YOUNG & HEALTHY

Board Policy

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YOUNG & HEALTHY

Employee Handbook

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1. Introduction

1.1 Welcome Message

Dear Employee,

Welcome to Young & Healthy! We are pleased with your decision to join us.

Young & Healthy is committed to providing superior quality and unparalleled customer service in all aspects of our organization. We believe each employee contributes to the success and growth of Young & Healthy.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the employee handbook, please discuss them with the Executive Director, Associate Director, or Executive Manager.

Welcome aboard. We look forward to working with you!

Sincerely,

Mary Donnelly-Crocker
Executive Director

1.2 Manual Disclaimer

The contents of this employee handbook serve only as guidelines and supersede any prior manual or handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with Young & Healthy. Employment with Young & Healthy is AT-WILL. This means employees or Young & Healthy may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that an employee will be employed with Young & Healthy for any set period of time.

Young & Healthy has the right, with or without notice, in an individual case or generally, to change any of the policies in this manual, or any of its guidelines, policies, practices, working conditions, or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the Executive Director and the employee.

1.3 Changes in Policy

Change at Young & Healthy is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Young & Healthy, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult the Executive Director, Associate Director, or Executive Manager.

1.4 Mission | Vision | Core Values

Mission

Through prevention, education, family support, and access to healthcare services, Young & Healthy protects and improves the physical and mental health of uninsured and underserved children and their families in the greater Pasadena area.

Vision

We envision a future in which all children in our community have a village that cares about them and an equal opportunity for a healthy life.

Core Values

- We believe it is the right of every child to have access to quality healthcare.
- We believe in the connection between mental health and physical health.
- We believe that by investing in the health of underserved youth, we can create a more equitable society.
- We believe community needs change over time, and that we are in a position to respond.
- We believe in collaboration, working together with other community institutions and volunteers, to make a difference in children's lives.
- We believe in treating everyone with respect and serving with integrity.

1.5 Receipt of Employee Manual

Manual Acknowledgment and Agreement

NOTE: Upon completion of the acknowledgment sheet on page 5 and confidentiality sheet on page 6, remove it from the remainder of the Employee Handbook and submit it to the Executive Manager for insertion in the employee's personnel file.

I acknowledge that I have received and read a copy of Young & Healthy's Employee Handbook. I understand that I am responsible for complying with the policies set forth in the Handbook during my employment with Young & Healthy.

I further understand, however, that the guidelines contained in the Employee Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" prior to termination or other disciplinary action. I also understand that, except for Young & Healthy's at-will employment policy, Young & Healthy may amend, interpret, modify, or withdraw any of the provisions of the Employee Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because Young & Healthy cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of Young & Healthy's guidelines

or procedures, I should consult with the Executive Director, Associate Director, or Executive Manager.

I understand and agree that my relationship with Young & Healthy is at-will, which means that my employment is for undefined period and may be terminated by me or by Young & Healthy at any time and for any reason, with or without cause or advance notice. I also understand that Young & Healthy may demote or discipline me or otherwise alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

I understand and agree that the terms of this acknowledgment may not be modified or superseded except by a written agreement signed by the Executive Director of Young & Healthy, that no other employee or representative of Young & Healthy has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this acknowledgment will be unenforceable unless in writing and signed by the Executive Director of Young & Healthy. I further understand and agree that if the terms of this acknowledgment are inconsistent with any guideline or practice of Young & Healthy now or in the future, the terms of this acknowledgment shall supersede.

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

I have carefully read this acknowledgement of receipt.

Employee Name: _____

Employee Signature: _____

Date: _____

Confidentiality

I understand that as part of my responsibilities at Young & Healthy, I may learn of or be entrusted with sensitive information of a confidential nature, such as: confidential health information, financial information estimates, client lists, purchasing habits, computer processes, programs and codes, marketing methods, programs, or related data, tax records, health and wellness information, or accounting procedures. This information is considered and kept as the private and confidential records of the organization. These records and information may only be used in performing work for the organization and must not be divulged to any firm, individual, or institution except on the direct written authorization of the Executive Director.

As an employee of Young & Healthy, I agree not to divulge any confidential information obtained in the course of my employment including any information regarding clients and their families. I will not publish, or in any way make public, any information regarding persons who receive services through Young & Healthy.

I understand that the unauthorized release of confidential information will result in termination of my employment with Young & Healthy and may result in civil action or fines against me and other organizations.

Employee Name: _____

Employee Signature: _____

Date: _____

2. General Employment

2.1 At-Will Employment

Employment with Young & Healthy is at-will. This means employees are free to resign at any time, with or without cause, and Young & Healthy may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that an employee will be employed with Young & Healthy for any set period of time.

The policies set forth in this Employee Handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Young & Healthy, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the Executive Director and the employee at issue. Nothing in this Employee Handbook may be construed as creating a promise of future benefits or a binding contract between Young & Healthy and any of its employees.

2.2 Immigration Law Compliance

Young & Healthy is committed to employing only United States citizens and residents who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Young & Healthy within the past three years, or if their previous I-9 is no longer retained or valid.

Young & Healthy may participate in the federal government's electronic employment verification system, known as E-Verify. Pursuant to E-Verify, Young & Healthy provides the Social Security Administration, and if necessary the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

Young & Healthy is an Equal Opportunity Employer. Employment opportunities at Young & Healthy are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religious creed, religious belief or grooming (including dress or grooming practices) gender, sex, gender identity, gender expression, sexual orientation, marital/domestic partner status, citizenship, national origin and ancestry (including language use and protected use of driver’s licenses granted under the California Vehicle Code), mental or physical disability (including AIDS and HIV status), medical condition, including cancer and genetic information or characteristics (or those of a family member), pregnancy, childbirth, breastfeeding (including related medical conditions to pregnancy, childbirth or breastfeeding), age, military and veteran status, status as a victim of domestic violence, sexual assault, or stalking, and/or use of any legally protected leave or any other classification protected by federal, state, and local laws and ordinances. This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy, the employee should bring the matter to the attention of Executive Manager or the Executive Director. Young & Healthy strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.4 Reasonable Accommodation of Individuals with Disabilities

Young & Healthy recognizes and supports its obligation to reasonably accommodate job applicants and employees with disabilities who are able to perform the essential functions of the position, with or without reasonable accommodation. Young & Healthy will provide reasonable accommodation to otherwise qualified job applicants and employees with known disabilities, unless doing so would impose an undue hardship on the organization or pose a direct threat of substantial harm to the employee or others.

An applicant or employee who believes there is need for a reasonable accommodation of a disability should discuss the need for possible accommodation with Executive Manager, their direct supervisor, or the Executive Director.

2.5 Reasonable Accommodation of Individuals' Religious Beliefs and Practices

Young & Healthy recognizes and supports its obligation to reasonably accommodate job applicants and employees with religious beliefs or practices who are able to perform the essential functions of the position, with or without reasonable accommodation. Young & Healthy will provide reasonable accommodation to otherwise qualified job applicants and employees with known disabilities, unless doing so would impose an undue hardship on the organization.

An applicant or employee who believes there is need for a reasonable accommodation of a religious belief or practice should discuss the need for possible accommodation with Executive Manager their direct supervisor, or the Executive Director.

2.6 Employee Grievances

It is the goal of Young & Healthy to maintain a harmonious workplace environment. Young & Healthy encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their direct supervisor. If not resolved at this level, an employee may submit, preferably in writing, a grievance to one of the members of the Leadership Team, which includes, the Executive Director, Associate Director, Program Director, Development Director, and Executive Manager.

After receiving a written grievance, Young & Healthy may hold a meeting with the employee, the direct supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with Young & Healthy's Sexual and other Unlawful Harassment Policy.

Young & Healthy assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.7 Internal Communication

Effective and ongoing communication within Young & Healthy is essential. As such, Young & Healthy maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, Young & Healthy uses the internet and email to facilitate communication and share access to documents.

All employees are responsible for checking internal communications on a regular basis on each work day. Employees should consult their direct supervisor with any questions or concerns on information disseminated.

2.8 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Young & Healthy. Unless an alternative work schedule has been approved by Young & Healthy, employees will be subject to the Young & Healthy's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

Young & Healthy's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.9 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Young & Healthy's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Young & Healthy will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected organization or employee violations of the law, including discriminatory or other unfair employment practices
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client, the environment or general public
- Objects to, or refuses to participate in, any activity, policy, or practice, which the employee reasonably believes is a violation of the law
- Provides information to assist in an investigation regarding violations of the law

- Files, testifies, participates, or assists in a proceeding, action or hearing in relation to alleged violations of the law

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact the Executive Director directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Young & Healthy will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact the Executive Director or any state or local agency responsible for investigating alleged violations.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Young & Healthy classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay, meal periods, and rest breaks, in accordance with federal and state labor law provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If the employee changes positions during employment with Young & Healthy or if the employee's job responsibilities change, the employee will be informed by the Executive Director, Associate Director, or Executive Manager of any change in the exempt status.

In addition to the designation as either exempt or non-exempt, the employee also belongs to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work 40 hours per week. Generally, full-time employees are eligible for Young & Healthy's benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time:

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

Part-Time:

Part-time employees are regularly scheduled to work less than 20 hours per week. Part-time employees are not eligible for Young & Healthy's benefit programs.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified by the Executive Director, Associate Director, or Executive Manager, of a change. They are not eligible for any of Young & Healthy's benefit programs.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Executive Director, Associate Director, or Executive Manager of any changes in personnel data. Such changes may affect eligibility for benefits, the amount paid for benefit premiums, and receipt of important organization information.

If any of the following have changed or will change in the coming future, contact the Executive Director, Associate Director, or Executive Manager as soon as possible:

- Legal name (supporting documentation required)
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

Expenses incurred by an employee generally must be approved in advance by their direct supervisor.

Employees will be reimbursed for all expenses that are reasonable and necessary to perform their job. Some expenses that may warrant reimbursement include, but are not limited to, the following: mileage costs (per current IRS guidelines), air or ground transportation costs, lodging, and meals used for the purpose of carrying out business for the organization.

Employees must submit expense reports to their direct supervisor for approval. Questions regarding this policy should be directed to the Executive Director, Associate Director, or Executive Manager.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- Resignation - Voluntary employment termination initiated by an employee
- Termination - Involuntary employment termination initiated by Young & Healthy. In most cases, Young & Healthy will use progressive disciplinary actions before dismissing an employee; however, certain actions warrant immediate termination
- Layoff - Involuntary employment termination initiated by Young & Healthy for non-disciplinary reasons
- Retirement - Voluntary employee termination upon eligibility for retirement

Employees who intend to terminate employment are asked to provide Young & Healthy with at least four weeks of written notice as a courtesy to the organization. Such notice is intended to allow Young & Healthy time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Young & Healthy is based on mutual consent, both the employee and Young & Healthy have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state, and local laws.

Any employee who terminates employment with Young & Healthy shall return all files, records, keys, and any other materials that are the property of Young & Healthy.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state, and local laws
- Some benefits may be continued at the employee's expense if the employee elects to do so, such as healthcare coverage (e.g., California Cobra). The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation

If there are any questions or concerns regarding this policy, direct them to the Executive Director, Associate Director, or Executive Manager.

4. Working Conditions & Hours

4.1 Business Hours

Young & Healthy is open for business Monday through Friday 08:00 AM to 04:00 PM. This excludes holidays recognized by Young & Healthy. The standard workweek is 40 hours.

Direct supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in the starting and ending times as well as in the total hours the employee may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by the Executive Director. If the Executive Director is unavailable a member of the Leadership team will make the decision.

When a decision is made to close the office due to unforeseen circumstances, such as weather, power outages, or other emergencies, employees will receive official notification from their direct supervisor. In the event that this occurs, employees will receive pay up to two working days.

4.3 Parking

Young & Healthy provides free parking for employees. Employees may only park in open spaces or those designated for use by Young & Healthy. Vehicles parked in spaces designated for private use will be towed at the owner's expense. Young & Healthy is not responsible for loss, damage, or theft of an employee vehicle. Young & Healthy is not responsible for parking citations or moving violations.

4.4 Safety

Young & Healthy is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, requires the continuous cooperation of all employees. Young & Healthy and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act, as well as state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to their direct supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their direct supervisor, if the direct supervisor is not available, the employee must notify a member of the Leadership Team. Questions regarding this policy should be directed to the Executive Director, Associate Director, or Executive Manager.

4.5 Security

Young & Healthy is committed to protect the organization’s assets and maintain a safe working environment for all employees.

Facility Access:

Young & Healthy employees will be issued keys to gain access to Young & Healthy facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to the Executive Director, Associate Director, or Executive Manager as soon as possible. Employees are responsible for the cost to replace keys.

Upon separation from Young & Healthy, and at any other time upon Young & Healthy's request, all keys must be returned to the Associate Director or Executive Manager.

Closing Procedures:

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors and windows are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

4.6 Meal and Break Periods

Employees working 5 or more hours in a workday are entitled to a 30-minute duty free, meal period. Employees working 10 or more hours in a workday are entitled to a second 30-minute, duty free, meal period. For non-exempt employees, the 30-minute meal period is paid. Non-exempt employees must record the beginning and ending of their meal periods using Young & Healthy's timekeeping system. Employees are expected to return to work promptly at the conclusion of the 30-minute meal period.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during meal periods. They are permitted to leave the premises for the duration of the meal period.

In the limited circumstances described below, employees may voluntarily waive their meal periods:

- If an employee's workday ends within six hours
- If an employee's workday will not exceed twelve hours, then the employee may waive their second meal period but only if the first meal period was not waived

If an employee voluntarily waives a meal period, the employee must submit a written request and receive authorization from their direct supervisor to do so.

In very limited situations, when directed to do so by their direct supervisor and the nature of the work permits same, non-exempt employees may be required to take a paid on-duty meal period. Non-exempt employees may only do so based upon the nature of their work and only after voluntarily agreeing in writing to take an on-duty meal period.

Non-exempt employees are also entitled to paid, off duty, rest breaks of 10 minutes duration for every four hours worked or major fraction thereof, typically in accordance with the following schedule:

- One 10-minute break period for shifts from 3.5 to 6 hours in length
- Two 10-minute break periods for shifts of more than 6 hours and up to 10 hours
- Three 10-minute break periods for shifts of more than 10 hours and up to 14 hours

Each 10-minute rest break is a paid break. As a general matter, the first rest break should be taken prior to the meal period, and the second rest break should be taken after the meal period. Employees are permitted to leave the premises for their rest break.

Employees must take their meal and break periods, but if for any reason a non-exempt employee does not take the applicable meal period, the employee must notify their direct supervisor immediately.

Meal and break periods are separate and cannot be combined for a longer lunch break. Failure to take all breaks and meal periods as set forth in this policy will subject the employee to discipline, up to and including termination.

Employees who work outside are allowed and encouraged to take a cooldown rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. The organization permits such access to shade at all times.

4.7 Lactation Accommodation and Break Time

Under California Law SB 142, Young & Healthy will make reasonable efforts to accommodate employees who are lactating or expressing breast milk during the workday by providing reasonable break times to do so. Young & Healthy will make reasonable efforts to provide a private lactation space, other than a restroom, that is shielded from view and free from intrusion while the employee is using the space.

Young & Healthy provides employees with a reasonable amount of break time to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Such break time that does not run concurrently with authorized rest time under existing law is unpaid. SB 142 specifies that the break time shall be provided “each time such employee has need to express milk.”

For questions related to this policy, please contact the Executive Director, Associate Director, or Executive Manager.

5. Timekeeping and Payroll

5.1 Attendance and Punctuality

Attendance and punctuality are important factors for success within the organization. Absenteeism and tardiness place an undue burden on other employees and on Young & Healthy. Young & Healthy expects regular attendance and punctuality from all employees. This means the employee is in the workplace, ready to work, at their scheduled start time each day and completing their entire shift. Employees are also expected to return from scheduled meal and break periods on time.

For payroll purposes, the organization’s workweek begins at 12:01 a.m. Wednesday and ends at midnight Tuesday.

Notification Procedure:

All planned time off must be requested in writing in advance. If an employee is unexpectedly unable to report for work for any reason, the employee must speak to their direct supervisor verbally via telephone and send an email as early as possible. This should be done as early as possible prior to their scheduled starting time. If their direct supervisor is unavailable, the employee must notify the Executive Director verbally via telephone. If the Executive Director is unavailable, the employee is required to speak directly with a member of the Leadership Team.

It is not acceptable to text or leave a voicemail message. In extreme emergencies that warrant a text or leaving a voicemail, a follow-up phone call must be made to the employee's direct supervisor or the Executive Director later that day.

If an illness or emergency occurs during work hours, employees must notify their direct supervisor. If their direct supervisor is not available, the employee must notify a member of the Leadership Team as soon as possible.

Employees who are going to be absent for more than one day, must notify their direct supervisor verbally via telephone and email each day of their absence. This should be done as early as possible prior to their scheduled starting time. If the direct supervisor is unavailable, the employee must notify the Executive Director verbally via telephone. If the Executive Director is unavailable, the employee is required to speak directly with a member of the Leadership Team. Young & Healthy reserves the right, to the extent allowed by law, to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their direct supervisor after three consecutive days of absence, Young & Healthy will presume the employee has voluntarily resigned or abandoned their job. Young & Healthy will review any extenuating circumstances presented by the employee that may have prevented the employee from calling in before the employee is removed from payroll.

Young & Healthy considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

5.2 Timekeeping

It is Young & Healthy's policy to comply with applicable laws that require records to be maintained of the hours worked by its employees. Every employee is responsible for accurately recording time worked. Young & Healthy does not permit employees to work "off the clock." All time spent working must be recorded.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work-related reasons.

Vacation days, sick days, holidays, absences for jury duty, bereavement leave, and/or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each pay period.

Altering, falsifying, or tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

5.3 Paydays

Young & Healthy employees are paid on a bi-weekly basis (e.g., every two weeks). In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit can view an itemized statement of wages online through the payroll company's website. In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state, and local laws.

5.4 Payroll Deductions

Young & Healthy makes deductions from employee pay only in circumstances permitted by applicable law. This includes but is not limited to: mandatory deductions for income tax withholding, Social Security, and Medicare contributions, as well as voluntary deductions for health insurance premiums and other related contributions.

If an employee believes that an improper deduction has been made from their pay, they should raise the issue with the Executive Director, Associate Director, or Executive Manager immediately. Young & Healthy will promptly investigate. If the investigation reveals that the employee was subjected to an improper deduction from pay, the employee will be reimbursed promptly.

5.5 Overtime

The nature of the business sometimes requires employees to work overtime. Management will notify employees when overtime is required. Employees are not permitted to work overtime without prior authorization from their direct supervisor. Non-exempt employees will be paid overtime in accordance with state and federal overtime requirements as follows:

- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of eight (8) hours in any workday
- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 hours in the same workweek
- Two times the regular rate of pay (or double time) for all hours worked in excess of twelve (12) in any workday
- One and one-half times (1.5) the regular rate of pay for the first eight (8) hours on the seventh consecutive day in the same workweek
- Two times the regular rate of pay (or double time) for all hours worked in excess of eight (8) on the seventh consecutive day in the same workweek

Overtime is calculated based on hours actually worked in the workday or workweek. When no work is performed the time is not counted towards overtime. Time off for sick leave, vacation, or holidays, or any other p does not count as hours worked for overtime purposes.

There may be exceptions to these standards where allowed by law. Employees are encouraged to speak with the Executive Director, Associate Director, or Executive Manager for more information.

Please be reminded employees are not permitted to work overtime unless it has been authorized in advance by their direct supervisor. Although unauthorized overtime will be paid, it may subject the employee to discipline, up to and including termination.

Make Up Policy

Young & Healthy strives to accommodate employee's personal obligations while meeting organizational objectives. To this end, employees wishing to request alternate work schedules should complete a Make-Up Policy form as far in advance as feasible and then submit it to their direct supervisor for approval. The employee must notify their direct supervisor for each occasion the employee requests to make up work time pursuant to this section.

The make up time must be performed in the same work week in the same pay period in which the work time was lost. Employees will not be entitled to daily overtime pay for time worked in excess of eight hours in a day if that time is make-up work. The pay adjustment will be noted in the employee's timecard as Make-Up Policy. Under no circumstances will the employee be allowed to make-up time that would result in working more than 11 hours in a workday or 40 hours in a workweek.

6. Employee Benefits

6.1 Health Insurance

Young & Healthy's health insurance benefits are intended to protect the employee and their family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits on the first day of the month following 30 days of continuous service.

Actual coverage is determined by the express terms of the insurance plan documents. We encourage both the employee and their family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the Employee Handbook or summaries provided and the plan documents, the plan documents will supersede. Young & Healthy reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through Young & Healthy, as well as copies of the plan documents, contact the Associate Director.

6.2 Life Insurance

An important facet of the benefits at Young & Healthy is employee life insurance.

Eligible employees may elect to begin life insurance benefits on the first day of the month following 30 days of continuous service. Upon attaining eligibility for Young & Healthy's life insurance

coverage, employees will be asked to designate a beneficiary. An employee may request a change in beneficiary at any time.

Actual coverage is determined by the express terms of the plan insurance documents. We encourage the employee to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the Employee Handbook or summaries provided and the plan documents, the plan documents will supersede. Young & Healthy reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

6.3 Retirement Plan

Young & Healthy employees have the opportunity to participate in an organization-sponsored retirement plan after one year of continuous service from 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 and having worked at least 1,000 hours. Employees must be at least 21 years of age at the time of eligibility.

Actual coverage is determined by the express terms of the plan documents. We encourage the employee to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the employee handbook or summaries provided and the plan documents, the plan documents will supersede. Young & Healthy reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific retirement plans offered through Young & Healthy, contact the Associate Director.

6.4 Holidays

Young & Healthy observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln's Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Admissions Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

- Employee's Birthday (Must be taken in the same pay period.)

The employee 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 after completing their introductory period.

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.

6.5 Vacation

Eligibility

All full-time employees and regular part-time employees, working at least 20 hours per week, are eligible for paid vacation from the date of hire. Regular part-time employees accrue vacation in a prorated amount using the full-time accrual rate per anniversary year and the average number of hours the part-time employee works per week.

Temporary and part-time employees (less than 20 hours per week) are not eligible for paid vacation.

Vacation Length and Accrual Rate

Vacations are based upon length of service:

- Hire date through 3 years:
  2 weeks
  (.83 days per month or two weeks).
- 4 years to 10 years:
  3 weeks
  (1.25 days per month or three weeks annually).
- 11th year and thereafter:
  4 weeks
  (1.67 days per month or four weeks annually)

Upon termination of employment, Young & Healthy will pay employees their earned and unused vacation time off at their final rate of pay.

Request Time Off Procedure and Other Requirements

a) Employees must submit a written request to their direct supervisor as far in advance as feasible for time off approval. Their direct supervisor will review the request, then make a determination.
b) Vacation time is accrued on a monthly basis, pro-rated based on the amount earned in relation to length of service. Employees may take earned vacation benefits after ninety days of employment. Sick or Personal leave may not be used to extend vacation, unless otherwise prohibited by law.
c) Employees do not accrue vacation during the unpaid portion of a leave of absence. An employee is on an unpaid leave if the employee is not being paid by Young & Healthy. If the employee is

receiving wage replacement benefits from another source, such as California State Disability Insurance benefits or Workers' Compensation, the employee does not accrue vacation.

d) Employees do not accrue vacation during any portion of the year in which they are not being paid to work.
e) We strongly believe employees should devote their vacation time to rest and relaxation. Doing so allows employees to recharge their batteries and generally makes for a more productive workforce. Accordingly, employees who are on vacation are not expected to check their voice mail or e-mail when away from the workplace.

Maximum Vacation Accrual Policy

Accrued and unused vacation time may be carried over from one year to another up to a maximum of 1.5 times the employee's annual vacation. When an employee has accrued 1.5 times of their annual allowance, they will stop accruing any further hours. Once the employee has used part or all of their accrued vacation time, they will resume accruing at the rate specified in the Employee Handbook.

6.6 Paid Sick Leave

Effective July 1, 2015, eligible employees are entitled to paid sick leave under the Healthy Workplaces, Healthy Families Act.

Purpose

Young & Healthy recognizes that employees will need days off from work from time to time to address their own medical needs. Paid sick leave is for the mutual protection of the employee and the employee's co-workers. Sick leave is to be used in case of the employee's own illness, unless it meets the criteria described below.

Accrual

Employees accrue sick leave as follows:

- All full-time employees accrue sick leave from the date of hire on basis of one working day per month, for a total of 12 days (96 hours) per anniversary year.
- 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.
- All full-time employees sick leave may be accumulated from year to year to a maximum of thirty working days (240 hours). For the purpose of this provision, the employee must first use their available accrued sick leave from their current anniversary year and then, with approval from the Executive Director, may use the accumulated hours only if it meets the criteria described below.
- For regular part-time employees, sick leave may be accumulated from year to year in a prorated amount based on the part-time employee's FTE (Full Time Equivalent) to an equivalent of 30 days. For the purpose of this provision, the employee must first use their available accrued sick leave from their current anniversary year and then, with approval from the Executive Director, may use the accumulated hours only if it meets the criteria described below.

Use

Sick leave may be used in accordance with the following provisions:

- Sick leave may not be used prior to accrual.
- If sick leave is exhausted, vacation leave will be used in its place.
- Sick leave may be used for the employee's own illness or for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member, or where the employee is the victim of domestic violence, sexual assault or stalking.
- For purposes of Young & Healthy's sick leave, family members include:
  - A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis regardless of age or dependency status
  - A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
  - A spouse
  - A registered domestic partner
  - A grandparent
  - A grandchild
  - A sibling
- Sick leave beyond that which is accumulated by the employee must be taken as time off without pay or vacation. If the employee needs more time, they will need the approval of the employee's direct supervisor.
- An employee who has a sick leave absence in excess of three consecutive workdays may be ask to present medical documentation for the absence. If the employee is absent unexpectedly due to personal or a family member's illness, the employee must notify their direct supervisor verbally via telephone each day of their absence, as early as possible, but always prior to their scheduled starting time. If the direct supervisor is not available, the employee must directly notify the Executive Director verbally via telephone. If either is unavailable, the employee is required to speak directly with a member of the Leadership Team.
- Sick leave may be taken in minimum increments of two hours. Sick leave may not be used to extend vacation leave.
- Sick leave is to be recorded by the employee on their timecard. In addition, the employee must submit a signed time-off form to their direct supervisor the next business day upon their return to Young & Healthy.
- Employees are not paid for unused sick leave upon termination of employment with Young & Healthy.
- The organization will not tolerate any discrimination or retaliation towards any employee for using their sick leave as provided for in this policy. Any employee who feels this policy has been violated should submit a complaint pursuant to the Policy Against Harassment.
- Deductions from exempt employees' sick leave banks will be made in full-day increments. Exempt employees who exhaust their sick leave and continue to be absent for reasons of injury or illness will have deductions made from their salary for full-day absences only, unless their absences have been designated as intermittent leave under the Family Medical Leave Act (FMLA). In cases of FMLA intermittent leave, the deductions from an exempt employee's salary will be made consistent with the FMLA's requirements. Exempt employees who believe deductions from their salary have been made because of absences due to illness or injury and which are inconsistent with this policy, should immediately bring it to the attention of the Executive Manager Human Resources, who will investigate the matter.

6.7 Personal Leave

Employees may use up to three of their twelve sick-leave days in a year, (based on employee's date of hire) for personal contingencies such as pressing family business or other emergency personal commitments.

Employees must submit a signed, written request as far in advance as feasible under the circumstances, but before the start of their work day, and receive prior written authorization from their direct supervisor.

Personal leave must be taken in increments of four hours. Personal leave may not be used to extend vacation leave.

6.8 Bereavement Leave

Bereavement leave provides paid time off for eligible full-time and part-time employees in the event of a death in their immediate family. Employees in the following employment classification(s) are eligible for bereavement leave: Full-time and regular part-time employees working at least 20 hours per week.

For purposes of Young & Healthy's bereavement leave, family member include:

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

Eligible full-time and regular part-time employees are entitled up to three days paid time off for a death in the immediate family.

Because of the deep impact that death can have on an individual or a family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee's direct supervisor.

To be eligible for paid time off for bereavement, full-time and regular part-time employees are expected to notify their direct supervisors at the earliest opportunity so they can try to arrange coverage for the employee's absence. In addition, Young & Healthy may require verification of the need for the leave.

6.9 Military Leave

Young & Healthy proudly grants employees time off work for service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

All employees requesting time off for military service must provide advance notice of military service to their direct supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for re-employment for up to 5 years from the date their military leave began. The period an individual has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Employees who qualify for re-employment will return to active employment at a pay level and status equal to that which they would have attained had they not entered military service. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Questions regarding this policy should be directed to the Executive Director, Associate Director, or Executive Manager.

6.10 Jury Duty

Non-Exempt employees summoned for jury duty are granted an unpaid leave in order to serve. Young & Healthy encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their direct supervisor with a copy of their jury summons as soon as possible so that their supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Young & Healthy or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

6.11 Workers' Compensation

Employees who are injured on the job at Young & Healthy are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their direct supervisor immediately so that Young & Healthy can notify the workers' compensation insurance carrier as soon as possible. In the event that the employee’s direct supervisor is unavailable, any available supervisor should be notified so that Young & Healthy can notify the workers’ compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Young & Healthy. No premium is charged for this coverage and no individual enrollment is required. Young & Healthy will provide medical care and a portion of lost wages through our insurance carrier.

6.12 Crime Victims' Leave

An employee may be entitled to leave if the employee, or the employee's immediate family member, is a victim of a serious or violent felony, or a felony related to theft or embezzlement. Such leave may be taken to attend legal and court proceedings related to the crime. For purposes of this policy, family member include:

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

The employee must provide Young & Healthy with a copy of the notice of each scheduled proceeding that is provided to the victim, unless advance notice is not feasible. When advance notice is not feasible, the employee must be prepared to provide Young & Healthy with certification of the judicial proceeding from the proper authority within a reasonable time following the leave. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Crime victims leave is unpaid; however, employees may use accrued vacation for this purpose.

Upon expiration of the leave, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

6.13 Domestic Violence Leave

An employee may be entitled to a reasonable amount of leave, typically up to 12 weeks, if the employee is a victim of domestic violence, sexual assault, or stalking. This leave may be used to:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- Obtain services from a domestic violence shelter, program, or crisis center as a result of domestic violence, sexual assault, or stalking;
- Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; and/or
- Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Except in cases of imminent danger to the health or safety of the employee, or unless impractical, an employee requesting domestic violence leave must provide their direct supervisor with reasonable notice prior to the need for leave.

Employees must be prepared to provide Young & Healthy with certification to verify the employee's eligibility for the leave requested, such as a police report, a court order, or documentation from a medical professional, domestic violence advocate, health care provider, or counselor.

Domestic violence leave is unpaid; however, employees may use accrued vacation for this purpose.

Employees who are the victim of domestic violence, sexual assault, or stalking and who need a reasonable accommodation, should submit a written statement signed by the employee or an agent certifying the accommodation is related to domestic violence, sexual assault, or stalking. The organization will engage in the interactive process to reasonably accommodate all such employees unless the accommodation will impose an undue hardship on the organization.

6.14 Time Off to Vote

Young & Healthy requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations; however, if an employee does not have sufficient time outside of work hours to cast their ballot, the employee may be eligible for up to two hours of paid time off to vote on Election Day.

Young & Healthy may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift, whichever allows the most time for voting and the least time off from a regular working shift, unless otherwise mutually agreed.

To the extent possible, employees must provide at least two working days' notice of their need for leave under this policy.

Employees must be prepared to provide Young & Healthy with certification, such as a voter's receipt, to prove that he or she voted.

6.15 Pregnancy Disability Leave (PDL)

Employees who are temporarily disabled because of pregnancy, childbirth, or related medical conditions may take up to 4 months, or the working days in one-third of a year, or 17⅓ weeks, depending on the period(s) of actual disability, per pregnancy. The PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth is covered by PDL. Generally, pregnancy disability is treated the same as other disabilities of similarly situated employees are treated.

Intermittent or Reduced Schedule Pregnancy Disability Leave

Leave may be taken on an intermittent basis, or the employee may work a reduced work schedule, if advised by their healthcare provider. Young & Healthy may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that would better accommodate recurring periods of leave.

Notice

To the extent possible, employees must provide 30 days advance notice of their need for leave under this policy. Young & Healthy will respond to the request made by the employee as soon as practical but no later than 10 days after receiving the request. Young & Healthy will make every effort to respond to such request prior to the date leave is due to begin.

Medical Certification

Employees must be prepared to provide Young & Healthy with medical certification by a health care provider to verify the employee's eligibility for the leave requested.

Benefits Continuation

Employees taking pregnancy disability leave are entitled to maintain the same level of benefits and seniority with Young & Healthy for the duration of the leave as if the employee continued employment. The organization will maintain and pay for group health insurance coverage while an employee is on PDL for the duration of the PDL if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Any share of health insurance or other benefit premiums paid by the employee before starting the leave must continue to be paid by the employee during the leave. In some instances, the organization may recover premiums paid to maintain health coverage or other benefit coverage for an employee who fails to return to work following PDL.

Compensation

PDL is unpaid; however, employees, at their option, may use accrued vacation to fully supplement disability pay. Young & Healthy requires that the employee use any available sick leave during their PDL. The use of any paid leave will not extend the duration of the PDL.

Return to Work

Employees returning from leave will be reinstated to the same position in most instances, unless doing so is not possible due to legitimate business reasons unrelated to the employee taking such leave. Employees may be required to submit a release to return to work by their health care provider

Relationship with Federal Family and Medical Leave and Other Leave Policies

To the extent allowed by law, pregnancy disability leave must be taken concurrently with leave taken under the federal Family and Medical Leave Act (if eligible). Employees are entitled to take pregnancy disability leave in addition to any leave entitlement provided under the California Family Rights Act. To the extent Young & Healthy offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Questions Regarding Pregnancy Disability Leave

Employees who have any questions or concerns regarding this policy should contact the Executive Manager, Associate Director, or Executive Director.

6.16 California Paid Family Leave

California Paid Family Leave provides up to eight weeks of partial wage replacement benefits to individuals who need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are also available to new parents who need time to bond with a new child entering the family by birth, adoption, or foster care placement. Paid Family Leave is limited to the first year after the birth, adoption, or foster care placement of a child.

California Paid Family Leave provides up to eight weeks within a 12-month period of partially paid leave. This Leave does not provide additional time off.

California Paid Family Leave does not provide employees with job protection. Rather, eligible employees are entitled to receive certain paid benefits from the State of California if the employee is absent from work for the reasons stated above.

The State of California will determine whether an employee is eligible for Paid Family Leave benefits, including the amount of benefits they may receive. The entitlement to benefits is subject to the terms and conditions established by the State of California.

Generally, employees entitled to leave under the federal Family and Medical Leave Act and the California Family Rights Act must take Paid Family Leave concurrently with leave taken under those acts.

The employee will not accrue sick or vacation time while on California Paid Family Leave.

6.17 California Family Rights Act

The Fair Employment and Housing Act (FEHA), enforced by the Department of Fair Employment and Housing (DFEH), contains family care and medical leave provisions for California employees. These leave provisions are known as the California Family Rights Act (CFRA). Under CFRA and the New Parent Leave Act, if you have more than 12 months of service with your employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to family care or medical leave. In workplaces of 20 or more persons, this leave may be up to 12 workweeks in a 12-month period for the birth of a child or the placement of a child for adoption or foster care. In workplaces of 50 or more persons, this right to take leave also extends to leave taken for your own serious health condition or to care for a parent, spouse, or child with a serious health condition.

7. Employee Conduct

7.1 Standards of Conduct

Young & Healthy's rules and standards of conduct are essential to our productive work environment. All employees must familiarize themselves with organization rules and standards as all employees will be held to them. Any employee who disregards or deviates from Young & Healthy’s rules or standards may be subject to disciplinary action, up to and including termination of employment.

While not intended to be an all-inclusive list, the examples below represent behavior that is

considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, or use of alcohol, marijuana or illicit drugs in the workplace
- Fighting or threatening violence in the workplace
- Gossiping or spreading rumors about co-workers
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of organization-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking of any substance in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, computers, printers, copy machine, or other organization-owned equipment
- Unauthorized disclosure of any confidential information

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If there are questions regarding Young & Healthy's standards of conduct, please direct them to the direct supervisor.

7.2 Disciplinary Action

Disciplinary action at Young & Healthy is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Young & Healthy reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Young & Healthy recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first. These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of organization property
- Presence on organization property during non-business hours
- Use of organization equipment and/or organization vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Young & Healthy business practices or any other confidential information

- Any misrepresentation of Young & Healthy to clients, a prospective customer, the general public, or an employee

7.3 Confidentiality

Young & Healthy takes the protection of confidential business information and trade secrets very seriously. To protect such information, employees may not disclose any confidential or proprietary information about Young & Healthy to any unauthorized individual.

Confidential Information

Confidential information includes, but is not limited to: client information, computer processes, computer programs and codes, customer lists, customer preferences and personal information, organization financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential information also includes any information considered to be the intellectual property of Young & Healthy. Intellectual property includes, but is not limited to: trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of an employee's employment with Young & Healthy and as a direct result of their job responsibilities with Young & Healthy.

Inadvertent Disclosure

The unintentional disclosure of confidential information can be just as harmful as intentional disclosure. To avoid this, an employee should never discuss with any unauthorized person any confidential information they may have about Young & Healthy. An employee should never discuss confidential information, even with authorized employees, if they are in the presence of others who are not authorized.

If an employee receives a request for confidential information, they should immediately refer the request to their direct supervisor. If the employee leaves Young & Healthy, they may not disclose or misuse any confidential information.

The unauthorized disclosure of confidential information belonging to Young & Healthy may subject the employee to disciplinary action, up to and including termination of employment.

Questions regarding this policy should be directed to the Executive Director, Associate Director, or Executive Manager.

7.4 Conflict of Interest

Young & Healthy expects its employees to devote their full work time, energies, abilities, and attention to its work. Employees are expected to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the organization. Employees who, because of other work or activities, cannot make this commitment may be asked to end their employment at Young & Healthy.

A conflict of interest exists when an employee's loyalties or actions are divided between the organization and a competitor, supplier, or customer. Employees who are unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss the situation with their direct supervisor or Executive Director for clarification. Any exceptions to this policy must be approved in writing by the Executive Director.

Some examples of the more common conflicts that should be avoided by all employees include, but are not limited to:

1. accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
2. working for a competitor, supplier, or customer while employed by the organization;
3. engaging in self-employment in competition with the organization;
4. using proprietary or confidential organization information for personal gain or to the organization's detriment;
5. having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier;
6. acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the organization; and/or
7. committing the organization to give its financial or other support to any outside activity or organization without appropriate written authorization.

Failure to adhere to this policy, including failure to disclose any conflict or seek an exception to this policy, may result in disciplinary action, up to and including termination.

7.5 Personal Appearance

The purpose of Young & Healthy's personal appearance policy is to ensure a safe and sanitary workplace for all employees. Young & Healthy strives to maintain a professional working environment that promotes efficiency, positive employee morale, and a professional image. During business hours or when representing Young & Healthy, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- Blouses/Dress shirts
- Dresses
- Polo shirts
- Skirts
- Slacks
- Sweaters

If management designates casual days, an employee's casual dress must still be clean, neat, and project a professional image. No sports or leisure wear, such as beach shoes, flip flops, torn jeans, shorts, or t-shirts with slogans are considered appropriate.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace.

Employees are urged to use their discretion when determining what is appropriate to wear to work.

Young & Healthy understands that in certain situations, the organization may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state, or local law. In accordance with all applicable laws, Young & Healthy will make every effort to provide reasonable accommodation to the employee requesting accommodation unless doing so would cause an undue hardship on Young & Healthy.

Questions regarding appropriate workplace attire should be directed to Executive Director, Associate Director, or Executive Manager.

7.6 Workplace Violence

Young & Healthy strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, and aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive, or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto Young & Healthy's property
- Threatening to use or using a weapon while on organization premises, on organization-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to the Executive Director. Employees should warn their direct supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. Young & Healthy will not tolerate any form of retaliation against any employee for making a report under this policy.

Young & Healthy will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

7.7 Drug & Alcohol Abuse

Young & Healthy is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol, marijuana, or illegal drugs on any property owned by or leased on behalf of Young & Healthy, or in any vehicle owned or leased on behalf of Young & Healthy. The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Young & Healthy will not tolerate employees who report for duty while impaired by alcohol, marijuana, or drugs. All employees should report evidence of alcohol or drug use to the Executive Director, Associate Director, or Executive Manage immediately.

In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary

action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Young & Healthy employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Young & Healthy reserves the right to examine and test for drugs and alcohol at our discretion. When Young & Healthy has a bona fide reasonable suspicion that the employee is under the influence of alcohol, marijuana, or other drugs, it may require the employee to submit to a medical examination and/or clinical testing in accordance with this policy. This includes impairment or intoxication of an employee by legal drugs or medication. Such impairment is prohibited in the workplace.

As a condition of employment with Young & Healthy, employees must comply with this Drug & Alcohol Abuse Policy. Be advised that no part of the Drug & Alcohol Abuse Policy shall be construed to alter or amend the at-will employment relationship between Young & Healthy and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

7.8 Sexual & Other Unlawful Harassment

Young & Healthy is committed to a work environment in which all individuals are treated with respect. Young & Healthy expressly prohibits discrimination and all forms of harassment of our job applicants, contractors or employees by another employee, supervisor, vendor, customer, or any third party. The organization is committed to a workplace free of harassment. Any form of harassment on the basis of race, color, religious creed, religious belief or grooming (including dress or grooming practices) gender, sex, gender identity, gender expression, sexual orientation, marital/domestic partner status, citizenship, national origin and ancestry, including language use. Also protected is the use of driver's licenses granted under the California Vehicle Code, mental or physical disability (including AIDS and HIV status), medical condition, including cancer and genetic information or characteristics (or those of a family member), pregnancy, childbirth, breastfeeding (including related medical conditions to pregnancy, childbirth or breastfeeding), age, military and veteran status, status as a victim of domestic violence, sexual assault, or stalking, and/or use of any legally protected leave or any other classification protected by federal, state, and local laws and ordinances is prohibited and will be treated as a disciplinary matter.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances, verbal sexual advance or propositions, or requests for sexual favors
- Sexual or derogatory jokes, comments, or innuendo

- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the organization

Harassment on the basis of any other protected characteristics is also strictly prohibited.

Complaint Procedure:

Young & Healthy strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If an employee believes they have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or protected class, promptly report the incident to the direct supervisor. If it is believed it would be inappropriate to discuss the matter with the direct supervisor or any member of the Leadership Team, the employee may report it directly to:

Board of Directors, President
Young & Healthy
136 W. Peoria Street
Pasadena, CA 91109

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. The investigation will be documented and tracked by qualified personnel. To the extent possible, the organization will endeavor to keep the reporting employee's concerns confidential.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Leadership Team or Executive Director.

Upon completion of the investigation, the organization will take corrective measures against any person who has engaged in conduct in violation of this policy, if the organization determines such measures are necessary. Young & Healthy is committed to its obligation to take all reasonable steps necessary to prevent harassment in the workplace. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom the organization determines has engaged in conduct that violates this policy, will be subject to discipline, up to and including termination.

Retaliation Prohibited:

Young & Healthy expressly prohibits retaliation against any individual who reports discrimination or

harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

7.9 Sexual and Other Harassment Policy Supplement

Young & Healthy is committed to a work environment in which all individuals are treated with respect. Young & Healthy expressly prohibits discrimination and all forms of employee harassment based on classes protected by federal, state, and local law.

Employees should review this supplement in conjunction with Young & Healthy's policy on sexual and other unlawful harassment. The information provided below is not intended to replace any of the provisions set forth in Young & Healthy's Sexual and Other Unlawful Harassment Policy.

Additional Complaint Procedure:

While employees are encouraged to report claims internally, if an employee believes they have been subjected to sexual harassment, the employee may file a formal complaint with the government agency set forth below. Using Young & Healthy's complaint process does not prohibit an employee from filing a complaint with this agency.

Filing a Complaint with the Department of Fair Employment and Housing (DFEH):

Employees who believe that they have been sexually harassed may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH is part of the State of California and serves as a neutral factfinder, attempting to help parties resolve such disputes.

If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, DFEH may file a formal accusation. This will lead to either a public hearing or a lawsuit filed by DFEH on behalf of the complainant. If DFEH finds that harassment has occurred, it may order certain remedies to the complainant. For more information see DFEH-159 "Guide for Complainants and Respondents".

Contact DFEH toll free at (800) 884-1684, TTY (800) 700-2320 or visit their website at www.dfeh.ca.gov.

7.10 Sexual Harassment Prevention Training

Training is required for all employees. Supervisors must complete a two-hour training and non-supervisory employees must complete a one-hour training once every two years.

New employees must be trained within six months of hire. New supervisory employees must be trained within six months of the assumption of a supervisory position.

7.11 Telephone Usage

Young & Healthy telephones are intended for the sole use of conducting organization business. Long distance phone calls should strictly be business-related.

Use of Personal Cellular Phones or Similar Devices

While at work, employees are expected to exercise discretion in using personal cellular phones or similar devices. Personal calls during work hours, regardless of the device should be used in a non-working area. Personal calls can interfere with employee productivity and safety and may be distracting to others.

Young & Healthy is not liable for the loss of personal cellular phones or similar devices brought into the workplace.

Using personal cellular telephones for work purposes is prohibited by the organization, unless otherwise authorized by the Executive Director.

7.12 Personal Property

Employees should use their discretion when bringing personal property into the workplace. Young & Healthy assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Young & Healthy premises.

7.13 Use of Organization Property

Organization property refers to anything owned by Young & Healthy: physical, electronic, intellectual, or otherwise. The use of organization property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. At all times, equipment assigned to the employee remains the property of Young & Healthy and is subject to reassignment and/or use by Young & Healthy without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

Young & Healthy has created specific guidelines regarding the use of organization equipment. Below is a list of employee responsibilities and limitations with regards to organization property.

Personal Use of Organization Property:

Organization property is not permitted to be taken from the premises without proper authority from a member of the Leadership Team.

Organization Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Non-exempt employees are not required to provide their own tools. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Organization Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of organization property or equipment is prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

7.14 Smoking

Young & Healthy provides a smoke-free environment for its employees, clients, and visitors. Smoking is prohibited throughout the workplace.

7.15 Visitors in the Workplace

To ensure the safety and security of Young & Healthy and its employees, only authorized visitors are permitted on Young & Healthy's premises.

7.16 Computer, Email & Internet Usage

Young & Healthy's computer systems allow us to be more productive but can cause problems if used improperly. It is extremely important that all employees use good business judgment when using the computer systems.

Computer hardware, software, electronic mail, internet connections, and all other computer, electronic communication, or data storage systems used by Young & Healthy are the property of Young & Healthy and are intended for business use. Employees have no right of personal privacy in their use of Young & Healthy's computer and electronic communication systems. To ensure compliance with this policy, computer, email and internet usage may be monitored, including but not limited to, reviewing documents created and stored on Young & Healthy's computer and electronic communication systems, monitoring sites visited by employees on the Internet, reviewing materials downloaded or uploaded by employees from or to the Internet, and reviewing emails sent and received by employees.

Young & Healthy strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, Young & Healthy prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Computer, email, and internet may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

Young & Healthy purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Young & Healthy does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Young & Healthy prohibits the illegal duplication of software and its related documentation. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an

employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

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

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization. Wages and other conditions of employment are not considered to be confidential material.
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Engaging in any other illegal activities

Employees should notify their direct supervisor or any member of the Leadership Team upon learning of violations of this policy.

7.17 Organization Supplies

Only authorized persons may purchase supplies in the name of Young & Healthy. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Young & Healthy or bind Young & Healthy by any promise or representation without express written approval.

8. Health Emergency

A pandemic or health emergency is a global disease outbreak. A pandemic or health emergency occurs when a new virus emerges for which there is little or no immunity in the human population, begins to cause serious illness, and then spreads easily person-to-person worldwide. During a declared pandemic or health emergency or health emergency, Young & Healthy could experience increase absences due to illness, caring for ill family members, school closures, quarantines, and office closure.

Temporary Office Closure
The decision to temporary close Young & Healthy to the public is for the safety and protection of Young & Healthy's employees, clients and volunteers. Young & Healthy will continue to provide essential services that do not require face-to-face contact with the public while offices are closed. During the temporary closure, Young & Healthy will continue to provide limited emergency in-person services.

Telecommuting
During a pandemic or health emergency, eligible employees may be asked to work from home for an unspecified duration to minimize the risk of the spread of the virus and to minimize interruption to Young & Healthy's operations. When the pandemic or health emergency ceases, a group or all employees may be required to return to work based on the type of work performed or employee classification.

During the duration of telecommuting employees must maintain productivity standards, client contacts per usual, meet all deadlines, attend video meetings and conferences, record hours of work, and daily contact with direct supervisor.

Symptoms Check
Equal Employment Opportunity Commission (EEOC) has stated that screening employees for symptoms is allowed since it is a direct threat to others in the workplace. Because of that, Young & Healthy may inquire about symptoms related to the virus, including taking employees' temperatures. All employees will be screened prior to entering the workplace. All information will be kept confidential.

Symptomatic Employees
The Centers for Disease Control and Prevention (CDC) has advised employers that employees who appear to have symptoms should be separated from other employees and sent home immediately. If the employee feels well enough to work, Young & Healthy will consider whether they can effectively telecommute. Young & Healthy has the right to send people home for sickness if it appears they have something contagious; in this case, Young & Healthy is protecting other employees in the workplace.

Fear
Employees do not have the right to refuse to work based only on a generalized fear of becoming ill. If an employee's fear is not based on objective evidence of possible exposure, Young & Healthy can enforce the attendance policy.

Face Coverings
Young & Healthy will continue to monitor the workplace and add safety measures based on guidance from the CDC and other government organizations. Young & Healthy will require employees to wear a face covering at work whenever directed by Federal, State or local mandates. A face covering is generally a cloth, bandana, or other type of material that covers an employee's mouth and nose. The CDC recommends that individuals wear cloth face coverings in public places or when it is impossible to practice social distancing. Wearing a face covering can help prevent the spread of the disease, but only in addition to other measures that an employee should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently-touched surfaces, and practicing social distancing.

Business Travel
During a pandemic or health emergency, Young & Healthy may suspend all business travel for the safety of its employees.

Illness and Sick Leave

During a pandemic or health emergency employees can use their accrued sick time. If the employee has exhausted their accrued sick time, they may use their banked sick time with the approval of their direct supervisor and Executive Director.

If an employee is diagnosed with the virus by a licensed professional, the employee may be eligible for Employee Paid Leave Rights from the Department of Labor. If the employee qualifies, they may elect to use emergency paid sick leave before using their accrued paid leave. Employees should provide notice of illness as soon as possible and follow call-in procedures.

Keeping the Workplace Safe

The best strategy to reduce the risk of becoming infected during a pandemic or health emergency is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. Some basic hygiene and social distancing precautions that will be implemented include the following:

- Young & Healthy will encourage sick employees to stay at home.
- Young & Healthy will encourage employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available. Also, the organization will encourage employees to avoid touching their noses, mouths, and eyes.
- Young & Healthy will encourage employees to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze, or blow their noses.
- Employees should avoid close contact with their coworkers, clients, or any visitors (maintaining a separation of at least 6 feet). Employees should avoid shaking hands and always wash their hands after contact with others. Even if employees wear gloves, they should wash their hands upon removal of the gloves in case their hand(s) became contaminated during the removal process.
- Provide clients and the public with tissues and trash receptacles, and with a place to wash or disinfect their hands.
- Keep work surfaces, telephones, computer equipment, and other frequently touched surfaces and office equipment clean. Be sure that any cleaner used is safe and will not cause harm to employees or office equipment. Use only disinfectants registered by the U.S. Environmental Protection Agency (EPA), and follow all directions and safety precautions indicated on the label.
- Young & Healthy discourages employees from using other employees' phones, desks, offices, or other work tools and equipment.
- Young & Healthy will minimize situations where groups of people are crowded together, such as in a meeting. Young & Healthy will use e-mail, phones, and video calls to communicate with each other. When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.
- Young & Healthy will reduce or eliminate unnecessary social interactions as that can be very effective in controlling the spread of infectious diseases during a pandemic or health emergency.
- Young & Healthy will promote healthy lifestyles, including good nutrition, exercise, and smoking cessation. A person's overall health impacts their body's immune system and can affect their ability to fight off, or recover from, an infectious disease.
- Young & Healthy will follow local, state and federal health guidelines for the duration of the pandemic or health emergency. Should a vaccine become available, employees will be required to get the vaccine.