver's license if the employee's position requires the employee to regularly travel by automobile to perform their job duties, whether using a company or personal vehicle.
- Any change to their background record – convictions, arrests, etc.

2-5 Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance or hours at TPC. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

2-6 Timekeeping Procedures

Employees are required to use the timekeeping system to record their hours worked. Employees are required to clock in/out for time off and other leave tracking purposes. Employees must record their individual time only. Employees may not ask another employee to clock in/out for them.

Time worked is all the time actually spent on the job performing assigned duties. Therefore, employees must not punch in until ready to start work. Employees should clock in no sooner than five (5) minutes before their scheduled shift and clock out no later than five (5) minutes after their scheduled shift. Additionally, employees are required to clock in/out for their designated lunch periods. The length of the lunch period should have the agreement of the employee's supervisor. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's supervisor. Under no circumstance may the waiver of the lunch period result in overtime work.

All non-exempt hourly employees are not permitted to work overtime or unscheduled time without prior authorization from their supervisor. This includes clocking in early, clocking out late, or working through the scheduled lunch period. If approved, work performed off the premises or job site or at home by a nonexempt hourly employee, will be counted as time worked. A nonexempt hourly employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance by the Program Director or designee.

Should an employee miss an entry into the timekeeping system, the employee will notify their supervisor as soon as possible for correction. Any errors or accidental omissions on the timecard requiring correction must be signed and corrected by the supervisor. Any employee who alters, tampers with, or falsely records actual time worked, alters another employee's timecard, or violates any timecard procedure may be subject to corrective action, up to and including termination.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

Exempt salaried employees who have exhausted all available paid time off may be subject to salary deductions of full day increments for time off from scheduled work.

2-7 On Call Pay

An on-call non-exempt employee who is called back to work outside their normal work schedule shall be paid for the time worked or a minimum of one (1) hour, whichever is greater.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called to work, they will be paid for travel time. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when total hours worked exceed 40 hours in a workweek.

2-8 Overtime

When Three Points Center LLC experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior management authorization. Any non-exempt hourly employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt hourly employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked more than 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt hourly employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

2-9 Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period. Paydays are Friday.

Payroll stubs itemize deductions made from gross earnings. By law, Three Points Center LLC is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Human Resources immediately so TPC can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

2-10 Direct Deposit

Three Points Center LLC strongly encourages employees to use direct deposit. Authorization forms are available from Human Resources. Employees' wages may also be paid via check.

2-11 Your Employment Records

To obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees shall keep their personnel file up to date by promptly informing Human Resources of any changes to their personal data such as mailing address, phone numbers, marital status, beneficiaries, emergency contacts, etc. Employees also should inform Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect social security, withholding tax, and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Access to Personnel Files

Employee personnel files are maintained by Human Resources and are considered confidential.

Managers and supervisors may only have access to an employee's personnel file information on a need-to-know basis. Unless required by state law, current or former employees are not provided a copy of their personnel file and employees cannot remove documents from their personnel files. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to personnel file information.

Employee personnel files must be reviewed within the Human Resources department and may not be taken outside the department. Employee personnel files always remain on the property of TPC.

2-12 Record Retention

Three Points Center LLC acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against TPC and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Human Resources to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving TPC that may have an impact on record retention protocols.

2-13 Performance Review

Depending on the employee's position and classification, Three Points Center LLC endeavors to review performance annually. TPC attempts to review new hires performance at 90 days of employment and annually thereafter.

A positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, TPC encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2-14 Job Postings

Three Points Center LLC is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current supervisor with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. TPC reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources.

2-15 Bridge of Service

All employees separating on good terms, according to policy or approved leaves of absence, may be eligible for rehire. If an employee is rehired within 90 days, all applicable employee benefits will be reinstated at the same status as the time of separation. In some cases, benefit waiting periods may apply.

2-16 Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt hourly employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt hourly employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt hourly employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal, sleeping time, and meal periods.

2-17 Pay Deductions Policy for Exempt Employees

It is Three Points Center LLC's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Three Points Center LLC. This salary will be established at the time of hire or classification as an exempt salaried employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt salaried employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;

- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because TPC has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Human Resources or any other supervisor in Three Points Center LLC with whom the employee feels comfortable.

2-18 Salary Advances

Three Points Center LLC does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

2-19 Breaks

It is the policy of Three Points Center LLC to comply with state and federal laws regarding meals and rest breaks. It is also to help make clear to all employees who can eat what meals that are provided by TPC.

Rest Periods

All employees are permitted a 15-minute paid rest break for each four-hour work period.

i.e., 8 hours shift you receive two 15-minute paid rest break, 12 hours shift you receive three 15-minute paid rest break.

Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times.

Breaks are not to be clumped together and used at one time.

Employees who 'voluntarily' work through their rest breaks will not be paid additional compensation.

Employees are not to leave campus for these breaks.

Employees are not to exceed the allotted 15 minutes unless prior arrangements are made with their direct supervisor, then the employee shall clock out at the start of the break and then shall clock back in upon return.

Meal Periods

All employees who are employed as a 'mentor' and work a twelve-hour shift in a day are paid for their mealtime and are required to eat with their assigned group of students. This is so the employees stay interactive with the students and assists in creating the feeling of safety and security for the students during mealtimes.

All employees who work an 8-hour shift shall take an unpaid meal break of 30 minutes. Meal breaks are not counted toward hours worked. Employees are to clock out at mealtime and clock back in when they return to work. Employees are to be completely relieved from duty during their meal break.

Employees who work within the 8- hour shift have the option to eat lunch while on the clock if that lunch time is in the dining hall and with the students and the employee understands they will assist as needed. Otherwise, they will clock out for their 30 minutes and clock back in after.

Meals Provided to Employees

TPC offers ONLY lunch to all on shift employees to include mentors, teachers, equine staff, therapists, medical staff, kitchen staff and maintenance staff. Employees leaving for personal reasons during the lunch period may not request food to be placed aside for their return or ask to take it with them.

The ONLY employees that can eat BREAKFAST and DINNER at TPC are staff who have direct responsibility to supervise students, on-duty shift supervisors and mentors. All other employees who come on shift in the mornings or evenings are not provided breakfast or dinner by TPC. They are to eat before coming to work or bring their own food.

Exception to this policy shall only be given by the Program Director or designee and shall be arranged prior to mealtime allowing enough notice for the kitchen to make the necessary arrangements.

Enforcement

Supervisors are responsible for the scheduling of meal and rest periods. Employees who fail to return on time from breaks or lunch will be subject to disciplinary action and docking of pay for time missed.

2-20 Inclement Weather/Emergency Closing

Three Points Center LLC must ensure the delivery of critical services to our students even during times of adverse weather conditions and facilitate an orderly transition to more limited operations if conditions make that necessary. All employees are required to work regardless of inclement weather.

Section 3 - BENEFITS

3-1 Benefits Overview

In addition to good working conditions and competitive pay, it is Three Points Center LLC's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Three Points Center LLC provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Three Points Center LLC (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority about administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement.

While TPC intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason. If employees have any questions regarding benefits, they should contact Human Resources.

3-2 Paid Holidays

Full-time employees will be paid for the following holidays:

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

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

Generally, if a holiday falls on a Saturday it will be observed on the preceding Friday. If a holiday falls on a Sunday it will be observed on the following Monday.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of TPC.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of TPC.

3-3 Paid Time Off

Three Points Center LLC appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Three Points Center LLC fully encourages employees to get this rest by taking paid time off (PTO). Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Regular full-time employees will accrue PTO according to the following schedule:

Length of Service	Per Pay Accrual	Annual Accrual Rate
0-5 years	2.46 hours	64 hours
6-10 years	3.08 hours	80 hours
11-15 years	4.62 hours	120 hours
16+ years	6.15 hours	160 hours

Note: Employees on an unpaid leave of absence will not accrue time off while on leave.

Employees may use their PTO at any time after the first 90 days of employment. PTO should be used at the employee's discretion for either vacation, sick, or personal time. No additional sick days are granted over the above referenced schedule of accruals. Employees may use PTO for themselves or a family member for the diagnosis, care, or treatment of an existing health condition or preventive care or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking, or as state law dictates.

Employees may take PTO in one (1) hour increments.

Up to 40 hours of PTO can be carried over to the next calendar year. Unless otherwise required by state law, accrued and unused PTO will not be paid out upon separation. Advanced but unaccrued paid time off will be deducted from the employee's final paycheck to the extent permitted by law.

PTO Request and Approval Procedure

Employees are asked to schedule and plan their vacations or other pre-planned absences well in advance to allow their colleagues ample notice to ensure there is adequate coverage of the work or projects to be completed. If employees wish to use paid time off, they must submit a request to their supervisor at least two (2) weeks in advance of the requested time off.

Similar notice should be provided for planned time off of shorter duration. Every effort will be made to grant requests, consistent with operating schedules. However, if too many people request the same period off, the Company reserves the right to choose who may take time off during that period. Individuals with the longest length of services generally will be given preference.

If employees will be out of work due to illness or due to any other emergency for which notice could not be provided, they must call in and notify their supervisor as early as possible, but at least by the start of their workday. If the employee calls in sick for two (2) or more consecutive days, the employee may be required to provide a doctor's note to their supervisor on the day they return to work.

3-4 Lactation Accommodations

Three Points Center LLC will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law. The TPC may not be able to provide additional break time if doing so would seriously disrupt the TPC's operations, subject to applicable law.

The TPC will make reasonable efforts to provide employees with the use of a room or location near the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult Human Resources with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-5 Workers' Compensation

On-the-job injuries are covered by Three Points Center LLC's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow TPC procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-6 Jury Duty

Three Points Center LLC realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt salaried employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for TPC during such week.

3-7 Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

3-8 Insurance Programs

Full-time employees may participate in Three Points Center LLC's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact Human Resources with any further questions.

3-9 Long-Term Disability Benefits

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between Three Points Center LLC and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-10 Retirement Plan

Eligible employees can participate in Three Points Center LLC's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Human Resources if there are any further questions.

3-11 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) allows eligible employees and their qualified dependents the opportunity to continue health insurance coverage under Three Points Center LLC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are termination of employment, a reduction in an employee's hours or a qualified leave of absence, death of an employee, an employee's divorce, or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of coverage at Three Points Center LLC's group rates plus an administration fee. Three Points Center LLC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Three Points Center LLC's health insurance plan. The notice contains important information about the employee's rights and obligations. State mini-COBRA laws may also apply.

Section 4 - LEAVES OF ABSENCE

4-1 Personal Leave

If employees are ineligible for any other TPC leave of absence, Three Points Center LLC, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to your supervisor at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered based on staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. Three Points Center LLC will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to TPC in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, TPC will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by TPC will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any TPC-provided Short-Term Disability Leave of Absence.

4-2 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law

(including travel). They should give management as much advance notice of their need for military leave as possible so that Three Points Center LLC can maintain proper coverage while employees are away.

4-3 Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Human Resources.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by TPC for at least 12 months (which need not be consecutive); 2) have been employed by TPC for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a 12-month period measured forward from the start date of the employee's first FMLA leave. Leave may be taken for any one, or for a combination, of 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**;
- 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 the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active

duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigencies leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause TPC substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. TPC will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from TPC telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of 1) their rights and responsibilities in connection with such leave; 2) TPC's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

TPC may retroactively designate leave as FMLA leave with appropriate written notice to employees provided TPC's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, TPC and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify TPC of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow TPC to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the TPC's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which TPC has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide TPC notice of the need for leave as soon as practicable under the facts and circumstances of the case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with TPC and make a reasonable effort to schedule treatment so as not to unduly disrupt the TPC's operations, subject to the approval of the employee's health care provider. Employees must consult with TPC prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both TPC and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, TPC may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, TPC may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise TPC of the reason why such leave is medically necessary. In such instances, TPC and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting TPC's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the TPC with timely, complete and sufficient medical certifications. Whenever TPC requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the TPC's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. TPC will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The TPC will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, TPC (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide TPC with authorization

allowing it to clarify or authenticate certifications with health care providers, TPC may deny FMLA leave if certifications are unclear.

Whenever TPC deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If TPC has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at TPC's expense. If the opinions of the initial and second health care providers differ, TPC may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by TPC and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, TPC may require employees to provide recertification of medical conditions giving rise to the need for leave. TPC will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide TPC with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. TPC may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the TPC may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active-duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying

exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, TPC may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, TPC may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the TPC will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the TPC notifies employees of other arrangements, whenever employees are receiving pay from the TPC during FMLA leave, the TPC will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The TPC's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the TPC will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the TPC for the cost of the premiums the TPC paid for maintaining coverage during their unpaid FMLA leave.

IV. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Human Resources. The TPC is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The TPC will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

V. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the TPC's other leave policies in this handbook or contact Human Resources.

Section 5 - GENERAL STANDARDS OF CONDUCT

5-1 Employee Dress and Personal Appearance

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

All employees are expected to maintain clean and appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should be moderate and should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are other odors that are disruptive or offensive to others or may exacerbate allergies.

The Company wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable:

- Flip flops or shoes that present a safety hazard given the work area
- Spandex, sweats, or work out attire (unless participating in activity and then should bring appropriate clothes to change into)
- Pants, shorts, or skirts worn below the waistline (shorts must be to your knees)

- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures, including drug/alcohol related material
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Tattoos that are not appropriate in content

The Company is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or may be sent home, without pay, to change clothes. Continued disregard of this policy may be cause for corrective action, which may result in termination.

Employees may dress and groom themselves in a manner consistent with their gender identity and religion. The Company will reasonably accommodate employees who require or request an exception to the dress code based on a sincerely held religious belief, unless it would cause undue hardship.

Any questions about this policy should be directed to your supervisor.

5-2 Punctuality and Attendance

Employees are hired to perform important functions at Three Points Center LLC. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with TPC.

5-3 Corrective Action

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

Disciplinary action may be taken by management in cases of violations of the policies set forth in this manual, or for any instance of conduct deemed inappropriate by management.

Three Points Center LLC supports the use of progressive corrective action to address issues such as poor work performance or misconduct. This policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Three Points Center LLC reserves the right to administer the corrective action process, in any order, depending on the facts of each situation and the nature of the offense.

Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization. Outlined below are the levels of progressive corrective action.

- **Verbal warning:** Verbal counseling with the employee and written record of the discussion placed in the employee's file for future reference
- **Written warning:** Written warnings may be used when a verbal warning has not helped change unacceptable behavior or for behavior or violations more serious in nature. Written warnings are placed in an employee's personnel file
- **Termination:** Termination may occur if established corrective action goals are not met, for repeated unacceptable behavior, gross misconduct, or other unacceptable performance or behavior

Three Points Center LLC reserves the right to determine the appropriate level of corrective action for any inappropriate conduct or performance. It is the policy of the Company to regard corrective action as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the company may select to enhance job performance. Consistent with the at-will employment relationship between the Company and its employees, the Company is not required to take any corrective action before making an adverse employment decision, including termination. The Company may skip any or all steps it deems necessary. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, demotion, termination or in any combination of the above, if the Company so elects. The Company reserves its right to administer corrective action at its sole discretion.

Good common sense and judgment on your part will make disciplinary action unnecessary. Should you be in doubt, consult this Handbook, the Company's policies, or the Human Resources department.

5-4 Conflict of Interest and Business Ethics

It is Three Points Center LLC's policy that all employees avoid any conflict between their personal interests and those of TPC. The purpose of this policy is to ensure that TPC's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of TPC.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with TPC, by any employee who is in a position to directly or indirectly influence either TPC's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with TPC;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with TPC or which competes with TPC; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with TPC.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and TPC.

5-5 Confidential Company Information

During the course of work, employees may become aware of confidential information about Three Points Center LLC's business, including but not limited to information regarding TPC finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to TPC's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to Three Points Center LLC's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of TPC may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-6 Use of Communications and Computer Systems

Three Points Center LLC's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other TPC policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy regarding their use of the Three Points Center LLC systems.

Three Points Center LLC may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when TPC deems it appropriate to do so. The reasons for which TPC may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that TPC operations continue appropriately during the employee's absence.

Further, Three Points Center LLC may review Internet usage to ensure that such use with TPC property, or communications sent via the Internet with TPC property, are appropriate. The reasons for which TPC may review employees' use of the Internet with TPC property include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that TPC operations continue appropriately during the employee's absence.

TPC may store electronic communications for a period after the communication is created. From time to time, copies of communications may be deleted.

TPC's policies prohibiting harassment, in their entirety, apply to the use of TPC's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state or local law.

Further, since TPC's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-7 Personal and Company-Provided Electronic Devices

Three Points Center LLC-provided electronic devices, including cell phones and personal digital assistants, should be used primarily for business purposes. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work responsibilities. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring for excessive or inappropriate use, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as

necessary. If an employee's cellphone usage causes a decline in their effectiveness while working or interferes with the day to day operations, TPC has the right to ban that employee from using their cell phone while at work.

Employees may use their cell phone for business purposes only while working. Employees may use their cell phone to monitor the Zoom channel employees communicate through. However, this shall be done at times when it does not take away from the employee maintaining safe and appropriate visual communication with students. These employees should work with the IT department to configure their device for business use. Communications sent via a personal device also may subject to monitoring if sent through TPC's networks and the device must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a device for business purposes, whether it is a TPC-provided or personal device, employees must comply with applicable TPC guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a TPC-issued device to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

The following are TPC's basic guidelines for proper employee cell phone use during work hours.

1. Employees shall not use a cell phone while driving company vehicles while on, off, or around TPC facility grounds.
2. Employees shall not use a cell phone while driving private vehicles on or around TPC facility grounds.
3. Employees shall not use a cell phone while operating equipment.
4. Employees shall not use a cell phone for personal reasons during work hours unless they are on break. These include but are not limited to:
 - o Surfing the web
 - o Mobile banking
 - o Playing games
 - o Texting or calling family and friends
 - o Listening to music
5. Employees shall at no time give their cell phone to a student for any purpose.
6. Employees shall not show pictures to students from their cell phone, allow students to read from their cell phone, or to look something up for students on their cell phone.
7. Employees shall not use or connect to any personal social media on their cell phone while at work unless the employee is night shift and all students are asleep. Nor shall they allow any student to see, look at, or view any social media from their cell phone.
8. Employees shall not use cell phones for personal tasks while at work.
9. Employees shall not use their cell phones camera or microphone to record confidential information or record other employees' conversations.

10. Employees shall not use their cell phones to take photos of students unless instructed by their supervisor or higher for exigent circumstances only or sending requested information to TPC's nurse for medical purposes if requested by their supervisor or Nurse.
11. Employees shall not use their cell phones in areas where cell use is explicitly prohibited; (e.g. bathrooms)
12. Employees shall not speak on their phones within earshot of other employees or students during work hours unless they are involved in the phone call (e.g. parents, prospective parents, health care professionals, other employees that are not involved with the call).
13. Employees shall NOT upload or download inappropriate, illegal, or obscene material using TPC's internet connection on their cell phone.

Employees may face severe disciplinary action up to and including termination in cases, including, but not limited to, when they cause a security breach, violate our confidentiality policy, cause an accident by recklessly using their cell phones, and fail to keep students safe.

Please note that whether employees use their personal device or a TPC-issued device, TPC's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

5-8 Use of Social Media

Three Points Center LLC respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect TPC interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees need to know and adhere to this employee handbook and other company policies when using social media about TPC.
- Employees should be aware of the effect their actions may have on their images, as well as TPC image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that TPC may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to TPC, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Employees are prohibited from becoming "friends" with or otherwise contacting parents and students on social networking sites (i.e. Facebook, Twitter, Snap chat, etc.)

- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized TPC spokespersons.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use should not interfere with employee's responsibilities at TPC. TPC computer systems are to be used for business purposes only. When using TPC computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, TPC blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates TPC or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with TPC, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent TPC's positions, strategies or opinions."
- It is highly recommended that employees keep TPC related social media accounts separate from personal accounts.

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with TPC equipment or property.

Posting on Social Media as a Representative Guidelines

- Employee must have prior approval from the Program Director to post anything on social media acting as a representative.
- Each post prepared must be reviewed by the Program Director and/or designee and approved prior to posting.
- Photos shall not be posted of any youth or student attending the program without prior approval by the Program Director.
- Photos taken of any youth or student attending the program for this purpose must be deleted immediately after approval by the Program Director and posting. No employee shall have photos of any youth on their personal cell phone without prior approval from the Program Director.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions TPC and also expresses either a political opinion or an opinion regarding TPC's actions that could pose an actual or potential conflict of interest with TPC, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not TPC's position. This is necessary to preserve TPC's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. TPC policies apply equally to employee social media usage.

Three Points Center LLC encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their supervisor. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-9 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of TPC's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, TPC is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-10 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in Three Points Center LLC facilities other than the reception areas.

5-11 Bulletin Boards

Important notices and items of general interest are continually posted on Three Points Center LLC bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at Three Points Center LLC. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-12 Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for Three Points Center LLC. Solicitation of any kind by non-employees on TPC premises is always prohibited.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of TPC is prohibited at all times. Distribution of literature by non-employees on TPC premises is always prohibited.

5-13 Health and Safety

The health and safety of employees and others on TPC property are of critical concern to Three Points Center LLC. TPC intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on TPC's premises, or in a product, facility, piece of equipment, process or business practice for which TPC is responsible should be brought to the attention of management immediately.

Periodically, TPC may issue rules and guidelines governing workplace safety and health. TPC may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-14 Smoking/Vaping/Tobacco

Smoking and/or use of any tobacco related product or electronic device that delivers nicotine or related substances is not permitted in any Company buildings, facilities, work sites, parking lots, or vehicles. Tobacco includes cigarettes, cigars, e-cigarettes, vapors, chewing tobacco and/or any other nicotine-related product. Employees wishing to smoke/use tobacco should do so during their break times, outside Company buildings in designated areas, and in accordance with local ordinances. Employees who violate the tobacco policy will be subject to corrective action up to and including immediate discharge.

5-15 Substance Abuse/Prescription Medication

As an element of our commitment to a safe workplace, it is the policy of Three Points Center LLC to strictly prohibit conduct that may endanger the safety of others. The use of alcohol, controlled substances, or other drugs including prescription and nonprescription medications that result in job impairment, or that present a safety risk, is prohibited. Illegal possession, manufacture, use, sale or transfer of a controlled substance on department property at any time is prohibited. Employees impaired by alcohol, controlled substances, or other drugs including prescription and non-prescription medications during work hours may pose safety and health risks. To ensure a safe working environment, employees are required to report to work and while at work will remain unimpaired by alcohol, controlled substances, or other drugs including prescription and non-prescription medications. Employees must consult with their doctor(s) about the medications' effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions or prescription drug specifics unless required for work accommodation purposes.

It is the collective responsibility of the entire company to maintain a drug free working environment. If, at any time you have concerns regarding an employee under the influence of drugs or alcohol while on duty it is expected that you report this to management.

The use of any illegal drug covered under the Federal Controlled Substances Act U.S.C. Title 21 Section 812 is prohibited. The use of marijuana for any purpose, including medical, is also prohibited. Any illegal substance, drug, including illegal synthetics, or drug paraphernalia is prohibited on Company property. Marijuana and marijuana paraphernalia is prohibited on Company property.

We reserve the right to have employees' drug and/or alcohol tested at any time upon determining reasonable suspicion. This company has a drug and alcohol policy. Please see the drug/alcohol policy and contact Human Resources for policy details.

5-16 Inspections

Three Points Center LLC reserves the right to require employees while on TPC property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on TPC or client property, and work areas. This includes lockers, vehicles, desks,

cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to TPC or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-17 Medical Testing

For employee safety, the Company reserves the right to conduct medical testing, such as pre-employment, fitness for duty, vaccination/immunizations and other relevant medical testing.

5-18 Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Human Resources along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-19 Operation of Vehicles

All employees authorized to drive TPC-owned or leased vehicles or personal vehicles in conducting TPC business must possess and maintain a current, valid driver's license, an acceptable driving record, and insurance (for personal vehicles) and may be required to show proof of such. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on TPC property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. This also includes no consumption of alcoholic beverages immediately prior to or during use and no smoking during use of company vehicles.

TPC-owned or leased vehicles may be used only as authorized by management. Employees should notify their supervisor in the event a vehicle is damaged or in need of repair.

Electronic Device Use While Driving

Employees who drive on TPC business must abide by all state or local laws prohibiting or limiting electronic device use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any device while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the device.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a device while driving, employees who are charged with traffic violations resulting from the use of their devices while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

This company has a vehicles procedure policy. Please see the company vehicles procedure policy and contact Human Resources for policy details.

5-20 Publicity/Statements to the Media

All media inquiries regarding the position of TPC as to any issues must be referred to the CEO. Only the CEO is authorized to make or approve public statements on behalf of TPC. No employees, unless specifically designated by the CEO, are authorized to make those statements on behalf of TPC. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of TPC must first obtain approval from the CEO.

5-21 References

Three Points Center LLC will respond to reference requests through the Human Resources Department. TPC will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.

5-22 If You Must Leave Us

Should any employees decide to leave TPC, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All TPC, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of TPC's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay

TPC (through payroll deduction, if lawful) for any lost or damaged TPC property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-23 Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

5-24 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Three Points Center LLC. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Three Points Center LLC, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about TPC or its personnel policies and practices.

Section 6 - NORTH CAROLINA ADDENDUM

6-1 School Attendance Leave

Three Points Center LLC will grant employees who are parents or guardians of school-age children up to four (4) hours of unpaid leave during any 12-month period to participate in activities at their children's school. Forty-eight hours' written advance notice is required. The leave shall occur at a time mutually agreed upon by the employee and TPC. TPC may require verification of the employee's participation in the school activities. Employees must first use accrued paid time off for this purpose.

Section 7 - UTAH ADDENDUM

7-1 Pregnancy Accommodations

Three Points Center LLC will endeavor to provide reasonable accommodations to employees affected by pregnancy, childbirth, breastfeeding or related medical conditions as required by law, unless such accommodations would result in an undue hardship on the operations of TPC.

TPC may not require employees to terminate employment if another reasonable accommodation can be provided, or deny employment opportunities if the denial is based on the need of TPC to make reasonable accommodations related to the pregnancy, childbirth, breastfeeding or related conditions of the employee, unless the accommodations would create an undue hardship on TPC operations.

TPC may require the employee to provide a certification from the employee's health care provider concerning the medical advisability of a reasonable accommodation including the following information:

- the date the reasonable accommodation becomes medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

A certification from the employee's health care provider is not required if the reasonable accommodation requested is either more frequent restroom, food or water breaks. TPC is not required to permit the employee to bring the employee's child to the workplace for purposes of accommodating pregnancy, childbirth, breastfeeding or related conditions.

If employees have questions regarding this policy or would like to request a reasonable accommodation pursuant to this policy, they can contact the Head of Human Resources.

GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee handbook is an important document intended to help employees become acquainted with Three Points Center LLC. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because TPC's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this handbook.

I have received and read a copy of Three Points Center LLC's Employees handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of TPC at any time.

I further understand that my employment is terminable at will, either by myself or TPC, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Three Points Center LLC other than the Owners may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of TPC's Employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

RECEIPT OF NON-HARASSMENT POLICY

It is Three Points Center LLC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Three Points Center LLC.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on TPC premises, while on TPC business (whether or not on TPC premises) or while representing TPC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or

- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand Three Points Center LLC's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

EMPLOYEE ACKNOWLEDGMENT FORM

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.