



Young & Healthy

Employee Handbook 2026

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Core Policies

1.0 Welcome

1.1 A Welcome Message

Welcome to Young & Healthy!

We are pleased to welcome you to Young & Healthy and are grateful that you have chosen to join our team. As Co-Executive Directors, we appreciate the skills, experience, and passion you bring to our work, and we look forward to working alongside you in service of our mission.

Founded more than 36 years ago in Pasadena, Young & Healthy is grounded in the belief that all children deserve the opportunity to grow up healthy, supported, and able to thrive. Our tagline, *Flourishing Together*, reflects both how we approach our work with children and families and how we strive to show up for one another as colleagues. Our longevity is a testament to the dedication of our staff, partners, and community, and to our shared commitment to advancing health equity.

At Young & Healthy, we believe our people are central to our impact. We are committed to fostering an inclusive, supportive, and mission-driven workplace—one where diverse perspectives are valued and where staff are encouraged to learn, grow, and lead. Flourishing together means supporting one another, communicating openly, and working collaboratively in service of the children and families we serve.

This employee handbook is intended to serve as a general resource to help you understand our policies, practices, and workplace expectations. While no handbook can address every situation that may arise, it reflects our values of respect, accountability, collaboration, and care. We encourage you to review it carefully and refer back to it as questions arise.

Young & Healthy complies with all applicable federal, state, and local employment laws. This handbook generally reflects those laws, although there may not be an express written policy covering every legal requirement. The policies and benefits summarized in this handbook apply to all employees.

Please take time to read this handbook carefully and sign the acknowledgment at the end to confirm that you have read, understood, and agree to its contents. This handbook supersedes any previously issued handbooks or policy statements on the subjects addressed herein. Young & Healthy reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Nothing in this handbook, or in any other communication, whether written or oral, is intended to create a contract of employment.

As you begin your journey with Young & Healthy, know that your role matters. Each team member plays an important part in strengthening our organization and supporting the Pasadena community. We encourage you to ask questions, share ideas, and engage fully with your colleagues and our mission.

If you have questions about your employment or any provision in this handbook, please feel free to contact us.

We are glad you are here and wish you success in your work with Young & Healthy.

With appreciation,



Liz Arnold
Co-Executive Director



Shelley Boyle
Co-Executive Director

1.2 At-Will Employment

Your employment with Young & Healthy is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Co-Executive Directors have the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Co-Executive Directors.

If a written contract between you and the Organization is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 About the Organization

Young & Healthy, a Pasadena-based 501(c)(3), is a organization whose foundation was built upon the dedication and commitment of its volunteers. We began in 1990 as a small group of 19 physicians who agreed to donate their time and services to Pasadena area children who lacked access to medical and dental care. Young & Healthy is now sustained by the generosity of a volunteer workforce of more than 350 healthcare professionals, over 500 community volunteers and an extensive network of community partners.

2.2 Ethics Code

Young & Healthy will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Organization.

We expect that officers, directors, and employees will not knowingly misrepresent the Organization and will not speak on behalf of the Organization unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (e.g., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, or trademarks) about the Organization or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Ethics Code can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.3 Mission Statement

Our Mission

The mission of Young & Healthy is to enhance the health of families by providing access to high quality health care and wellness education.

Our Vision

We envision a future where all families in our community flourish in health and wellness.

Our Core Values

At Young & Healthy, our work is guided by the following beliefs:

- Every child has the right to access quality healthcare.
- Physical health and mental health are deeply connected and must be addressed together.
- Investing in the health of underserved children and youth strengthens families and creates a more equitable society.
- Community needs evolve over time, and we are committed to responding with care, flexibility, and purpose.
- Collaboration—with families, community partners, and volunteers—is essential to making a meaningful difference in children's lives.
- We treat all people with respect and serve with integrity in everything we do.

2.4 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Young & Healthy policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines in this handbook, we will communicate them promptly, either in a written supplement to the handbook or by posting (on organization bulletin boards or websites).

3.0 Hiring and Orientation Policies

3.1 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

Young & Healthy provides reasonable accommodations to employees experiencing limitations related to pregnancy, childbirth, or related medical conditions. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.

- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of the job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require an accommodation, notify your Manager/Supervisor. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed;
- A description of the proposed accommodation; and
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious.
- If the Organization is already aware of the limitation due to previous disclosure.
- If the requested accommodation is to do any of the following, as needed:
 - Carry or keep water nearby and drink;
 - Take additional restroom breaks;
 - Sit, stand, or alternate between sitting and standing; or
 - Take breaks to eat and drink.
- For any lactation accommodations.
- When a similar accommodation has been provided to other employees without requiring documentation.

The Organization will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if they would result in undue hardship to the Organization. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The Organization strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

3.2 Communications Regarding Religious or Political Matters

Young & Healthy is committed to respecting the rights of all employees regarding participation in discussions about religious or political matters. In accordance with California law, the Organization will not discharge, discipline, penalize, or take adverse employment action against you:

- For declining to attend or participate in any Organization-sponsored meeting in which the purpose is to communicate the Organization's opinion about religious or political matters.
- For declining to participate in, receive, or listen to any communications from the Organization in which the purpose is to communicate the Organization's opinion about religious or political matters.

If you are working at the time of the meeting and choose not to attend, you will be paid for that time.

Political matters means matters relating to elections for political office, political parties, legislation, regulation, and the decision to join or support any political party or political or labor organization.

Religious matters means matters relating to religious affiliation and practice and the decision to join or support any religious organization or association.

This policy does not prohibit the Organization from:

- Communicating information that the Organization is required by law to provide you.
- Communicating information necessary for you to perform your job.
- Requiring you to attend training to comply with the Organization's legal obligations, including obligations under civil rights laws and occupational safety and health laws.

3.3 Conflicts of Interest

Young & Healthy is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Organization, you must disclose it to your Manager/Supervisor. If an actual or potential conflict of interest is determined to exist, the Organization will take such steps as it deems necessary to reduce or eliminate this conflict.

3.4 Disability Accommodation

Young & Healthy complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Organization will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Manager/Supervisor. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Organization will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Organization in connection with a request for accommodation will be treated as confidential.

The Organization encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

Where state or local law provides greater protections to employees than federal law, the Organization will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Organization will not discriminate or retaliate against employees for requesting an accommodation.

3.5 EEO Statement and Non-harassment Policy

Equal Opportunity Statement

Young & Healthy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on the following protected classes: age (40 and over), race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as braids, locs, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), status as a victim of violence or family member's status as a victim of violence, political affiliation, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Organization will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy. The Organization will take appropriate corrective and remedial action, if and where warranted. The Organization prohibits retaliation against any employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager/Supervisor or any other designated member of management.

Policy Against Workplace Harassment

Young & Healthy has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class.

This policy protects all applicants and employees (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, contractors, interns, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

Harassment

Harassment means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's membership in a protected class.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, some examples of conduct that may constitute workplace harassment include:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;

- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Sexual Harassment

Sexual harassment means harassment based on sex or conduct of a sexual nature and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into the following two types:

- Quid pro quo sexual harassment (“this for that”), which includes:
 - Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual’s employment.
 - Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.
- Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee’s work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:
 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
 - Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
 - Leering, obscene or vulgar gestures, or sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
 - Impeding or blocking movement, unwelcome touching, or assaulting others.
 - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
 - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation

Retaliation means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include, but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying employment opportunities because of making a complaint or cooperating in an investigation, changing someone’s work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, not talking to an employee when otherwise

required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Discrimination, Harassment, and/or Retaliation

If you feel that you have witnessed or have been subjected to any form of discrimination, harassment, or retaliation, immediately notify HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373) or any member of management.

The Organization prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the Organization begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why the Organization will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the Organization will normally communicate the results of the investigation to the complaining individual, to the alleged harasser, and, if appropriate, to others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

In addition to our internal complaint procedure, employees may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD) to report unlawful harassment. You must file a complaint with the CRD within three years of the alleged unlawful action. The EEOC and the CRD serve as neutral factfinders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or CRD office.

Filing of Complaints Outside Organization

You may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Contact these agencies directly for more information about filing processes.

California Civil Rights Department

651 Bannan Street, Suite 200

Sacramento, CA 95811

Voice: 800-884-1684

TTY: 800-700-2320

California Relay Service: 711

Email: contact.center@calcivilrights.ca.gov

Main website: <https://www.calcivilrights.ca.gov>

Online sexual harassment training courses: <https://www.calcivilrights.ca.gov/shpt/>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West

P.O. Box 36025

San Francisco, CA 94102-3661

Phone: 800-669-4000

Fax: 415-522-3415

TTY: 800-669-6820

ASL Video Phone: 844-234-5122

Website: <https://www.eeoc.gov/field-office/sanfrancisco/location>

3.6 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Young & Healthy. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Manager/Supervisor.

If you are authorized to work in this country for a limited time, you will be required to submit proof of renewed employment eligibility prior to expiration of that time to remain employed by the Organization.

3.7 Employment of Relatives and Friends

We will not employ relatives or friends in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Young & Healthy. It is your obligation to inform the Organization of any such potential conflict so we can determine how best to respond to the specific situation.

3.8 Job Descriptions

Young & Healthy attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Manager/Supervisor.

Job descriptions prepared by the Organization serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Organization may have to revise, add to, or delete from your job duties per business needs. On occasion, the Organization may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Manager/Supervisor.

3.9 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Young & Healthy and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the at-will employment relationship.

3.10 Religious Accommodation

Young & Healthy recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Organization complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Organization will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Manager/Supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Organization will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Organization encourages you to suggest specific reasonable accommodations. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

The Organization will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

3.11 Training Program

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Manager/Supervisor.

4.0 Wage and Hour Policies

4.1 Access to Personnel and Medical Records Files

Young & Healthy maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. All employees have the right to inspect and receive a copy of their personnel records. The Organization will make such records available for inspection and/or to receive a copy within 30 calendar days

of a written request. Payroll records will be made available to inspect or receive a copy within 21 calendar days of a verbal or written request.

All requests by an outside party for information contained in your personnel file will be directed to the HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373), which is the only department authorized to give out such information.

4.2 Accommodations for Nursing Mothers

Young & Healthy is required by law to provide requesting employees who are nursing mothers with certain accommodations to express milk. Accordingly, the Organization will provide nursing mothers with:

- Reasonable break time to express milk for their infant child each time the mother has the need to express milk; and
- A private room or other location, other than a restroom, in close proximity to their work area that is shielded from view and free from intrusion to express breast milk.

Requesting Accommodation

If you have the need for accommodation, contact your Manager/Supervisor. If the Organization cannot provide break time or a location that complies with the above, the Organization will provide you with a written response.

Break Times

Regarding break times, employees may use regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where federal or state law dictates otherwise.

Lactation Room or Location

The provided lactation room or location will:

- Be safe, clean, and free of hazardous materials.
- Contain a surface to place a breast pump and personal items.
- Contain a place to sit.
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

Multipurpose rooms may be used as lactation space if they satisfy the above requirements; however, use of the room for lactation purposes must take priority over other uses.

Milk Storage

Expressed milk can be stored in organization refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. If a refrigerator cannot be provided, the Organization will provide another cooling device suitable for storing milk. You may also elect to bring a personal cooler for storage.

Retaliation

The Organization will not retaliate against employees who request or obtain an accommodation in accordance with this policy.

Right to File Complaint

If you feel the Organization is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code § 1030, you may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment. The complaint must be filed within three years of the alleged unlawful action.

In addition, if you believe you have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of the Organization to provide this accommodation, you may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7. This claim must be filed within six months of the alleged retaliation.

Under certain circumstances, the Organization may be relieved of the duty to provide all or some of the above benefits if doing so would impose an undue hardship on the Organization.

4.3 Attendance

Young & Healthy requires regular and punctual attendance by employees. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work or return from a break on time, you must notify your Manager/Supervisor as soon as possible but at least 30 minutes before your scheduled start time by telephone. If your Manager/Supervisor is not available, contact another member of management.

If you must miss work due to an emergency or other unexpected circumstance, notify your Manager/Supervisor. If you are unable to reach your manager/supervisor, you must contact another member of management. Finally, if no one in management is reachable, contact the HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373) as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your Manager/Supervisor immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with Organization policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The Organization reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences when permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for three or more consecutive days and have not provided proper notification, the Organization will assume that you have voluntarily resigned your position and will proceed with the termination process.

4.4 Business Expenses

The purpose of this policy is to define **approved non-travel business expenses** and the authority for incurring, approving, and reimbursing such expenses at Young & Healthy. This policy is intended to ensure compliance with applicable law and responsible stewardship of organizational resources.

General Policy

Young & Healthy will reimburse employees for reasonable and necessary business expenses incurred in the course of performing job-related duties that serve a legitimate business purpose and are not otherwise covered through standard Organization procurement or direct billing processes.

Reimbursable expenses must be reasonable in amount, properly documented, and approved in accordance with this policy.

Approval Requirements

Unless otherwise noted, business expenses must be approved in advance by the employee's direct Manager/Supervisor. Certain expenses may require additional approval from an officer or executive, as outlined below.

Approved Expense Categories

- Business Meetings (Employer-Sponsored Events and Meetings)
- Young & Healthy will reimburse expenses incurred for meetings held with customers, vendors, partners, or other Organization employees when there is a valid business purpose.
- The most senior Organization representative present is responsible for paying for, documenting, and submitting the expenses.
- Whenever feasible, Young & Healthy will establish a master account for large group or organization-wide events.
- For small meetings or individual accommodations (e.g., individual hotel stays), employees should pay personally and submit expenses for reimbursement in accordance with this policy.

Entertainment

- Entertainment expenses are reimbursable only when they clearly benefit Young & Healthy, are directly related to business purposes, and are promotional in nature.
- Entertainment expenses must include customers, partners, or external stakeholders.
- The most senior individual present is responsible for payment and reporting.
- Prior supervisory approval is required.

Technical Training and Seminars

Young & Healthy will reimburse expenses related to attendance at **job-related classes, conferences, or seminars** that enhance an employee's skills or effectiveness in their role. **Prior approval** from the employee's Manager/Supervisor is required.

Transportation, Mileage, Lodging, and Meals

Employees may be reimbursed for reasonable business-related transportation expenses, including:

- Mileage for use of a personal vehicle, reimbursed at the current IRS standard mileage rate
- Air or ground transportation
- Lodging
- Business-related meals

All such expenses must be incurred for legitimate business purposes and approved in advance when practicable.

Gifts

Business gifts may be provided only in exceptional circumstances and with prior approval from an appropriate Organization officer.

- Reimbursement for business gifts is limited to \$25 per recipient.
- Costs exceeding this amount will not be reimbursed.

Other Business Expenses

Young & Healthy will reimburse reasonable business-related expenses such as:

- Postage
- Business-related telephone or communication expenses.

Technology Stipend

To support employees who work remotely on designated Work-From-Home Fridays, each team member will receive a \$20 technology stipend.

This stipend is intended to help offset the cost of personal internet usage incurred while performing work responsibilities from home on those days. The stipend will be paid through payroll and is not intended to fully reimburse all home internet or utility expenses.

Eligibility for the stipend is tied to participation in approved Work-From-Home Fridays and may be modified or discontinued based on operational or policy changes.

Expense Reporting and Documentation

Employees must submit all reimbursable expenses using the standard expense report form and include:

- Date of the expense
- Vendor or payee
- Amount
- Business purpose
- Names of attendees or participants (if applicable)
- Original, itemized receipts, when available

Expense reports must be submitted to the employee's direct Manager/Supervisor for review and approval within the timeframe established by Young & Healthy.

Reimbursement Timing and Compliance

Approved expenses will be reimbursed promptly in accordance with Young & Healthy's payroll or accounts payable procedures. Reimbursement will be made in compliance with applicable federal, state, and local laws, which requires reimbursement of necessary business expenses incurred by employees in the course of their duties.

Questions regarding this policy or the reimbursement process should be directed to the employee's Manager/Supervisor or the Co-Executive Directors.

4.5 Employment Classifications

For purposes of wage and hour administration, overtime eligibility, and employee benefits, Young & Healthy classifies employees in accordance with applicable federal, state, and local laws. Employee classifications are used for administrative purposes only and do not alter the at-will nature of employment.

Exempt and Non-Exempt Status

All employees are designated as either **exempt** or **non-exempt** based on their job duties, responsibilities, and compensation, in compliance with applicable law.

Exempt Employees

Exempt employees are exempt from federal and state overtime requirements and, except for limited circumstances permitted by law, are generally paid a fixed salary for each workweek in which work is performed.

Non-Exempt Employees

Non-exempt employees are entitled to **minimum wage, overtime pay, and meal and rest periods** in accordance with applicable federal and state labor laws.

If an employee's position or job duties change during employment, the employee will be notified by the Co-Executive Directors of any change to their exempt or non-exempt status.

Employment Categories

In addition to exempt or non-exempt status, employees are assigned to one of the following employment categories based on their regularly scheduled hours and the nature of their position:

Regular Full-Time Employees

Regular full-time employees are typically scheduled to work **40 hours per week**, except during approved time off. Full-time employees are generally eligible for Young & Healthy's benefit programs, subject to the terms, conditions, and limitations of each benefit plan.

Regular Part-Time Employees

Regular part-time employees are scheduled to work **less than 40 hours per week and at least 20 hours per week**. Regular part-time employees may be eligible for certain benefit programs, subject to the terms and conditions of each program.

Part-Time Employees

Part-time employees are regularly scheduled to work **less than 20 hours per week**. Part-time employees are generally not eligible for Young & Healthy's benefit programs unless otherwise required by law.

Temporary or Seasonal Employees

Temporary or seasonal employees are hired for a limited duration to assist with a specific function, project, or seasonal workload. Employment beyond any initially stated period does not imply a change in status or classification. Temporary or seasonal employees are not eligible for Young & Healthy's benefit programs unless required by law and will retain their temporary or seasonal status unless notified otherwise in writing by the Co-Executive Directors.

Notice of Classification

Employees will be informed of their **classification, status, and primary job responsibilities at the time of hire**, and whenever a change occurs. Employees with questions regarding their classification or eligibility for overtime or benefits should contact the HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373).

4.6 Meal and Rest Periods

Young & Healthy is committed to providing a safe and healthy work environment and complies with all applicable federal and California laws regarding meal and rest periods. Employees should consult their Manager/Supervisor regarding scheduling and procedures related to meal and rest periods.

Meal and rest periods are intended to provide employees with time away from work. **Employees are not permitted to perform any work during meal or rest periods.** Meal and rest periods are separate and may not be combined or used to shorten the workday.

Meal Periods

All employees (exempt and non-exempt) who work more than five (5) hours in a workday will be provided a **paid, duty-free forty-five (45) minute meal period**, which must begin no later than the end of the fifth hour of work.

- Non-exempt employees who work more than ten (10) hours in a workday will be provided a **second unpaid, duty-free thirty (30) minute meal period**, which must begin no later than the end of the tenth hour of work.
- Employees must be fully relieved of all job duties during meal periods and are permitted to leave the premises.
- Non-exempt employees must accurately record the start and end times of all meal periods using Young & Healthy's timekeeping system and are expected to return to work promptly at the conclusion of the meal period.

Meal Period Waivers

Meal period waivers are permitted only where allowed by California law and must be voluntary, in writing, and approved in advance by the employee's direct Manager/Supervisor:

- The **first meal period** may be waived if the employee's workday **does not exceed six (6) hours**.
- The **second meal period** may be waived if the employee's workday **does not exceed twelve (12) hours** and the first meal period was not waived.

On-Duty Meal Periods

In very limited circumstances, when the nature of the work prevents an employee from being relieved of all duty and when authorized by a Manager/Supervisor, a paid on-duty meal period may be permitted only with the employee's voluntary written agreement, consistent with California law.

Rest Periods (Non-Exempt Employees)

Non-exempt employees are entitled to paid, uninterrupted rest periods of ten (10) minutes for every four (4) hours worked or major fraction thereof. Employees are not required to clock out for rest periods and may leave the premises.

Rest periods are generally provided as follows:

- **Less than 3.5 hours:** No rest period
- **3.5 to 6 hours:** One 10-minute rest period
- **More than 6 hours up to 10 hours:** Two 10-minute rest periods
- **More than 10 hours up to 14 hours:** Three 10-minute rest periods

Rest periods should be taken as near as practicable to the middle of each work period and, when possible, the first rest period should be taken before the meal period and the second after the meal period.

Missed Meal or Rest Periods

Employees are required to take all meal and rest periods. If a non-exempt employee is unable to take a compliant meal or rest period for any reason, the employee must notify their Manager/Supervisor immediately so the issue can be addressed and corrected.

Timekeeping and Reporting

Employees must accurately record all time worked, including meal periods, in accordance with Young & Healthy's timekeeping procedures. If an employee knows in advance that they may be unable to take an uninterrupted meal or rest period, they must notify their Manager/Supervisor as soon as possible.

Outdoor / Heat Safety Rest Breaks

Employees who work outdoors are allowed and encouraged to take a cool-down rest in the shade for no less than five (5) minutes whenever they feel the need to do so to prevent overheating. Young & Healthy will provide access to shade at all times, consistent with Cal/OSHA requirements.

Policy Compliance

Failure to follow this policy, including failing to take required meal or rest periods or failing to accurately record time, may result in corrective action, up to and including termination of employment.

4.7 Paycheck Deductions

Young & Healthy makes deductions from employee wages **only as permitted by applicable federal, state, and local law**. All deductions will be accurately reflected on the employee's itemized wage statement.

Required Deductions

As required by law, Young & Healthy will make mandatory deductions from employee pay each pay period, which may include, but are not limited to:

- Federal income tax withholding
- Social Security and Medicare (FICA) taxes
- State and local income tax withholding
- State disability insurance and other required state contributions
- Court-ordered deductions, such as wage garnishments or child support orders

The amount of tax withholding depends on the employee's earnings and the information provided on the employee's **Form W-4** and applicable state withholding forms.

Voluntary and Permissible Deductions

Where permitted by law and with proper authorization, employees may elect voluntary deductions from their pay, including deductions for benefits such as health insurance premiums and other authorized contributions.

For **exempt employees**, permissible deductions may also include deductions allowed under applicable law, such as deductions for full-day absences for personal reasons other than sickness or disability, and certain unpaid disciplinary suspensions imposed in accordance with the law.

Prohibited Deductions

Young & Healthy will not make deductions from employee wages that are prohibited by federal, state, or local law.

Reporting and Correction of Errors

Employees are responsible for reviewing their wage statements each pay period and should promptly report any questions or concerns regarding payroll deductions to their Manager/Supervisor and/or the Co-Executive Directors.

Young & Healthy will promptly investigate any reported payroll deduction issue. If an investigation determines that an improper, isolated, or inadvertent deduction has occurred, the employee will be reimbursed in full, and the correction will be made no later than the next regular payday, or sooner if required by law.

Non-Retaliation

Young & Healthy strictly prohibits retaliation against any employee who, in good faith, raises concerns or reports potential payroll deduction errors in accordance with this policy.

4.8 Pay Period

Young & Healthy employees are paid on a **bi-weekly basis (every two weeks)**. Paydays occur on a regular schedule for the pay period that ends on the preceding pay period close date.

If a regularly scheduled payday falls on a **holiday or non-business day**, employees will be paid on the **preceding business day**, unless otherwise required by law.

Method of Payment

Paychecks will not be released to any person other than the employee without the employee's written authorization. Wages may be paid by:

- Paper check, which may be mailed to the employee's address on file, or
- Direct deposit, with the employee's advance written authorization, to the employee's designated bank account

Employees who elect direct deposit may access their itemized wage statements electronically through the payroll provider's website, consistent with California law.

Paycheck Review and Corrections

Employees are responsible for reviewing their wage statements for accuracy and must promptly report any discrepancies or concerns to their Manager/Supervisor or the appropriate payroll contact. Any overpayment or underpayment will be corrected as soon as practicable.

Final Pay Upon Separation

Upon separation of employment, employees will receive all final wages in accordance with applicable federal, state, and local laws, including California's final pay requirements:

- Final wages are due immediately upon involuntary termination.
- Final wages following voluntary resignation will be paid within the timeframes required by law.
- Final wages will be issued by paper check, unless the employee voluntarily authorizes direct deposit at the time of separation, as permitted by law.

4.9 Recording Time

Young & Healthy complies with all applicable federal, state, and local laws requiring accurate records of hours worked. To ensure employees are properly paid for all time worked and that payroll records are complete and accurate, all employees are responsible for accurately recording their time worked in accordance with this policy.

Applicability

- **Non-exempt employees** are required to record **all hours worked** using Organization's designated timekeeping system (e.g., timecards, timesheets, punch clock, or electronic timekeeping application).
- **Exempt employees** are required to record time off (such as vacation, sick leave, holidays, jury duty, bereavement leave, or military leave) in accordance with organization procedures.

Employees should contact their Manager/Supervisor for specific instructions regarding timekeeping procedures.

Recording Time Worked

Non-exempt employees must accurately record all compensable time, including but not limited to:

- Immediately before starting work
- Immediately after finishing work
- Immediately before beginning a meal period
- Immediately after returning from a meal period
- Immediately before and after any other non-work-related time away from work

Any other time required to be recorded under state law, including required waiting time, mandatory screenings, or other compensable activities

Employees who are required to clock in should do so **no earlier than five (5) minutes before** they actually begin working and clock out **no later than five (5) minutes after** they stop working, unless otherwise authorized. Employees should not begin working before their scheduled start time or continue working after their scheduled end time without prior supervisory approval. Any overtime must be approved in advance.

Meal and Rest Period Recording

Non-exempt employees must accurately record the start and end of each meal period. If an employee is unable to take a compliant meal or rest period, the employee must notify their Manager/Supervisor immediately.

Time-Off and Leave Recording

All employees must accurately record time taken for:

- Vacation
- Sick and safe leave
- Holidays
- Jury duty
- Bereavement leave
- Military leave or training
- Any other approved absence

Employees are responsible for submitting and approving their time records **each pay period** in accordance with established procedures.

Accuracy, Reporting, and Corrections

Employees must review their time records for accuracy and promptly notify their Manager/Supervisor or the appropriate department of:

- Pay discrepancies
- Unrecorded or mis-recorded work time
- Involuntarily missed meal or rest periods

Any errors will be investigated and corrected promptly to ensure employees are paid for all hours worked.

Prohibition on Off-the-Clock Work and Falsification

Young & Healthy strictly prohibits employees from working “off the clock.” All time spent working must be recorded and paid.

Altering, falsifying, tampering with time records, recording time on another employee’s time record, or encouraging or requiring another employee to do so is strictly prohibited. Violations of this policy, including working off the clock, may result in disciplinary action up to and including termination of employment.

Employees must immediately report to the appropriate department any supervisor, manager, or employee who falsifies time records or encourages off-the-clock work.

4.10 Overtime

Employees classified as **non-exempt** are eligible for overtime compensation in accordance with **applicable federal, state, and local law**.

Workweek Definition

For overtime and payroll purposes, the **workweek is defined as Sunday at 12:00 a.m. through Saturday at 11:59 p.m.** Each workweek stands alone for overtime calculation purposes.

Authorization of Overtime

All overtime must be **approved in advance, in writing**, by your Manager/Supervisor. From time to time, the nature of Young & Healthy’s operations may require employees to work overtime. The Organization will make reasonable efforts to provide advance notice when overtime is required; however, advance notice may not always be possible.

Non-exempt employees are **not** permitted to work overtime without prior authorization. Failure to work required overtime when requested, or working unauthorized overtime, may result in disciplinary action, up to and including termination. Overtime worked without authorization will be paid as required by law.

Overtime Pay Rates (California)

Non-exempt employees will be paid overtime based on **hours actually worked**, as follows:

One and one-half times (1.5×) the regular rate of pay for:

- All hours worked in excess of eight (8) hours up to and including twelve (12) hours in any workday
- All hours worked in excess of forty (40) hours in the same workweek, after daily overtime has been calculated
- The first eight (8) hours worked on the seventh (7th) consecutive day of work in the same workweek
- Two times (2×) the regular rate of pay (double time) for:
 - All hours worked in excess of twelve (12) hours in any workday
 - All hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in the same workweek

The same hours will not be counted more than once toward overtime (e.g., hours counted as daily overtime will not also be counted as weekly overtime).

Hours Counted Toward Overtime

Overtime is calculated based solely on hours actually worked. Time during which no work is performed does not count toward overtime, including but not limited to:

- Holidays
- Vacation time
- Sick leave
- Any other paid or unpaid leave or time off

Legal Compliance

Young & Healthy will compensate all overtime earned in full compliance with **applicable wage and hour laws**. Certain exceptions may apply where expressly permitted by law

4.11 Whistleblower Protections

When employees notify a supervisor, manager, or an appropriate government or law enforcement agency that they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation, those employees are protected from retaliation. As such, Young & Healthy has a strict policy that prohibits retaliation against employees who make such reports while employed in any form of employment. The Organization also does not permit retaliation against employees who refuse to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by the Organization, we encourage you to report it immediately to your Manager/Supervisor or to the Co-Executive Directors. Alternatively, you may contact the California State

Attorney General's Whistleblower Hotline at (800) 952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Disciplinary Process

The disciplinary process at Young & Healthy is to address performance or conduct issues in a fair, consistent, and impartial manner, to encourage improvement, and to prevent recurrence. Disciplinary action is intended to be corrective rather than punitive; however, the nature and severity of the issue will determine the appropriate response.

Forms of Discipline

Depending on the circumstances, disciplinary action may include, but is not limited to:

- Verbal warning
- Written warning
- Suspension with or without pay
- Demotion or transfer
- Leave without pay
- Termination of employment

Young & Healthy reserves the right to determine the appropriate level of discipline based on the seriousness of the issue, the employee's work history, and all relevant circumstances.

Progressive Discipline

Young & Healthy generally encourages the use of **progressive discipline**, which may involve a verbal warning followed by one or more written warnings and, if the issue is not corrected, further disciplinary action up to and including termination. When appropriate, employees will be given an opportunity to respond to disciplinary action.

However, **progressive discipline is not required**. Young & Healthy may impose any level of discipline, including immediate termination, at its sole discretion, and may skip or repeat steps depending on the circumstances. The use of progressive discipline does not alter the at-will nature of employment.

Serious Misconduct

Certain types of conduct are considered sufficiently serious to warrant immediate disciplinary action, up to and including termination, without prior warning. Such conduct includes, but is not limited to:

- Workplace violence or threats of violence
- Harassment or discrimination in violation of organization policy or law
- Theft, fraud, or dishonesty of any kind
- Insubordination or refusal to follow lawful directives
- Vandalism, misuse, or destruction of Young & Healthy property
- Unauthorized presence on organization property outside of business hours
- Unauthorized use of organization equipment, systems, or vehicles
- Misrepresentation of personal qualifications, work history, skills, or training

- Disclosure of confidential or proprietary information
- Misrepresentation of Young & Healthy to clients, prospective clients, the public, or other employees

Policy Violations and Performance Issues

Violation of Young & Healthy policies, procedures, or standards of conduct, or failure to meet performance expectations, may result in disciplinary action at any time. The absence of prior discipline does not limit Young & Healthy's ability to take appropriate corrective action.

At-Will Employment

Nothing in this policy creates a contract of employment or alters the **at-will employment relationship**. Employment may be terminated at any time, with or without cause or notice, consistent with applicable law. The specific terms governing termination and discipline are subject to the laws of the state in which the employee is employed.

5.2 Employment Verification

Young & Healthy policy is to confirm dates of employment, job title, and compensation (where permissible under applicable law). The Organization will only provide such information with your written authorization. Requests for employment verification should be forwarded to the HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373).

5.3 Open Door/Conflict Resolution Process

Young & Healthy strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Manager/Supervisor and, if necessary, to Human Resources or upper-level management. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Organization, management, its employees, vendors, customers, or any other persons or entities related to the Organization, bring your concerns to the attention of your Manager/Supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Manager/Supervisor. If you have already brought this matter to the attention of your Manager/Supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper-level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.4 Outside Employment

Young & Healthy recognizes that employees may seek outside employment during non-working hours. However, outside employment must not interfere with the employee's duties, availability, or performance at Young & Healthy, and must not create an actual or perceived conflict of interest.

General Standards

Outside employment is permitted **only if it does not**:

- Adversely affect the employee's attendance, punctuality, productivity, work quality, or ability to meet performance standards

- Interfere with the employee's scheduled work hours, availability, or the ability to work overtime when required
- Create a conflict of interest with the employee's duties or with Young & Healthy's business, clients, vendors, or partners
- Compromise the employee's obligation of loyalty to Young & Healthy

Unless an alternative work schedule has been approved in advance, employees remain subject to Young & Healthy's scheduling requirements, regardless of outside employment commitments.

Disclosure and Approval

Employees are required to **disclose any outside employment** that may conflict, or reasonably appear to conflict, with their duties or obligations to Young & Healthy to their Manager/Supervisor. Young & Healthy reserves the right to evaluate and address potential conflicts of interest on a case-by-case basis.

Use of Organization Resources

Employees may **not use Young & Healthy's property, facilities, office space, equipment, systems, materials, trade secrets, or confidential information** for any purpose related to outside employment or personal business activities.

Outside Employment During Leave

Employees on a **leave of absence** may not engage in outside employment or self-employment unless expressly authorized in writing by Young & Healthy. Engaging in outside employment while on leave, without authorization, may result in disciplinary action up to and including termination.

Policy Enforcement

Failure to comply with this policy, including engaging in outside employment that interferes with job performance or creates a conflict of interest, may result in disciplinary action up to and including termination of employment.

5.5 Standards of Conduct

Young & Healthy wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Organization property (including in Organization vehicles), or on Organization business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Organization or in the preparation of any employment-related documents including, but not limited to,

job applications, personnel files, employment review documents, intra-organization communications, or expense records.

- Taking or destroying Organization property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Organization trade secrets and proprietary and confidential commercially sensitive information (e.g., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, or trademarks) of the Organization or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Organization premises during working hours.
- Failure to dress according to Organization policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Organization.
- Gambling on Organization premises.
- Lending keys or keycards to Organization property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.6 Workforce Reductions (Layoffs)

If necessary based upon business needs, Young & Healthy management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Organization will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Computer Security and Copying of Software

Software programs purchased and provided by Young & Healthy are to be used only for creating, researching, and processing materials for Organization use. By using Organization hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Organization policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Organization, or developed by Organization employees or contract personnel on behalf of the Organization, is and will be deemed Organization property. It is the policy of the Organization to respect all computer software rights and to adhere to the terms of all software licenses to which the Organization is a party. EV Consultech is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Organization to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Organization must be purchased through EV Consultech.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Organization.

6.2 Employer Sponsored Social Events

Young & Healthy periodically hosts social events for employees. Attendance at these events is voluntary and does not constitute part of an employee's work-related duties, unless the employee is specifically assigned to work at a organization-sponsored event. Any such assignment or exception to this policy must be documented in writing and approved in advance by a Manager/Supervisor prior to the event.

For non-exempt employees, time spent working at a organization-sponsored event will be treated as hours worked and compensated in accordance with applicable wage-and-hour laws, including overtime requirements. Non-exempt employees who are not assigned to work at the event will not be paid for voluntary attendance.

For exempt employees, attendance at organization-sponsored social events is generally voluntary unless attendance is expressly required as part of assigned job duties.

Employees should not perform work at organization-sponsored events unless they have been formally assigned and authorized to do so in advance.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please arrange for a taxi, rideshare service (Lyft, Uber, etc.) or appoint a designated driver.

6.3 Employer-Provided Cell Phones/Mobile Devices

Young & Healthy may issue certain employees a Organization-owned cell phone or mobile device for work-related communications and/or operations. Employees who are issued a Organization device are expected to use that device exclusively for work-related communications and may not use their personal cell phone or personal mobile device to perform work duties, unless expressly authorized in writing by management.

If you drive a vehicle during the course of your employment, you may not use any cell phone, mobile device, or other communication device while driving unless the device is equipped or configured with a "hands-free" listening and speaking option and you utilize the hands-free function in compliance with applicable law.

All cell phones, mobile devices, and related equipment issued by the Organization remain the property of the Organization, including all passwords and access credentials. Employees may not change passwords or security settings without prior authorization. Upon termination of employment, all issued devices, accessories, and passwords must be returned to the Organization in good working condition.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

6.4 Non-solicitation/Non-distribution Policy

Young & Healthy prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our non-solicitation/non-distribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. **Working hours** refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Organization's equal employment opportunity (EEO) and non-harassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on organization premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Manager/Supervisor.

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.5 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Young & Healthy. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Organization, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Organization. Contact your Manager/Supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.6 Personal Data Changes

It is your obligation to provide Young & Healthy with your current contact information, including current mailing address and telephone number. You should also inform the Organization of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Co-Executive Directors.

6.7 Security

All employees share responsibility for maintaining a safe and secure work environment at Young & Healthy. When leaving your workspace, you must secure all desks, lockers, cabinets, and doors that protect valuable or sensitive materials.

Desktop and laptop computers must be fully shut down or placed in password-protected sleep mode when leaving your workspace for an extended period of time. Employees are responsible for safeguarding Organization devices and confidential information at all times.

Any lost or stolen keys, access badges, passes, or similar devices must be reported immediately to your Manager/Supervisor. Employees should not discuss details of Organization security systems, alarms, access protocols, passwords, or related safeguards with anyone outside the organization.

Immediately notify your Manager/Supervisor of any known or potential security risks, including suspicious conduct by employees, customers, vendors, or guests. Safety and security are shared responsibilities, and we rely on every team member to help protect our people, property, and information.

6.8 Social Media

Young & Healthy acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to the Organization's confidential and proprietary information, reputation, and brand;
- Expose the Organization to discrimination, harassment, and other claims; and
- Jeopardize the Organization's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Organization's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Organization or not.

Use Good Judgment

While the Organization respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Organization as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Organization.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the Organization as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the Organization's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of Young & Healthy on your personal account and are posting about the Organization, make it clear that your views are your own and that you are not speaking on behalf of the Organization.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your Manager/Supervisor or consistent with policies that cover equipment owned by the Organization.

Media Contacts

If you are not authorized to speak on behalf of the Organization, do not speak to the media on behalf of the Organization. Direct all media inquiries for official Organization responses to the Co-Executive Directors.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit employees rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

6.9 Third Party Disclosures

From time to time, Young & Healthy may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Organization and should refer any call requesting the position of the Organization to the Co-Executive Directors. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Co-Executive Directors.

6.10 Use of Organization Technology

This policy establishes the rules governing the use, protection, and return of Young & Healthy's information technology ("IT") resources and communications systems.

This policy applies to all IT resources and communications systems owned, leased, licensed, or otherwise provided by the Organization, as well as any access to such systems using personal devices. Covered resources include, but are not limited to:

- Email systems and accounts
- Internet and intranet access
- Laptop/Desktop Computers, Telephones and voicemail systems (including wired and mobile devices)
- Printers, scanners, keyboards, mice, photocopiers, and related peripherals
- Computer hardware, software, networks, servers, storage devices, and security tokens
- CCTV and other physical security systems, access cards, and key fobs

Ownership and No Expectation of Privacy

All Organization IT resources and communications systems, and all information created, transmitted, received, stored, or maintained on such systems, are and remain the sole property of the Organization.

Employees have no expectation of privacy in any data, communication, file, message, or content stored on or transmitted through Organization systems, whether accessed from Organization-issued or personal devices.

Password protection, encryption, or other security features do not create a right or expectation of privacy.

Monitoring and Access

To the fullest extent permitted by law, the Organization reserves the right to monitor, access, retrieve, review, intercept, copy, audit, and disclose any data or communications transmitted through or stored on Organization IT resources and communications systems, with or without notice.

Monitoring may occur at any time and for legitimate business purposes, including but not limited to:

- Protecting trade secrets and confidential information
- Ensuring compliance with Organization policies
- Investigating misconduct
- Managing system integrity and security
- Assisting during employee absences or transitions

Use of Organization systems constitutes acknowledgment of and consent to this monitoring.

Business Use Requirement

Organization IT resources are to be used for legitimate business purposes only, except as otherwise permitted by law or express Organization authorization.

Employees must not use Organization systems for any activity that is unlawful, inconsistent with Organization policy, disruptive to operations, or that could expose the Organization to liability or reputational harm.

Care, Protection, and Return of Organization Equipment

All Organization-issued equipment, including but not limited to laptops, desktop computers, monitors, keyboards, printers, mobile devices, peripherals, access devices, and related accessories, remains the exclusive property of the Organization at all times.

Employees are required to:

- Exercise reasonable care in the handling, storage, and transportation of Organization equipment
- Protect equipment from damage, theft, loss, or unauthorized use
- Comply with all security protocols and safeguarding requirements

Equipment must not be altered, modified, or used in a manner inconsistent with Organization policy.

All Organization-issued equipment must be returned immediately upon request and no later than the employee's final day of employment, unless otherwise directed in writing.

Returned equipment must be in good working condition, subject only to reasonable wear and tear. Damage resulting from negligence, misuse, unauthorized modification, or failure to exercise reasonable care may result in corrective action and recovery of costs to the extent permitted by applicable law.

Failure to return Organization property may result in appropriate legal action.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Organization will also advise law enforcement officials of any illegal conduct.

6.11 Workplace Privacy and Right to Inspect

Young & Healthy property, including but not limited to lockers, phones, computers, tablets, desks, work areas, vehicles, or machinery, remains under the control of the Organization and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Organization premises including that kept in lockers and desks.

7.0 Benefits

7.1 401(k) Plan

Young & Healthy employees have the opportunity to participate in a organization-sponsored retirement plan after one (1) year of continuous service from their date of hire. Full-time and regular part-time employees working at least 20 hours per week are eligible to participate in the plan after completing one year of service, having worked at least 1,000 hours during that period, and attaining age 21.

Young & Healthy currently provides an employer matching contribution of up to **3% of an eligible employee's compensation**, based on the employee's elective deferrals, in accordance with the terms of the retirement plan. Employees must make their own contributions to receive the employer match.

Actual eligibility, matching contributions, vesting, and coverage are governed by the express terms of the applicable plan documents. Employees are encouraged to review the Summary Plan Description (SPD) and other plan materials carefully.

If there is any conflict between this handbook description and the official plan documents, the plan documents will control. Young & Healthy reserves the right to amend, modify, interpret, or terminate the retirement plan or any employee benefit program at any time, to the extent permitted by law.

For details on the specific retirement plans offered through Young & Healthy, contact Luis Gonzalez at lgonzalez@snowdenlane.com or via phone at (626) 521-9806.

7.2 Bereavement Leave

Young & Healthy recognizes the importance of taking time away from work following the death of a family member. Bereavement leave is intended to provide employees with time to grieve, attend services, and manage related matters during a difficult period.

Eligibility

Bereavement leave is available to **all regular full-time and regular part-time employees**.

Amount of Leave

Eligible employees may take **up to five (5) days of paid bereavement leave** in the event of the death of an immediate family member.

Because of the significant impact a loss may have on an individual or family, additional unpaid time off may be granted on a case-by-case basis, subject to approval by the employee's direct Manager/Supervisor.

Employees may also elect to use accrued but unused **vacation, sick leave, or paid time off (PTO)** if additional paid time is needed, in accordance with applicable policies.

Definition of Family Member

For purposes of this policy, *family member* includes the following, whether related to the employee or the employee's spouse or registered domestic partner:

- A child (biological, adopted, foster, or stepchild), legal ward, or a child to whom the employee stands *in loco parentis*, regardless of age or dependency status
- A biological, adoptive, or foster parent, stepparent, legal guardian, or a person who stood *in loco parentis* to the employee when the employee was a minor
- A spouse
- A registered domestic partner
- A grandparent
- A grandchild
- A sibling

Notice and Documentation

Employees are expected to notify their direct Manager/Supervisor of the need for bereavement leave as soon as practical, so that appropriate work coverage can be arranged. Young & Healthy may request reasonable documentation to verify the need for bereavement leave, as permitted by law.

This policy will be administered in compliance with all applicable federal, state, and local laws.

7.3 California Family Rights Act (CFRA) Leave

Young & Healthy provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

Eligibility

To be eligible for CFRA leave, you must:

- Have been employed for at least 12 months (52 weeks) with the Organization prior to beginning CFRA leave; and
- Have worked for the Organization for at least 1,250 hours during the 12-month period immediately before the leave is to start.

Reasons for Leave

You may take CFRA leave for the following reasons:

- The birth, adoption, or foster care placement of a child.
- To care for your own or your family member's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).
- A qualifying exigency related to your spouse, domestic partner, child, or parent who 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).

As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person.
- **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
- **Designated person** means any person related to you by blood or whose association to you is the equivalent of a family relationship.
- **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or a person who stood in loco parentis to you when you were a child.
- **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

You may identify your designated person at the time you request CFRA leave. You may make this designation once per 12-month period for purposes of CFRA leave.

Leave Usage

Eligible employees may take up to 12 workweeks of leave per leave year. For purposes of this policy, the leave year is a rolling 12-month period that is measured backward from the date any CFRA leave is used.

CFRA leave is generally unpaid; however, you may elect to use applicable accrued leave to cover some or all of the leave taken. You may also be eligible for partial wage replacement benefits under California's Paid Family Leave (PFL) or State Disability Insurance (SDI) programs depending on your reason for leave. For additional information, contact HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373).

CFRA leave will run concurrently with other federal/state laws when permitted by law.

Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), you must provide reasonable advance notice and make a reasonable effort to schedule leave so that it will not unduly disrupt Organization operations. If unforeseeable, provide notice as soon as practical. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

Certification

Where leave is requested for your own or a covered family member's serious health condition, the Organization may require you to provide certification from your own or the Organization's healthcare provider.

If leave is for your own serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- A statement that, due to the serious health condition, you are unable to perform the function of your position.

If leave is for a covered family member's serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- An estimate of the amount of time that the healthcare provider believes you are needed to care for the family member.
- A statement that the family member's serious health condition requires you to provide care during the period of treatment or supervision.

The Organization may require subsequent recertification of your own serious health condition if additional leave is required.

If the Organization has reason to doubt the validity of the certification provided, the Organization may require, at its own expense, that you obtain a second opinion from a healthcare provider designated or approved by the Organization. If the second opinion differs from the original certification, the Organization may again require, at its own expense, that you obtain a third opinion from a different healthcare provider designated or approved jointly by you and the Organization. The third opinion will be considered final and binding.

Return to Work

If you take leave for your own serious health condition, you must obtain certification from your healthcare provider that you are able to resume work.

Reinstatement

Upon return to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

Benefits

If the Organization provides you with health benefits under a group health plan, the Organization will maintain and pay for your health coverage for up to 12 weeks at the same level and under the same conditions as coverage would have been provided if you had not taken CFRA leave.

Failure to Return to Work

If you fail to return to work or fail to request an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. If you fail to return from leave, the Organization

may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

7.4 Disability Insurance

If you are unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is a component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible employees with up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.

To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

The SDI program does not create a right to a leave of absence, job protection, or job reinstatement.

You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD (www.edd.ca.gov).

Young & Healthy will be notified that you have submitted a disability insurance claim.

7.5 Health Insurance

Health Insurance Benefits

Young & Healthy offers group health insurance benefits designed to help protect employees and their families from financial loss resulting from hospital, surgical, and other health-related expenses.

Eligibility and Enrollment

Eligible employees may elect to enroll in health insurance benefits **effective the first day of the month following the employee's hire date**, in accordance with the plan's defined waiting period. Coverage for eligible dependents, if applicable, is also governed by the terms of the applicable insurance plans.

Plan Documents and Coverage Terms

Health insurance benefits are described in detail in the applicable **Summary Plan Description (SPD)** and related plan documents. Actual coverage, eligibility, and benefits are determined solely by the express terms of the insurance plan documents. Employees and their families are encouraged to review these materials carefully.

In the event of any inconsistency between this Employee Handbook, any benefit summaries, or verbal or written communications, the insurance plan documents will govern.

Copies of SPDs and plan documents may be obtained by contacting Matthew Madzoeff via email at matt@shbsins.com.

Changes to Benefits

Young & Healthy reserves the right to interpret, amend, modify, suspend, or terminate any employee benefit plan, in whole or in part, at any time and without prior notice, to the extent permitted by law.

Continuation of Coverage

If an employee or an eligible dependent loses eligibility for coverage due to a qualifying event, such as a change in work status or termination of employment, the employee may be entitled to continue health insurance coverage under applicable federal or state continuation laws (including COBRA or Cal-COBRA). In such cases, Young & Healthy will provide required notices and information regarding continuation rights.

7.6 Holidays

Young & Healthy observes the following paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Juneteenth
- Veterans' Day
- The day before Thanksgiving
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Young & Healthy aligns its holiday schedule with the applicable school district calendar. As a result, observed holiday dates may vary from traditional federal holiday observances.

When a holiday falls on a Saturday or Sunday, the observed date will generally follow the school district calendar and may not necessarily be observed on the preceding Friday or following Monday. Employees will be notified in advance of the official holiday schedule each year.

If a holiday falls on your regular day off, please discuss with your Manager/Supervisor how it affects you.

Employees will receive compensation at their regular rate of pay for each of these holidays.

Full-time and regular part-time employees are eligible for paid holidays.

Regular part-time employees are eligible for holiday pay in proportion to the number of hours they normally are scheduled to work.

Employees on a leave of absence are not eligible for holiday pay.

7.7 Jury Duty Leave

Young & Healthy encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Manager/Supervisor as soon as possible to make scheduling arrangements.

Generally, time spent on jury duty is unpaid. In such case, exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty.

If applicable law requires the Organization to compensate you for your time spent on jury duty, you will be paid accordingly.

You may substitute any portion of your unpaid jury duty leave with appropriate paid leave.

The Organization reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

If you have any questions regarding this policy, contact HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373).

7.8 Leave and Accommodations for Victims of Violence

If you are a victim of violence, or the family member of a victim of violence, Young & Healthy will provide you leave and/or accommodations in accordance with California law. A *Survivors of Violence and Family Members of Victims Rights to Leave and Accommodations* notice, which outlines your rights and protections under the law, has been attached as an addendum to this handbook.

Employees may be entitled to take protected leave if the employee or the employee's family member is a victim of a crime or qualifying act of violence (QAOV), including but not limited to domestic violence, sexual assault, stalking, or other crimes that cause physical or mental injury.

Eligible leave may be taken for purposes permitted by law, including but not limited to:

- Attending court proceedings or cooperating with law enforcement or prosecutors
- Seeking medical attention or psychological counseling related to the crime
- Obtaining services from a victim services organization
- Participating in safety planning, including relocation
- Seeking a restraining order or other relief to ensure the health, safety, or welfare of the employee or their family member

For purposes of this policy, *family member* includes:

- A child (biological, adopted, foster, stepchild, legal ward, or a child to whom the employee stands *in loco parentis*, regardless of age or dependency status)
- A biological, adoptive, or foster parent, stepparent, legal guardian, or a person who stood *in loco parentis* when the employee was a minor
- A spouse
- A registered domestic partner
- A grandparent
- A grandchild
- A sibling

Employees are encouraged to provide advance notice of the need for leave when feasible. When advance notice is not possible, notice must be provided as soon as practicable. Where permitted by law, Young &

Healthy may request reasonable documentation to verify the need for leave, such as documentation from a court, law enforcement agency, prosecuting attorney, or victim services organization.

Employee Certification

Any of the following forms of certification are sufficient:

- A police report indicating that the employee was a victim;
- A court order protecting or separating the employee from the perpetrator of the QAOV, or other evidence from a court or prosecuting attorney that the employee has appeared in court;
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed healthcare provider, or counselor with whom the employee was undergoing treatment or seeking or receiving services directly related to the QAOV; or seeking or receiving services directly related to the QAOV; or
- Any other form of documentation that reasonably verifies that the QAOV occurred, including, but not limited to, a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose.

Leave taken under this policy is unpaid; however, employees may elect to use accrued vacation or other available paid leave during the absence, consistent with organization policy and applicable law.

Upon return from leave, employees will be reinstated to the same position held prior to the leave or to a comparable position with equivalent pay, benefits, seniority, and other terms and conditions of employment, unless otherwise permitted by law.

The Organization will not discriminate or retaliate against employees who request and/or obtain leave or an accommodation in accordance with this policy.

7.9 Life Insurance

Young & Healthy provides life insurance benefits to all eligible employees in accordance with the terms of the applicable insurance plan.

Eligibility and Enrollment

Eligible employees may elect to begin life insurance coverage **effective the first day of the month following the employee's hire date**, consistent with the plan's defined waiting period. Upon becoming eligible, employees will be required to designate a beneficiary. Employees may change their beneficiary designation at any time by notifying the benefits administrator.

Plan Documents and Coverage Terms

Life insurance benefits are governed by the express terms of the insurance plan documents and the applicable Summary Plan Description (SPD). Employees are encouraged to review these materials carefully. In the event of any inconsistency between this Employee Handbook, benefit summaries, or other communications and the plan documents, the plan documents will govern.

Plan Administration

Young & Healthy reserves the right to interpret, amend, modify, suspend, or terminate any employee benefit program, in whole or in part, at any time and without prior notice, to the extent permitted by law.

For additional information or copies of the SPD, employees should contact the Co-Executive Directors.

7.10 Military Leave (USERRA)

Young & Healthy grants employees time off for service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended, and all applicable state laws. This policy applies to all eligible employees.

Notice and Documentation

Employees requesting military leave must provide advance notice of their military service to their direct Manager/Supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees are required to submit documentation of the need for leave to the HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373), as permitted by law.

Duration of Leave and Benefits

Eligible employees are entitled to military leave for up to **five (5) cumulative years** from the date military service begins, in accordance with USERRA. Continuation of health insurance benefits during military leave is available in accordance with the terms of the applicable group health plan and governing law.

Reemployment Rights

Employees who timely apply for reemployment following military service will be reinstated to their previous position or a position of like seniority, status, and pay, consistent with USERRA's "escalator" principle. Returning employees will be treated as though they were continuously employed for purposes of seniority, pay progression, and benefits based on length of service.

The time period for reporting back to work or submitting an application for reemployment depends on the length of military service, as follows:

- **Service of less than 31 days:** The employee must report to work at the beginning of the first regularly scheduled work period on the first full day following release from service, allowing for safe travel home and an eight (8) hour rest period.
- **Service of more than 30 days but less than 181 days:** The employee must submit an application for reemployment within **fourteen (14) days** of release from service.
- **Service of more than 180 days:** The employee must submit an application for reemployment within **ninety (90) days** of release from service.

Employees must notify their Manager/Supervisor of their intent to return to work in accordance with these requirements.

Additional Information

For questions regarding military leave, benefits continuation, compensation, or reinstatement rights, employees should contact the HR Expert of EXPERT EFFECT at info@ExpertEffect.com or (888) 954-3373.

Young & Healthy complies fully with all federal and state laws governing military leave and reemployment rights.

7.11 Paid Family Leave Insurance

California's Paid Family Leave (PFL) insurance program provides eligible employees with up to eight weeks of partial wage replacement in any 12-month period to take time off from work to:

- Bond with a new child (either by birth, adoption, or foster care placement);
- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner); or
- Participate in a qualifying exigency related to the covered active duty, or call to covered active duty, of your spouse, domestic partner, child, or parent in the U.S. Armed Forces.

The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

7.12 Paid Sick and Safe Leave

Young & Healthy provides paid sick and safe leave to all eligible employees in accordance with the **California Healthy Workplaces, Healthy Families Act**, as amended, and applicable local laws. Where state or local law provides greater rights or benefits than this policy, the law will apply. Where this policy provides greater benefits, this policy will govern.

Purpose

Young & Healthy recognizes that employees may need time away from work to address their own health needs or those of their family members, or for other legally protected reasons. Paid sick and safe leave is intended to support employee well-being, promote a healthy workplace, and protect both employees and their co-workers.

Eligibility

All employees who work in California for **at least thirty (30) days within a twelve (12)-month period** after beginning employment are eligible to earn and use paid sick and safe leave.

Permitted Uses of Leave

Paid sick and safe leave may be used for any purpose permitted by law, including:

- Diagnosis, care, or treatment of an existing health condition, or preventive care, for the employee or a family member
- The employee's own illness or medical condition
- To serve on a jury, inquest, or trial
- To appear in court or as a witness pursuant to a subpoena or court order
- To attend judicial proceedings related to certain crimes if the employee or a family member is a victim
- For purposes related to the employee or a family member being a victim of domestic violence, sexual assault, stalking, or other qualifying acts of violence (see the **Leave for Victims of Violence Policy**)
- For reasons related to workplace or school closure, quarantine, or exposure during a public health emergency, as required by law

For purposes of this policy, *family member* includes: a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, or any individual recognized as a family member under applicable law.

Accrual and Use

Eligible full-time and regular part-time employees begin accruing paid sick and safe leave **upon commencement of employment** at a rate of **one (1) hour for every thirty (30) hours worked**. Regular part-time employees accrue sick leave from the date of hire, in a prorated amount using the full-time total of 12 days per anniversary year and the average number of hours the part-time employee works per week.

- Accrual is capped at ninety-six (96) hours (twelve days) annually

- Employees may begin using accrued leave on the first day following their 30th day of employment.
- Employees may use up to **ninety-six hours (twelve days)** of paid sick and safe leave per designated leave year, unless a higher usage amount is required by applicable local law
- The leave year is defined as employee anniversary year.
- Earned but unused leave carries over from year to year, subject to the **accrual cap of 35 days (240 hours)**.
- Leave may be taken in increments of **no less than two (2) hours**

Employees may not use more leave than they have accrued, and advance use of unearned leave is not permitted

For exempt employees, accrual is based on a presumed 40-hour workweek unless the employee's normal schedule is fewer hours, in which case accrual is based on the regular schedule.

Pay During Leave

Non-exempt employees will be paid sick and safe leave at their regular rate of pay, in accordance with California law

Exempt employees will be compensated in the same manner as for other forms of paid leave provided by the Organization

Deductions from exempt employees' leave banks will be made in full-day increments, except where partial-day deductions are permitted under FMLA or other applicable law.

Notice Requirements

When the need for leave is foreseeable, employees must provide reasonable advance notice. When unforeseeable, notice must be provided as soon as practicable. If known, notice should include the expected duration of the absence.

Documentation

Where permitted by law, Young & Healthy may request reasonable documentation to verify the appropriate use of paid sick and safe leave. Medical documentation will not be required except where allowed by law and consistent with employee privacy protections.

Recording Time

Employees are responsible for accurately recording sick and safe leave taken on their time records and submitting any required time-off forms in accordance with internal procedures.

Coordination With Other Leave

Paid sick and safe leave may run **concurrently** with other applicable leaves when permitted or required by law, including **CFRA** and **FMLA**. When an absence qualifies under more than one policy or law, Young & Healthy will designate and administer the leave in compliance with all applicable requirements. See the CFRA/FMLA Leave and Vacation policies for additional details.

If accrued sick and safe leave is exhausted, employees may be required to use available vacation, consistent with organization policy and applicable law.

Separation and Rehire

Unused paid sick and safe leave is **not paid out upon separation** of employment. If an employee is rehired within **one (1) year**, previously accrued and unused sick and safe leave will be reinstated, as required by law.

Anti-Retaliation

Young & Healthy strictly prohibits retaliation or discrimination against any employees for requesting or using paid sick and safe leave in accordance with this policy or applicable law. Any employee who believes this policy has been violated should report concerns pursuant to the **Policy Against Harassment and Retaliation**.

7.13 Personal Leave of Absence

Young & Healthy recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted **in writing** to the employee's direct Manager/Supervisor as far in advance as practicable. In emergency situations, notice must be provided as soon as reasonably possible. Requests must include the reason for the leave and the anticipated start and return dates.

Approval of unpaid personal leave is based on business needs and may take into account job performance, attendance history, operational requirements, and departmental staffing needs. **Unpaid personal leave is not guaranteed and may be approved or denied at the sole discretion of the Organization.**

Use of Paid Leave

Employees may be required to **use all available accrued paid leave (including vacation, PTO, or sick leave, as applicable)** before beginning an unpaid personal leave of absence, unless otherwise required by law.

Pay, Benefits, and Accruals During Leave

Unpaid personal leave is unpaid. Sick leave, vacation, seniority, and other benefits **do not accrue** during an unpaid personal leave of absence. Holidays occurring during an unpaid personal leave will not be paid.

Organization-sponsored benefits may be continued during unpaid personal leave in accordance with the terms of the applicable benefit plans, provided the employee timely pays their share of any required premiums. If a leave exceeds the continuation period allowed under the plan or required premiums are not paid, the Organization will provide information regarding continuation coverage rights under COBRA and/or applicable state law.

Reinstatement and Return to Work

Employees are expected to return to work on the approved return date. If additional time is needed, a written request for an extension must be submitted in advance of the scheduled return date. Extension requests are reviewed on a case-by-case basis and are not guaranteed. Failure to return to work on the approved return date, or failure to obtain an approved extension, may be treated as a voluntary resignation.

Reinstatement following an unpaid personal leave is not guaranteed. While the Organization will attempt to return the employee to their previous position if available, business needs may require filling the position during the employee's absence. If reinstatement to the former position is not possible, the Organization may, at its discretion, offer a comparable position if one is available. If no position is available, or if the employee declines an offered position, the employee's status will be considered a voluntary termination.

Failure to Return

Failure to return to work at the conclusion of an approved unpaid personal leave, or failure to communicate with the Organization regarding return status, will be considered a voluntary resignation.

Outside Employment

Employees on an unpaid personal leave of absence **may not engage in outside employment or self-employment** unless prior written authorization is granted by the Organization. Unauthorized outside employment during a leave may result in disciplinary action, up to and including termination.

7.14 Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth, or a related medical condition, Young & Healthy will provide you with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A ***pregnancy-related disability*** is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under state and federal law, employees who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Speak with your Manager/Supervisor about your eligibility for these leaves.

Notice and Leave Request Process

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, obtain a leave request form from your Manager/Supervisor or HR Expert of EXPERT EFFECT (info@ExpertEffect.com; (888) 954-3373) and return the completed form to HR Expert. If the need for leave is unforeseeable and you will be absent more than three days, contact HR Expert by telephone and request that a leave form be mailed to your home. If leave will be fewer than three days, complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You will be required to use available sick leave during PDL; however, you may opt to use any available Sick or Vacation during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of the Organization, you may also be required to obtain a second and third certification from another health care provider at Organization expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by the Organization. All employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

The Organization may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Benefits

If the Organization provides you with health benefits under a group health plan, the Organization will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken pregnancy disability leave. If you do not return to work at the end of your pregnancy disability leave, the Organization may recover the payment for your premiums under certain circumstances.

Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express written permission to perform such outside work has been granted by the Organization. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

False Reason for Leave

You will be terminated if you provide a false reason for a leave.

Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

7.15 Reproductive Loss Leave

Young & Healthy will provide eligible employees up to five days of unpaid reproductive loss leave in accordance with the California Fair Employment and Housing Act.

Eligibility

To be eligible for reproductive loss leave, you must:

- Be employed by the Organization for at least 30 days prior to the start of leave.
- Experience a qualifying reproductive loss event.

Reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

Reasons for Leave

Reproductive loss events include:

- A **failed adoption**, which means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. To be a qualifying event, you must be a person who would have been a parent of the adoptee if the adoption had been completed.
- A **failed surrogacy**, which means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. To be a qualifying event, you must be a person who would have been a parent of a child born as a result of the surrogacy.
- A **miscarriage**. To be a qualifying event, the miscarriage must have been experienced by you, your current spouse or domestic partner, or another individual that would have made you a parent to the child.
- A **stillbirth**. To be a qualifying event, the stillbirth must result from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual that would have made you a parent to the child.
- An **unsuccessful assisted reproduction**, which means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. To be a qualifying event, the unsuccessful assisted reproduction event must have been experienced by you, your current spouse or domestic partner, or another individual that would have made you a parent to the child.

Use of Leave

Eligible employees will be provided up to five days of unpaid leave for a reproductive loss event. The five days of leave do not have to be taken consecutively.

Leave must be completed within three months of the event entitling you to leave. If you experience more than one reproductive loss event within a 12-month period, the maximum amount of reproductive loss leave you can take is 20 days.

You may substitute any portion of your unpaid reproductive loss leave with available appropriate paid leave.

Reproductive loss leave will run concurrently with any other leave entitlement when permissible under applicable law.

Notice

Provide notice of your need for reproductive loss leave as soon as practical.

All information received by the Organization regarding your request for reproductive loss leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

7.16 Voting Leave

Young & Healthy encourages employees to vote before or after work hours whenever possible to minimize disruption to business operations. However, if an employee does not have sufficient time outside of working hours to vote, the employee may take **up to two (2) hours of paid time off** to vote on Election Day.

Young & Healthy may designate the time during which an employee may take voting leave. When feasible, such leave will be scheduled at the **beginning or end of the employee's work shift**, whichever provides the most time for voting and the least disruption to work, unless otherwise mutually agreed.

Employees are requested to provide **at least two (2) working days' advance notice** of their need for voting leave when practicable.

Young & Healthy will not retaliate against any employee for exercising their right to take time off to vote in accordance with this policy and applicable law.

If an employee's work schedule prevents them from voting on Election Day, Young & Healthy will provide reasonable time off to vote, consistent with California law.

7.17 Witness Leave

Young & Healthy realizes that, on occasion, employees may be subpoenaed or otherwise compelled to serve as witnesses in a judicial proceeding; in such case, you will be provided with unpaid leave to attend. You may opt to use any available paid leave (including paid sick leave) in place of the unpaid leave.

Upon receiving a subpoena (or other document compelling your attendance), notify your Manager/Supervisor as soon as possible to make scheduling arrangements.

The Organization reserves the right to require you to provide proof of the need for leave to the extent authorized by law.

The Organization will not discriminate or retaliate against employees who request or take leave in accordance with this policy.

7.18 Vacation

Young & Healthy provides paid vacation time to eligible employees to support rest, well-being, and work-life balance.

Eligibility

Full-time employees and regular part-time employees who work at least 20 hours per week are eligible to accrue paid vacation beginning on their date of hire.

Regular part-time employees accrue vacation on a prorated basis, calculated using the full-time accrual rate and the employee's average weekly hours worked.

Temporary employees and part-time employees who regularly work fewer than 20 hours per week are not eligible for paid vacation.

Accrual Method and Service Year

Vacation is earned on an accrual basis and is calculated based on the employee's anniversary year (measured from the employee's date of hire).

Vacation accrues **monthly**, in proportion to the employee's length of service, as follows:

Length of Service	Annual Vacation Accrual	Monthly Accrual
Hire date through 3 years	2 weeks (10 days)	0.83 days
4 through 10 years	3 weeks (15 days)	1.25 days
11 years and thereafter	4 weeks (20 days)	1.67 days

Vacation accrued during the first year of employment is **prorated based on the hire date**.

Use of Vacation

Employees may begin using earned vacation after completing ninety (90) days of employment.

Vacation must be requested **in writing** and submitted to the employee's Manager/Supervisor as far in advance as practicable. Requests are subject to supervisory approval based on operational needs.

Vacation may not be used to extend another form of leave (such as sick or personal leave), unless required by law.

Employees are encouraged to fully disconnect while on approved vacation and are not expected to check voicemail or email during this time.

Accrual During Leaves of Absence

Vacation does **not accrue during unpaid leaves of absence** or during any period in which the employee is not receiving wages from Young & Healthy.

If an employee is receiving wage-replacement benefits from another source (such as California State Disability Insurance or Workers' Compensation), vacation does not accrue during that period, unless otherwise required by law.

Carryover and Maximum Accrual Cap

Accrued and unused vacation may be carried over from year to year, subject to a maximum accrual cap of one and one-half (1.5) times the employee's annual vacation accrual.

Once an employee reaches the maximum accrual cap, no additional vacation will accrue until some accrued vacation is used and the balance falls below the cap. Accrual will then resume at the applicable rate. No retroactive accrual will be granted for periods during which accrual was suspended due to reaching the cap.

Separation of Employment

Upon termination of employment for any reason, employees will be paid for all earned and unused vacation time at their final rate of pay, in accordance with California law.

7.19 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Young & Healthy, no matter how slightly, you are to report the incident immediately to your Manager/Supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Manager/Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

8.0 Safety and Loss Prevention

8.1 Outdoor Heat Illness Prevention

Young & Healthy is committed to complying with all applicable laws and ensuring that employees avoid heat illness while working outside. Heat illness may begin with mild symptoms and progress quickly to signs of serious and life-threatening illness. All employees who work outdoors and are reasonably anticipated to be exposed to the risk of heat illness will be provided detailed training before starting work involving a risk of heat illness.

This policy ensures that employees working outdoors understand they are allowed and encouraged to take preventative cool-down rest periods in provided shaded areas whenever they feel the need to protect themselves from overheating.

You may also be asked to take a cool-down rest period if you are observed having any signs of heat illness. Access to shade is permitted at all times. Cool-down periods are not limited in frequency and are considered time worked.

When taking a preventative cool-down rest period:

- You will be monitored and asked if you are experiencing any symptoms of heat illness.
- You will be encouraged to remain in the shade.
- You will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event sooner than five minutes after accessing shade, excluding the time needed to access the shade.

The Organization provides fresh, pure, and suitably cool drinking water at no charge. When the work environment is hot, you are encouraged to frequently drink small cups of water, with up to four cups (one quart or more) per hour recommended, to stay hydrated.

The Organization has in place effective emergency response procedures if you show signs or report symptoms of heat illness while taking a preventative cool-down rest period.

You must immediately report to your Manager/Supervisor if you experience any symptoms or signs of heat illness or see signs of heat illness in coworkers so that the Organization can respond with medical attention, as appropriate.

The Organization will not discriminate or retaliate against employees who take preventative cool-down rest periods in accordance with this policy.

8.2 Indoor Heat Illness Prevention

Young & Healthy is committed to complying with all applicable laws and ensuring that employees avoid heat illness while working in certain indoor workplaces where the indoor temperature reaches or exceeds 82 degrees Fahrenheit. Heat illness may begin with mild symptoms and progress quickly to signs of serious and life-threatening illness. All employees who work indoors and are reasonably anticipated to be exposed to the risk of heat illness will be provided detailed training before starting work involving a risk of heat illness. Such employees should be familiar with the Organization's written Indoor Heat Illness Prevention Program.

This policy ensures that at-risk employees working indoors understand they are allowed and encouraged to take preventative cool-down rest periods in provided cool-down areas whenever they feel the need to protect themselves from overheating.

You may also be asked to take a cool-down rest period if you are observed having any signs of heat illness. Access to cool-down areas is permitted at all times. Cool-down periods are not limited in frequency and are considered time worked.

When taking a preventative cool-down rest period:

- You will be monitored and asked if you are experiencing any symptoms of heat illness.
- You will be encouraged to remain in the cool-down area.
- You will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event sooner than five minutes after accessing the cool-down area, excluding the time needed to access the cool-down area.

The Organization provides fresh, pure, and suitably cool drinking water at no charge throughout the day. Water will be located as close as possible to work and cool-down areas. When the work environment is hot, you are encouraged to frequently drink small cups of water, with up to four cups (one quart or more) per hour recommended, to stay hydrated. Do not wait until you are thirsty to drink water.

The Organization will use control measures to minimize the risk of heat illness.

The Organization has in place effective emergency response procedures if you show signs or report symptoms of heat illness while taking a preventative cool-down rest period.

You must immediately report to your Manager/Supervisor if you experience any symptoms or signs of heat illness or see signs of heat illness in co-workers so that the Organization can respond with medical attention, as appropriate.

The Organization will not discriminate or retaliate against employees who take preventative cool-down rest periods in accordance with this policy.

8.3 Drug and Alcohol Policy

Young & Healthy is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Organization to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The Organization expressly prohibits employees from engaging in the following activities when they are on duty or conducting Organization business or on Organization premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Organization does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Organization Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Manager/Supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Organization may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.4 General Safety

It is the responsibility of all Young & Healthy employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Organization health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Organization also requires that all occupational illnesses or injuries be reported to your Manager/Supervisor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.5 Workplace Tobacco Usage

Young & Healthy is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

- Organization offices
- Organization vehicles
- Client areas
- Restrooms
- Areas where signs are posted prohibiting smoking
- Other areas defined by the employer.

The Organization also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas.

If you have a stop smoking incentive program, add anything you would like to include about it here.

The Organization will not discriminate against employees based on their off-premises, off-duty tobacco usage.

8.6 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Young & Healthy, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Organization has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Organization property or while performing Organization business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Manager/Supervisor, the Co-Executive Directors and/or the HR Expert/Expert Effect in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Co-Executive Directors and/or the HR Expert/Expert Effect.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Young & Healthy employees are required to protect the confidentiality of Organization trade secrets, proprietary information, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Organization. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Manager/Supervisor or the Co-Executive Directors and/or the HR Expert/Expert Effect.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

9.2 Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Young & Healthy, is a "work for hire" and is the property of the Organization.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Organization, you are required to obtain a written waiver of this policy, signed by both you and the Co-Executive Directors.

9.3 Political Conduct

Because of Young & Healthy's mission regarding Democratic politics and the Organization's profile, the Organization asks that its employees remain aligned with Young & Healthy's work and mission in their activities when conducting business on behalf of Young & Healthy.

Working at Young & Healthy does not require you to refrain from engaging in political activity. You should be aware that political activity can encompass a variety of actions which go beyond supporting a candidate in an election. For the purposes of our Policy, "political activity" includes activities related to or connected with the Organization, regulation and administration of government or elections including—but not limited to—association with others for the advancement of beliefs and ideas and participation in litigation or regulatory issues involving matters of public and/or political importance.

As part of your job duties, you may be required to conform to Young & Healthy's chosen "message" while acting in your official capacity as an employee. In your capacity as an employee of Young & Healthy, you agree not to engage in activity on behalf of Young & Healthy, which directly conflicts with Young & Healthy's interests or a position which Emerge has taken.

You may of course engage in personal political activity with your own resources on your own time, not affiliated in any way with Young & Healthy. Young & Healthy will not limit or attempt to influence your personal political participation, but you should be mindful that your personal political activity should not be attributed or misconstrued as activity on behalf of Young & Healthy. This is important because the actions could be perceived as a potential conflict within Young & Healthy or with its interests. Young & Healthy will not take any adverse action based on such conduct that is otherwise in compliance with this policy, nor will it take any such action based on an individual's personal political affiliations or political beliefs. For example, an employee will not be terminated or discriminated against for voting contrary to his or her manager's political affiliation.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Organization and a safe, productive, and pleasant workplace.

Liz Arnold & Shelley Boyle

Co-Executive Directors

Young & Healthy

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Young & Healthy Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Co-Directors of the Organization. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Young & Healthy.

If I have any questions about the content or interpretation of this handbook, I will contact Expert Effect/HR Expert (info@ExpertEffect.com; (888) 954-3373).

Signature

Date

Print Name

APPENDIX

SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

NOTICE



Civil Rights
Department
STATE OF CALIFORNIA

Note: Employers must provide this information to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence. Victims of violence include victims of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.

YOUR RIGHT TO TAKE TIME OFF

- You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.
- If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.
- If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:
 - To take part in safety planning or other actions to help keep you or your family member safe from future violence
 - To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence
 - To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence
 - To care for a family member recovering from injuries caused by violence
 - To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief; medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare
- If you are a victim of violence or the family member of a deceased victim of violence, you can take up to 12 weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to 10 days off work for these reasons, with the exception of relocation, for which you can take up to five days.
- You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.
- You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.

YOUR RIGHT TO CONFIDENTIALITY

- If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.

SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

NOTICE



Civil Rights
Department
STATE OF CALIFORNIA

YOUR RIGHT TO REASONABLE ACCOMMODATION FOR YOUR SAFETY

- If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.
- Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

YOUR RIGHT TO BE FREE FROM RETALIATION AND DISCRIMINATION

Your employer cannot discipline you, treat you differently, or fire you because:

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

YOU MAY ALSO HAVE PROTECTIONS UNDER OTHER LAWS:

- **Wage Replacement:** You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition. **State Disability Insurance (SDI)** provides short-term wage replacement when you are temporarily disabled from working. **Paid Family Leave (PFL)** provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at 800-480-3287 (for SDI) or 877-238-4373 (for PFL).

- **Family and medical leave:** Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child. Learn more about family and medical leave by visiting bit.ly/CRD-leave. You can file a complaint with CRD if you believe your rights have been violated.
- **Bereavement leave:** Bereavement leave allows eligible employees to take up to five days off work within three months of the family member's death. Leave does not need to be taken all at once. Learn more about bereavement leave protections by visiting bit.ly/CRD-Bereavement. You can file a complaint with CRD if you believe your rights have been violated.
- **Leave to attend court for certain crimes:** If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5. You can learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting bit.ly/DIR-Retaliation.

TO FILE A COMPLAINT

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

Civil Rights Department

Online at <http://ccrs.cacivilrights.ca.gov/s/>

By mail at 651 Bannan Street, Suite 200,
Sacramento, CA 95811

By calling 800-884-1684 (voice), 800-700-2320 (TTY), or California's Relay Service at 711

For more information about your right to leave and accommodations as a victim or the family member of a victim, visit bit.ly/CRD-Survivors-of-Violence-FAQ