ALL TOGETHER WE CAN, LLC

SUPPORTED LIVING SERVICES

Employee Handbook

2026–2027 EDITION

ATWCDIGITIALFORMS.NETLIFY.APP

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This handbook supersedes all previous editions, updates, amendments and addendums.

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How to use this handbook

This Employee Handbook provides employees with a general overview of the policies, benefits and rules of employment with All Together We Can, LLC. We expect each employee to read this handbook carefully, as it is a valuable reference for understanding your job and the Company.

This handbook cannot anticipate every situation. If you would like further information, or have questions about any of the policies and procedures outlined here, please bring them to the attention of Company management. Failure to adhere to Company policies may result in discipline up to and including termination.

The Company reserves the right to unilaterally change, rescind, delete or augment the provisions of this handbook — other than the employment at-will provision — in the Company's sole discretion. The Company will reasonably attempt to notify employees of policy changes if and when they occur. This handbook supersedes all previous handbook editions, updates, amendments and addendums.

> **AT-WILL EMPLOYMENT**
>
> All employment with the Company is at-will. Either the Company or the employee may end the employment relationship at any time, with or without cause and with or without notice, to the maximum extent allowed by law. Nothing in this handbook is a contract or a promise of employment for any fixed period. See Section 1.1.

If you have a question about anything in this handbook, ask. Raising a question early is always easier than correcting a problem later.

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1. Employment practices

1.1 At-will employment

All employment with the Company is at-will. To the maximum extent allowed by law, either the Company or the employee can terminate employment with the Company with or without cause, and with or without notice, at any time.

No one except the Company's President has the authority to enter into any employment agreement with an employee for a specified period of time. Additionally, the Company's President can alter an employee's at-will status only by signing a written agreement with the employee that expressly specifies the Company's intent to employ the employee for a specified period of time.

This handbook provision regarding at-will employment shall not be construed as a change in policy, but merely as an express statement of past and present policy. This provision constitutes an integrated and binding agreement with respect to the at-will nature of the employment relationship. No prior or other oral or written understanding shall be of any force or effect with respect to the at-will nature of the employment relationship.

1.2 Equal employment opportunity

The Company is committed to equal employment opportunity. The Company does not make work-related decisions — including but not limited to hiring, training, assignment, promotion, transfer, compensation, discipline or termination — based on any legally protected characteristic or in an unlawful manner.

The Company also prohibits unlawful discrimination based on the perception that anyone has any legally protected characteristic, or is associated with a person who has or is perceived as having any such characteristic.

Pay discrimination between or among employees performing substantially similar work based on gender, race or ethnicity, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

As required by applicable law, the Company will engage in a prompt, good faith, interactive process with applicants and employees who require reasonable accommodations, and will attempt to reasonably accommodate such applicants and employees as required by law. The Company encourages applicants and employees to initiate this interactive process promptly whenever such accommodations may be required.

Any applicants or employees with concerns about equal employment opportunities should contact Company management. The Company does not permit retaliation against individuals who make complaints or cooperate in investigations.

1.3 Abuse reporting

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ZERO TOLERANCE FOR CLIENT ABUSE OR NEGLECT

Every employee of the Company is a mandated reporter. If you observe, learn of, or reasonably suspect abuse or neglect of a child, elder or dependent adult, report it immediately — do not wait, and do not route it through the office first. Call 911 and Adult or Child Protective Services as applicable, with a written report to follow.

Employees must report to appropriate agencies any suspected or known child, dependent adult or elder abuse.

Every employee has a duty to report any observation or knowledge of any incident that reasonably appears to be physical abuse, abandonment, abduction, isolation, financial abuse, or neglect; or is told by a child, elder or dependent adult that he or she has experienced behavior, including an act or omission, constituting physical abuse, abandonment, abduction, isolation, financial abuse, or neglect; or reasonably suspects that abuse.

The employee shall report the known or suspected instance of abuse immediately or as soon as practicably possible. Do not delay immediate reporting by telephone to 911, to Adult or Child Protective Services as applicable, and to proper authorities, with a written report to follow. If employees have any questions on how to report abuse, please contact the Company office.

All employees who have contact with clients or access to confidential client information must pass pre-employment screening and Live Scan as allowed or required by law.

1.4 Policy against harassment, discrimination and retaliation

The Company has an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace environment that is free from employment practices prohibited by law. Specifically, the Company prohibits illegal discrimination and harassment in employment based on your actual or perceived:

- Ancestry
- Age (40 and above)
- Color
- Disability, physical and mental, including HIV and AIDS
- Genetic information
- Gender, gender identity, or gender expression
- Marital status
- Medical condition, including genetic characteristics, cancer, or a record or history of cancer
- Military or veteran status
- National origin, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law
- Race
- Religion, including religious dress and grooming practices
- Sex, including pregnancy, childbirth, breastfeeding and related medical conditions
- Sexual orientation

The law prohibits co-workers, third parties, supervisors, managers and anyone with whom you come into contact during your employment from engaging in conduct prohibited by law.

How to report

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If you believe that you have been harassed, discriminated or retaliated against, or treated in an unlawful manner, you should file a complaint with your supervisor. If you do not wish to notify your supervisor, you may contact the Company's President or Human Resources representative, either verbally or in writing, to file your complaint.

What the Company will do

- Designate the complaint as confidential to the extent possible
- Provide a timely response
- Ensure an impartial and timely investigation process, with reasonable progress
- Provide appropriate options for remedial actions and resolutions
- Ensure timely closure of the complaint and investigation

You also may lodge complaints with the California Civil Rights Department (formerly the Department of Fair Employment and Housing) and the U.S. Equal Employment Opportunity Commission.

Supervisors must report any complaints of misconduct to the Company and to the Company's President and Human Resources representative as soon as possible, so the Company can try to resolve the claim internally. When the Company receives allegations of misconduct, it will conduct a fair, timely and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality of the complaint and investigation to the extent possible, but the investigation may not be completely confidential. At the end of the investigation, if the investigator finds misconduct, the Company will take appropriate remedial measures. You will not be exposed to retaliation as a result of lodging a complaint or participating in any workplace investigation.

1.5 Workplace violence and threats of violence

The Company does not tolerate any violence or threats of violence in the workplace. Employees who have experienced or know of violence, abuse, threats or other improper conduct on Company property or at clients' homes or facilities should report this information immediately to Company management. If you do not wish to notify your immediate supervisor, you may contact the Company's President or Human Resources representative, either verbally or in writing, to file your complaint.

The Company prohibits retaliation against any employee who makes a complaint or cooperates in an investigation regarding any such improper conduct. Any employee who engages in such improper conduct may be subject to discipline up to and including termination.

1.6 Compliance with laws and driving policy

Employees must obey all applicable laws, regulations and Company policies in the conduct of their employment. This requirement includes but is not limited to complying with all applicable vehicle code and traffic laws, rules and regulations.

If an employee drives in the course of his or her employment with the Company, he or she must drive safely and in compliance with all laws, codes, rules, regulations and Company policies, including but not limited to not using a cellular telephone; not texting or e-mailing; and not engaging in other distractions, while driving.

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Employees who drive in the course of employment must maintain a valid and current driver's license and insurance as required by law, as well as an acceptable driving record, and provide proof of these items to the Company upon request. Employees who drive their own vehicle in the course of employment must also maintain a valid and current registration on the vehicle, properly maintain the vehicle, and provide proof of these items to the Company upon request.

Employees must immediately notify the Company of any changes to their driving record, driver's license, registration, insurance, vehicle maintenance or ability to drive for any reason.

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2. Pay, hours and records

2.1 Personnel files and payroll records

The Company will maintain and allow access to employee personnel files and payroll records as required by law. The Company reserves the right to audit employee personnel files. Employees are required to provide updated information to the Company and to keep their contact and other information with the Company current.

2.2 Pay periods

The Company will pay employees biweekly. When a payday falls on a holiday, the Company will pay employees on the first working day after the holiday.

If payday falls on a Saturday	Employees are paid the preceding Friday
If payday falls on a Sunday	Employees are paid the following Monday
Work week	Begins Sunday and ends Saturday
Work day	Begins and ends at midnight

2.3 Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the Company to keep an accurate record of time worked for non-exempt employees in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties and according to applicable law.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of any non-compensated meal or other non-working periods, if applicable. They also should record the beginning and ending time of any split shift or departure from work for personal reasons.

> **NEVER WORK OFF THE CLOCK**
>
> The Company prohibits employees from working off the clock. You must record all the time you work. Failing to record your time could subject you to discipline, up to and including termination. Altering, falsifying or tampering with time records, signing another employee in or out, or recording time on another employee's time record may also result in disciplinary action, up to and including termination of employment.

2.4 Overtime

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Company management may ask employees to work beyond their regularly scheduled hours. Although Company management may attempt to provide employees with advance notice of required additional hours, this may not always be possible.

An employee must have approval in advance from Company management before performing any unscheduled or overtime work. Working any additional hours other than those previously scheduled, without advance approval from Company management, may subject the employee to discipline up to and including termination.

The Company will pay non-exempt employees overtime as required by law. Overtime pay is based on actual hours worked. Paid or unpaid time off, including but not limited to holidays, sick leave or vacation days, or leaves of absence, will not be considered hours worked for purposes of performing overtime calculations.

To the maximum extent allowed by law, any holiday pay premium, if and when applicable, will not be included in a non-exempt employee's regular rate for overtime calculation purposes. Additionally, to the maximum extent allowed by law, non-exempt employees will not receive a holiday pay premium, if any, during any portion of any holiday when the non-exempt employee is entitled to overtime compensation.

2.5 Holidays

Subject to the terms and conditions of this handbook, the Company will pay non-exempt employees time and a half their regular hourly wage for hours worked on the following holidays:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas

Only hours worked during the holidays listed above are eligible for holiday compensation. To the maximum extent allowed by law, any holiday pay premium, if and when applicable, will not be included in a non-exempt employee's regular rate for overtime calculation purposes, and non-exempt employees will not receive a holiday pay premium, if any, during any portion of any holiday when the non-exempt employee is entitled to overtime compensation.

The Company will provide full-time exempt employees with paid time off on the holidays listed above, provided the employee is employed with the Company on the work day before and the work day after the holiday.

2.6 Expenses and reimbursements

The Company will reimburse employees for expenses incurred in the conduct of their employment, including but not limited to mileage and cell phone usage. Such expenses must be reasonable and must be pre-approved by the Company in advance of the expense. Employees should submit expenses to the Company on a weekly basis for reimbursement.

2.7 Travel time

The Company will pay employees for travel time and reimburse expenses for travel in the course and scope of employment. To the maximum extent allowed by law, this generally does not include paying for travel time or reimbursing expenses for commuting from home to the employee's initial worksite, or from the employee's final worksite to home, unless required by law.

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Employees should log their travel time on their time records and submit their mileage and other travel expenses to the Company. If an employee takes public transportation to travel during the course and scope of employment, the employee should submit the cost of public transportation for reimbursement.

2.8 Payroll

The Company is required by law to make deductions from employees' pay for Social Security, Medicare, and California State Disability Insurance. Additionally, employees and the Company may mutually agree to withhold the employee's share of personal federal and state income tax. Changes in filing status and the number of claimed allowances must be made by signing and completing new federal and state tax forms and submitting these forms to the Company.

The Company makes reasonable, good faith efforts to pay employees accurately and promptly according to applicable law, and to avoid improper or unlawful deductions from employees' paychecks. If there is an error in your paycheck, or if you believe there has been an improper deduction from your paycheck, please bring it to the immediate attention of your supervisor. The Company will investigate the situation and remedy the matter if necessary, including by reimbursing the employee if appropriate, as quickly as possible.

2.9 Cell phones

The Company does not require employees to have, use or communicate via cell phones. A cell phone is not required for employment with the Company.

> **CELL PHONE STIPEND**
>
> The Company provides a stipend of $25 per month per employee to reimburse employees for business-related cell phone use.

If an employee believes this stipend does not fully reimburse the employee's business-related cell phone use, the employee should contact Company management immediately to discuss potential additional reimbursement. If an employee does not contact Company management, the employee and the Company agree that the stipend fully reimburses the employee for all business-related expenses pertaining to the employee's cell phone.

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3. Job duties

3.1 Duties for caregivers

Personal attendant companion caregivers working in private homes

Personal attendant companion caregivers work in the private homes of Company clients. Such a caregiver is referred to in this handbook as a "PAC Caregiver." PAC Caregivers perform non-medical companionship care for clients who, by reason of advanced age, physical disability, or mental deficiency, need supervision. When working in the private home of a Company client, PAC Caregivers serve as personal attendants under California Wage Order 15.

> **THE 80/20 RULE**
>
> During every shift, a PAC Caregiver must spend at least 80% of work time supervising, feeding and dressing clients — and must never spend more than 20% of work time on anything else. Any housekeeping should relate only to areas of the residence that the client uses, and must never exceed 20% of working time per shift.

PAC Caregivers are entitled to overtime for all hours worked above nine in a work day, and for all hours worked above the hours in a pay period — for example, an 80-hour, 88-hour or 96-hour pay period. Overtime is determined if you work over these hours for the respective pay period. PAC Caregivers are not entitled to meal or rest periods, or any other overtime not listed in this section.

3.2 Policies applying to all caregivers

Risk of injury

Caregivers understand and agree that caregiving jobs may involve caring for clients who, due to their mental condition, may be violent. It is the caregiver's responsibility to protect such clients from injuring themselves or others. By accepting a job as a caregiver, to the maximum extent allowed by law, caregivers assume the risk that clients may be violent and that the caregiver may be injured.

If a caregiver does not feel comfortable performing these duties or accepting the risk of potential injury, the caregiver should contact Company management immediately. If the caregiver does not so notify Company management, the caregiver agrees that he or she can perform the essential functions of the caregiver job with or without reasonable accommodation, and understands and accepts the risk of potential injury.

Leaving at the end of a shift

Caregivers should leave a client's home or other worksite when the caregiver's shift ends. Caregivers should not remain at a client's residence or other worksite during non-working hours.

However, if a caregiver remains at a client's residence during non-working hours, the caregiver understands and agrees that: (1) remaining on the premises is strictly voluntary and of the caregiver's own volition; (2) the caregiver is not working or on call during these non-working hours; (3) the caregiver is relieved of all duties and not required to remain on the premises or respond to the client during non-working hours; and (4) the caregiver can leave the premises at any time and for any duration during the caregiver's non-working hours.

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Caregivers agree to notify the Company immediately, and to record on their time record, any time worked during non-working hours. The Company will not pay caregivers for any hours worked during non-working hours.

Records and expenses

On a daily basis, caregivers agree to track the beginning and ending times of their work shifts, as well as the beginning and ending times of any unpaid meal or other unpaid non-working time, if any and as applicable, and their total hours worked.

Caregivers also agree to document any expenses they incur in the course and scope of their employment with the Company, including but not limited to mileage and cell phones, and to submit weekly all records and receipts for those expenses to the Company for reimbursement. Travel time and travel expenses are handled as described in Section 2.7.

Reporting departures from this policy

If any of the terms or working conditions described in this Job Duties for Caregivers policy are not followed during any shift an employee works for the Company, the employee agrees to immediately notify the Company. If the employee does not promptly notify the Company otherwise, the employee and the Company agree that all the working conditions described in this policy were met during every shift the employee works for the Company.

Employees must comply with all applicable laws and regulations, and all Company policies and procedures, during the course and scope of their employment with the Company.

3.3 Other employees

Exempt employees, other than caregivers

Employees who are exempt from overtime under applicable federal and state law will receive a fixed salary. This fixed salary is designed to compensate exempt employees for all hours worked per week, and is generally not subject to deductions except as allowed by law. Exempt employees are not entitled to the meal and rest periods required for non-exempt employees.

Non-exempt employees, other than caregivers

Employees who are not exempt from federal and state overtime will be paid hourly. Non-exempt employees will receive overtime and all applicable rest and meal periods, if any, as required by law.

Overtime	More than eight hours in a work day; more than 40 hours in a work week; and the first eight hours of work on a seventh consecutive day of work in a work week
Double time	More than 12 hours in a work day, and more than eight hours on a seventh consecutive day of work in a work week
Rest breaks	A paid 10-minute rest break, relieved of all duties, during every four hours — or major fraction thereof — worked; so far as practical, in the middle of each such period
Meal periods	An unpaid 30-minute meal period, relieved of all duties, for every five hours worked

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Non-exempt employees who are eligible for meal periods agree to take a first meal period no later than the end of the fifth hour of work. If a non-exempt employee works 10 hours in a work day, the employee agrees to take a second meal period no later than the end of the 10th hour of work.

When a work period of not more than six hours will complete the day's work, the meal period may be waived by mutual consent of the Company and a non-exempt employee. Eligible employees wishing to waive such a meal period should contact Company management.

When the nature of the work prevents a non-exempt employee from being relieved of all duty, the Company and the employee may enter into a written agreement providing for an on-duty meal period. A non-exempt employee may revoke such an agreement in writing at any time. Please contact Company management if you believe that an on-duty meal period is appropriate for your work circumstances.

Non-exempt employees must clock in and out for meal period breaks and other unpaid non-working time. Non-exempt employees shall immediately notify the Company if, on any working day, they do not take all the required rest and meal periods within the specified time periods and for the required duration. If a non-exempt employee does not promptly notify the Company otherwise, the employee and the Company agree that all the working conditions described in this policy were met during every shift the employee works for the Company.

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4. Workplace expectations

4.1 Work performance and performance reviews

Employees are encouraged to meet with their supervisor or Company management as soon as possible if they have concerns or require additional guidance in performing their job duties. Supervisors and Company management will attempt to meet with each employee as often as the Company feels is reasonable and necessary to review the employee's performance, goals and any concerns the employee may have.

4.2 Attendance and punctuality

Punctuality and regular attendance are important to the Company's efficient operation. The Company expects employees to be at their designated work location on time and on schedule. Personal matters requiring time away from your work, such as doctor's appointments, should be scheduled during your non-working hours if possible.

To the maximum extent allowed by law, if an employee will be late, must leave early, or is unable to work as scheduled, the employee must contact his or her supervisor as soon as possible and according to the policies in this handbook. If you are absent for several days, you must notify your supervisor each day. As allowed by law, unexcused absences or tardiness may subject the employee to discipline, up to and including termination.

> **THREE CONSECUTIVE UNEXCUSED ABSENCES**
>
> If an employee has three consecutive unexcused absences and has not provided proper notification to the Company, then to the maximum extent permitted by law the Company may assume the employee has abandoned his or her position, and the employee may be treated as having voluntarily terminated employment.

4.3 Substance abuse and testing policy

The Company is committed to workplace safety and the health and safety of its employees and clients. Regardless of what employees may do during their non-working hours, employees must never report to work intoxicated or otherwise impaired, or become intoxicated or otherwise impaired during work hours.

To the maximum extent allowed by law, the Company prohibits employees' use, possession, or working under the influence of marijuana or alcohol during work hours; on Company property; at a client's home or facility; or while conducting Company business at any location. The Company also prohibits employees' possession, use, distribution, purchase, sale, transfer, manufacture, or working under the influence of illegal drugs in those same circumstances. Employees who violate this policy may be subject to discipline, up to and including termination. The prohibition against the use or possession of alcohol does not apply to Company-sponsored events where the Company may serve alcohol.

To ensure compliance with this policy, the Company reserves the right to conduct pre-employment screening for illegal drugs, as well as post-accident, reasonable suspicion, and random or other employee tests for alcohol, marijuana and illegal drugs as allowed by law.

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Pre-employment testing	Failure to pass the drug screening examination may result in termination of the hiring process for the prospective employee, as allowed by law
Post-accident testing	May be required when an employee has been involved in a work-related accident that is of a serious nature, requires medical attention, or results in injury or property damage
Reasonable suspicion testing	May arise from observation of physical symptoms, erratic behavior, lapses in performance, inability to appropriately respond to questions, or a complaint or report of similar behavior or a policy violation
Random or other testing	Some client facilities may require random or other testing as a condition of working in the facility

Employees with a positive test result for alcohol, marijuana or illegal drugs in violation of this policy may be subject to discipline up to and including termination according to applicable law. Refusal to comply or fully cooperate with the Company's request for screening or investigation, interfering with such screening or investigation, or tampering with the results, may be grounds for discipline up to and including termination.

> ***Note:*** *No element of this policy is intended to or will be enforced to violate any legally protected disability, medical condition, characteristic or practice. The Company will engage in a good faith, interactive process and provide reasonable accommodations to disabled applicants or employees as required by law. If you have concerns or questions about the use or enforcement of this policy, please contact Company management as soon as possible.*

4.4 Smoking

The Company is committed to providing a safe and healthy environment for employees, clients and visitors. Smoking is not allowed in clients' homes or facilities, or in the Company's office.

4.5 Workplace attire and appearance

All employees are expected to dress professionally and appropriately for their work environments. Company management, in its sole discretion as allowed by law, will make the final determination as to the appropriateness of an employee's dress and appearance. Employees should consult with Company management if they have questions as to what constitutes appropriate attire or appearance, or about this policy in general. Non-compliance with this policy may be grounds for discipline up to and including termination of employment.

> ***Note:*** *No element of this policy is intended to or will be enforced to violate any legally protected characteristic or practice. If you have concerns or questions about the use or enforcement of this policy, please contact Company management as soon as possible.*

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5. Leave policies

5.1 General leave policies

Employees may be eligible to take leaves of absence for medical, disability or other reasons under applicable laws. To the maximum extent allowed by law, employees who are interested in taking a leave of absence must provide Company management with at least 30 days' notice, or more notice if allowed or required by law, if the need for leave is reasonably foreseeable — or as soon as possible if the need for leave is not reasonably foreseeable. Employees in military service and their family members will be granted leaves of absence as required by law.

To the maximum extent allowed by law, employees requesting a leave of absence may be required to provide a certification, medical or otherwise, as to the reason for the leave, the estimated beginning date of the leave, and the estimated duration of the leave. Employees should report any changes in this information to Company management as soon as possible. The Company reserves the right to request and obtain additional certifications during the employee's leave in order to obtain updates on the reason for and duration of the leave, according to applicable law.

To the maximum extent allowed by law, any employee requests for extensions of leave must be made in writing, with documentation as to the reason for the requested extension, prior to the termination of the leave.

The Company requires employees on leaves of absence to use any paid time off available to them during the leave of absence, to the maximum extent allowed by law. Unless required by applicable law, and after the exhaustion of any paid time off required to be used during the leave, leaves of absence will be unpaid. Unless required by applicable law, employees will not accrue any benefits, including but not limited to paid time off and holiday pay, during unpaid leaves of absence.

Subject to the terms, conditions and limitations of the applicable plans, and if and as required by law, the Company will continue to provide otherwise eligible employees with health and other insurance benefits, if any, for the full period of the approved leave, subject to any employee contribution normally required for coverage for the employee and other eligible persons.

Employees may not accept other employment while on leave, according to applicable law. To the maximum extent permitted by law, acceptance of other employment while on leave is grounds for discipline, up to and including termination. Any misrepresentations in an employee's leave application also may subject the employee to discipline, up to and including termination.

Employees on leaves of absence should provide as much notice as possible to Company management of the date of their expected return to work. Although the Company will make reasonable efforts to reinstate employees to their same or comparable positions for which they are qualified upon their return from a leave of absence, unless required by applicable law the Company does not guarantee employees reinstatement to employment from leaves of absence. To the extent permitted by law, the Company reserves the right to request a fitness for duty certificate from employees before they return to work. Subject to applicable law, the Company may terminate employees who do not return to employment at the end of their leave of absence.

5.2 Family and Medical Leave Act

What is FMLA leave?

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The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you
- Your serious mental or physical health condition that makes you unable to work
- To care for your spouse, child or parent with a serious mental or physical health condition
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member

An eligible employee who is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the service member.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working fewer hours each day or week. FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if the paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply: you work for a covered employer; you have worked for your employer at least 12 months; you have at least 1,250 hours of service for your employer during the 12 months before your leave; and your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different hours of service requirements.

You work for a covered employer if one of the following applies: you work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year; you work for an elementary or public or private secondary school; or you work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you must follow your employer's normal policies for requesting leave, and give notice at least 30 days before your need for FMLA leave — or, if advance notice is not possible, as soon as possible. You do not have to share a medical diagnosis, but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave, and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

5.3 Los Angeles paid sick leave

Any Company employee who works at least two hours in a week in Los Angeles (a “Los Angeles Employee”) will be eligible for paid sick leave pursuant to this policy.

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Accrual	One hour of paid sick leave for every 30 hours worked
Waiting period	May be used after the ninetieth day of employment
Annual use cap	48 hours in a calendar year
Accrual cap	72 hours at any one time

If the need for paid sick leave is foreseeable, the Los Angeles Employee shall provide reasonable advance notice to the Company. If the need is unforeseeable, the employee shall provide notice as soon as practicable.

5.4 Paid sick leave — other California employees

This policy applies to all Company employees who work in California, except as otherwise provided for in the Los Angeles Paid Sick Leave policy above.

Accrual	One hour of paid sick time for every 30 hours worked
Waiting period	May be used after working 30 or more days within one year from the commencement of employment, and after the 90th day of at-will employment
Increments	No fewer than two hours at a time
Annual use cap	24 hours per year
Accrual cap	48 hours at any one time

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification to the Company. If the need is unforeseeable, the employee shall provide notice as soon as practicable.

5.5 Time off to vote

This section is provided as notice to California employees under the California Elections Code. If an employee does not have sufficient time outside of working hours to vote at a statewide election, the employee may take off enough working time that, when added to the voting time available outside of working hours, will enable the employee to vote. No more than two hours of the time taken off for voting shall be paid.

The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed between the Company and the employee. If the employee knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the Company at least two working days' notice that time off for voting is desired.

5.6 Lactation accommodation

The Company will attempt to reasonably accommodate requests for lactation as required by law. An employee has the right to request lactation accommodation, and may do so by contacting her supervisor or the Company's Human Resources Department. The Company will respond to the employee's accommodation request within two business

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days. If the Company cannot provide break time or a location as required by law, the Company will provide a written response to the employee. An employee has a right to file a complaint with the Labor Commissioner for any violation pertaining to the employee's right to lactation accommodation.

5.7 Jury duty

Employees summoned for jury duty will be allowed the necessary unpaid time off from work to perform this civic responsibility. Employees must give the Company as much notice as reasonably possible of their jury duty. The Company may require the employee to supply documentation from the court confirming the employee's jury duty service. Employees on jury duty must return to work during the employee's regularly scheduled workday if the employee's presence is not required in court and whenever the employee's jury schedule permits.

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6. Other policies

6.1 Right to inspect, monitor and record

The Company reserves the right to inspect any property found in or on Company property. To the maximum extent permitted by law, the Company also reserves the right to inspect any employee property at clients' homes or facilities.

The Company also reserves the right to monitor, access, copy, delete and record information — including but not limited to passwords and codes — and communications received by, transmitted from or stored in Company computers, personal electronic devices including but not limited to cell phones or tablets, voicemail systems, texts and e-mails. The Company also reserves the right to monitor internet usage on Company technology. To the maximum extent permitted by law, employees consent to audio and video monitoring and recording of their activities and communications, including but not limited to audio recording of their telephone calls on Company electronic devices, during work hours for the Company.

All Company telephones, voicemail systems, computers, hardware, software, programs and other electronic devices are the property of the Company. Use of Company telephones, computers and other electronic devices should primarily be for the Company's legitimate business purposes. Personal use should be kept to a minimum.

Messages sent or received via Company communication devices are not private and should not be considered confidential. The Company reserves the right to override passwords or codes. Passwords do not ensure confidentiality. Employees should not send, receive or store any harassing, discriminatory, retaliatory, inappropriate, offensive or illegal messages or material, or any material that violates another person's or entity's intellectual property or other rights. Employees who refuse to cooperate in any inspection request from the Company may be subject to discipline up to and including termination.

6.2 Inventions and creative works

Employee understands and agrees that work in the course and scope of Employee's work for the Company may create intellectual property rights for the Company protectable by patents, trademarks, service marks, copyrights, or trade secrets. Employee agrees that such intellectual property rights shall be owned by the Company, and agrees to execute assignments to convey all such intellectual property rights to the Company.

Employee further agrees to provide such reasonable cooperation requested by the Company to document and secure rights in the intellectual property if the Company decides to file for copyright, trademark or service mark registrations, or patent applications, in the U.S. and in foreign countries; and to support the Company, at no expense to Employee, in litigation and administrative proceedings arising from such intellectual property rights.

Employee understands and agrees that work performed in the course and scope of Employee's work for the Company is considered a “work for hire” or a “work made for hire.” If any work performed by Employee during Employee's employment with the Company shall not be considered a work for hire for any reason, Employee agrees to execute and deliver to the Company assignments of all Employee's right, title and interest in and to such work. All work performed by Employee during and in connection with Employee's employment by the Company shall remain the property of the Company at all times.

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6.3 Confidential information

Employees may have access to Company confidential, proprietary or trade secret information. This information may include but is not limited to client contact, medical, financial or other information; company procedures, pricing or other financial information; employee contact, payroll and other information; computer files, programs and software; legal opinions or memoranda; referral contacts, sources and information; and business development and marketing strategy.

These types of information, and any information not generally known outside the Company that would be valuable to a competitor, are valuable, confidential and the exclusive property of the Company. Employees must not use or disclose this information either during or after their employment with the Company. This prohibition includes but is not limited to the requirement that employees may not use Company confidential, proprietary or trade secret information to solicit Company clients, employees or referral sources during or after their employment.

Employees also must not use or disclose any confidential, proprietary or trade secret information of any of their former or concurrent employers in the employees' performance of their work with the Company. The Company strictly prohibits any such use or disclosure of others' confidential, proprietary or trade secret information.

6.4 Conflicts of interest

Employees owe a duty of loyalty to the Company in performing work for the Company. Accordingly, during their employment with the Company, to the maximum extent permitted by law, employees must avoid any actual, perceived or potential conflicts of interest, including but not limited to:

- Working privately for an existing Company client
- Working for a competing business, or starting the employee's own business to compete with the Company
- Working with or advising a competing business or vendor of the Company
- Holding an ownership interest in any entity, except publicly traded companies, that does or seeks to do business with the Company

These require first disclosing and receiving express written permission from Company management. To the maximum extent permitted by law, the Company in its discretion will determine what constitutes an actual, perceived or potential conflict of interest, and employees should contact the Company with any questions.

6.5 Financial transactions with clients

To the maximum extent allowed by law, employees may not personally accept money, gratuities or other items of value from clients without prior permission from the Company. Employees must report any offers of this nature to the Company.

Employees should not borrow from, engage in personal commercial transactions with, or incur other obligations with clients. Company personnel must not request special favors, such as gifts or loans, from clients, or inclusion in clients' legal affairs, such as wills or trusts. Such conduct may result in discipline, up to and including termination.

6.6 Employment of relatives

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The Company does not prohibit employment of relatives. However, the Company may prohibit one relative from supervising another relative for legitimate business reasons, including but not limited to safety, security, morale, or avoiding conflicts of interest. Further, the related employees' relationship must not adversely affect the Company's workflow, processes or operation.

6.7 Workers' compensation and workplace safety

The Company will comply with all legal requirements regarding workers' compensation procedures and benefits. The Company requires that all employees report all job-related accidents or injuries, regardless of how minor, to a supervisor immediately, whether the accident occurred on or off Company or clients' premises.

In addition to reporting any workplace injury, employees must report any unsafe condition in any location where the employee works to Company management immediately. Compliance with this policy is essential. This handbook section is not a substitute for, nor does it list all aspects of, the Company's Injury and Illness Prevention Program. Please see Company management for additional information about workers' compensation and the Company's Injury and Illness Prevention Program.

> ***Note:*** *The descriptions of benefits, such as but not limited to retirement, health or other insurance plans, are intended only as summaries, and do not constitute recitals of all terms, conditions, limitations and exclusions of such benefits or plans. If the summaries contained in this handbook conflict in any way with the official plan documents, the provisions of the official plan documents will control. Employees may obtain and inspect complete policies or official plan documents from Company management.*

6.8 Social media

This policy applies to any employee posts online via blogs, social media postings, videos, photos, status updates, or other forms of online communications or chat rooms.

Creating, maintaining or posting online personally — that is, not Company business — during your working hours for the Company, or on Company electronic equipment, without express prior permission from the Company, is prohibited.

If an employee posts online about his or her work with the Company, it is essential that the employee make clear that he or she is speaking personally and not as a Company representative. The simplest way to avoid any confusion is to not mention the Company's name. If employees feel the need to mention the Company's name, they should conspicuously post that they are posting on their own behalf and not as a representative of the Company.

Employees are personally responsible for their online posts and content, and should use common sense and good judgment when posting online. Employees must comply with all applicable laws, regulations and Company policies while online. To the maximum extent allowed by law, employees must not engage online in any unlawful discrimination, harassment, retaliation or other unlawful conduct, and must not post false or defamatory statements.

Employees must not disclose confidential, proprietary or trade secret information of the Company, its clients, referral sources, employees, or any other person or entity. This prohibition includes the unauthorized posting, use or disclosure of any Company copyright, trademark, service mark, patent or any intellectual property, including unauthorized use of the Company logo.

The Company reserves the right to monitor social media, blogs and other online sites. If an employee discovers a posting or site that the employee believes violates Company policies, the employee should immediately report it to his

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or her manager or to Company management. The Company, in its sole discretion, will determine whether online postings violate Company policies pursuant to applicable law. Violations of this policy may result in discipline, up to and including termination of employment.

> ***Note:*** *Notwithstanding anything to the contrary in this policy, none of the provisions in this policy are intended or will be enforced to infringe upon or violate any legally protected rights. This policy is not intended to and will not be enforced to interfere with or prohibit an employee's communications regarding wages, hours worked, working conditions or terms of employment. Employees have the right to engage in or not engage in such activities.*

6.9 Solicitation and distribution

To avoid unnecessary annoyances and work interruptions, to the maximum extent permitted by law, solicitation for any purpose during working time is prohibited. Similarly, to the maximum extent permitted by law, distribution of literature for any purpose other than that required for normal business operation, during working time or in working areas of Company property, is prohibited. To the maximum extent permitted by law, persons not employed by the Company may not solicit for any purpose or distribute literature on Company property at any time.

For the purposes of this policy, the phrase “working time” includes the work time of both the person doing the solicitation or distribution and the person to whom it is directed. However, working time does not include break or meal periods, if any, or other periods during the work day when employees are not performing their job duties.

6.10 Bulletin boards

To the maximum extent allowed by law, Company bulletin boards are to be used exclusively for Company business and advisories about applicable federal, state and local laws, regulations and requirements. Accordingly, to the maximum extent allowed by law, employees who wish to post any materials or notices on Company bulletin boards must specifically request advance permission from the Company in writing prior to posting, and employees cannot post anything on Company bulletin boards without receiving express written permission from Company management before posting any such materials or notices.

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7. Conduct, discipline and separation

7.1 Standards of conduct and discipline

Each employee has an obligation to observe and follow the Company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of the Company, the Company may take corrective disciplinary measures.

Disciplinary action may include but is not limited to verbal warnings, written warnings, suspension with or without pay, and discharge. The appropriate disciplinary action imposed will be determined by the Company as allowed by law. The Company does not guarantee that one form of action will necessarily precede another, or that any or all forms of discipline will occur prior to termination. The Company may impose any discipline, up to and including immediate termination, if an employee's conduct warrants such action.

The following actions, although not an inclusive list, may constitute grounds for immediate suspension or termination:

- Unsatisfactory, unprofessional or unethical work performance
- Insubordinate behavior
- Theft, unauthorized removal, or intentional destruction or damage of Company, clients' or others' property
- Breach of this handbook's Confidential Information or other policies
- Falsifications, misrepresentations, tampering with, or material omissions in reports, time-keeping or other records, employment applications, or other documents
- Using or possessing alcohol while at work; possessing, using, distributing, manufacturing, dispensing, purchasing or selling illegal drugs while at work; or reporting to work under the influence of alcohol or illegal drugs
- Violations of laws, regulations or Company policies while working
- Unlawful harassment, or actual or threatened violence
- Unexcused tardiness or absenteeism, or job abandonment
- Other misconduct

> ***Note:*** *The specific instances of misconduct listed in this handbook are only examples and do not constitute a complete list of the reasons the Company may discipline or terminate an employee. In the sole discretion of the Company as allowed by law, an employee who engages in misconduct or whose performance is unsatisfactory may be subject to disciplinary action up to and including termination. Moreover, employment with the Company is at-will and may be terminated for any or no reason, with or without notice, as allowed by law.*

7.2 Termination of employment and return of Company property

The Company reserves the right to conduct an exit interview with employees. Either during this meeting or at any time, the Company encourages employees to raise any concerns about their employment, or their reasons for leaving the Company, with Company management.

Upon an employee's termination of employment, or at any time upon Company request, the employee must return all Company and client property — in whatever form, medium or format, whether paper, electronic or otherwise — to the Company. This includes but is not limited to all client, employee, referral source or other files, memoranda,

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documents, records, contact information, databases, spreadsheets, computer programs, passwords, copies or notes of the aforementioned, credit or debit cards, keys, and identification cards or badges in the employee's possession or control.

Employees also must not retain copies or notes of such property or information. Specifically, employees must destroy and permanently delete all copies or notes, in whatever format, of Company and clients' confidential, proprietary or trade secret information in their possession, including but not limited to such information on their personal computers, cellular telephones, tablets or other electronic equipment.

Upon the termination of employment, the employee agrees to clear all expense accounts and repay everything the employee owes to the Company. Finally, the employee agrees to provide the Company with the name and contact information of the employee's subsequent employer after the employee's termination with the Company.

7.3 Employee references

The Company will not honor any verbal requests for references. All requests must be in writing and on company letterhead. Generally, the Company will only confirm employees' dates of employment and job titles. Under no circumstances should an employee provide another individual with reference information regarding current or former employees of the Company without prior express approval from Company management. If you receive a request for reference information, please forward it to Company management.

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Employee handbook acknowledgment

Please read, sign and return this page to Company management. A copy will be placed in your personnel file.

I acknowledge and agree that I have received the All Together We Can, LLC Employee Handbook, and that the policies in this handbook govern my employment with the Company.

I acknowledge and agree that the Company may unilaterally change, rescind, delete or augment the provisions of this handbook — other than the employment at-will provision — in the Company's sole discretion, with or without advance notice. However, the Company will reasonably attempt to notify employees of policy changes if and when they occur.

I further acknowledge that this handbook supersedes and replaces prior versions of the handbook. No prior or other oral or written understanding shall be of any force or effect with respect to the subjects referenced in this handbook.

I also understand and agree that the handbook cannot and does not address every situation that may arise. Thus, I understand and agree that it is my responsibility to immediately report any questions or concerns regarding my employment with the Company to Company management.

I understand, acknowledge and agree that my employment with the Company is at-will. To the maximum extent allowed by law, either the Company or I can terminate my employment with the Company with or without cause, and with or without notice, at any time. I understand that no employee except the Company's President has the authority to enter into any employment agreement with an employee for a specified period of time. Additionally, I understand that the Company's President can alter an employee's at-will status only by signing a written agreement with the employee that expressly specifies the Company's intent to employ the employee for a specified period of time.

I acknowledge, understand and agree that I have an obligation to read and understand the policies, rules and information in the handbook, and that I will review the material in the handbook. I agree to adhere to the terms, conditions and policies in the handbook.

I understand and agree that my failure to follow the policies outlined in the handbook may result in disciplinary action against me up to and including possible termination of employment, and pursuit of civil or criminal prosecution if warranted.

PRINT NAME

SIGNATURE

DATE

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