Policy Handbook

Revised: 1/1/2026

Adorers of the Blood of Christ Employee Policies and Procedures

Effective 1/1/2026

Mission

The United States Adorers of the Blood of Christ, rooted in the Gospel of Jesus, are ecclesial women, living in the community, witnessing God's love in Mission to empower others, foster oneness, celebrate life, form right relationships.

Core Values

Reverence and Respect – *honoring the innate dignity of each person.*

Community – *Foster compassion and collaboration.*

Excellence – *provide exceptional service while understanding the complexity of life and service.*

Stewardship – *endorsing relationships for social reform.*

Spirituality – *integrating the elements of humanity.*

INTRODUCTION

Welcome to you, a valued member of the team! We are grateful you are here and know you will make meaningful contributions to our mission. We look forward to the opportunity of working together to create an even more successful organization.

This Employee Handbook should provide answers to most of the questions you may have about our policies and procedures. You are responsible for reading and understanding this Employee Handbook. However, if anything is unclear, please discuss the matter with your immediate supervisor or contact HR. We extend to you our personal best wishes for your success and happiness.

HISTORY

We were founded in 1834 in Acuto, Italy, by **St. Maria de Mattias**, who dedicated her life to advancing women and caring for her community. In the 1870s, several groups of European Adorers' sailed to the United States.

These early pioneers founded orphanages, schools, and hospitals alongside a growing country. They eventually settled in Ruma, Illinois; Columbia, Pennsylvania; and Wichita, Kansas, where we remain today. We are also part of a larger international congregation with a presence in nearly every continent.

In the 1960s, we followed our hearts and joined the **fight for civil rights and social equality.** We also branched into pastoral care, retreats, and advocating for immigrants, among other ministries.

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I. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Adorers of the Blood of Christ are committed to providing an equal employment opportunity to all its employees. This policy applies to, but is not limited to, all personnel actions and procedures, including recruitment, hiring, training, transfers, promotions, terminations, compensation, benefits and all other terms, conditions, or privileges of employment. This policy is to be administered without regard to race, national origin, age, sex (including pregnancy, gender and gender nonconformity), disability, citizenship, past, current or prospective service in the uniformed services, genetic information, sexual orientation and any other characteristic protected by federal, state or local laws. Due to the religious nature of our organization and as allowed by law, the Adorers' reserve the right to require certain positions be filled by a member in good standing in the Roman Catholic Church. While not all positions will be required to be filled by a Catholic, all employees are expected to demonstrate work behavior that is compatible with our vision and values. If an employee feels there has been a violation of this policy, the employee should immediately contact their immediate supervisor, the HR Director or the Chief Operating Officer. Every employee is responsible for assisting in the implementation of this policy, and every employee is expected to adhere to this policy not only in practice but also in spirit.

II. EMPLOYMENT AT-WILL STATEMENT

Employment with the Adorers is on an "at-will" basis and is for no definite period. Employment with the Adorers may, regardless of the date or method of payment of wages or salary, be terminated at any time by either the Adorers or the employee, with or without cause or notice. No one, other than the Adorers' Regional Leader or the COO, has the authority to alter the at-will status of employment or to enter any employment contract for a definite period. Any such agreement altering the employment-at-will status must be in writing and signed by the Adorers' Region Leader and the COO. Nothing contained in this Employee Handbook modifies such employment at-will status.

III. EMPLOYEE GRIEVANCES

Adorers recognize that there are times when the need arises for employees to express concerns or complaints in a formal manner. An employee grievance may seek to address a violation or misinterpretation of policies or procedures in this Handbook or other concerns affecting the employee's work or work environment.

The following procedures will ensure that employees receive a fair and unbiased review of workplace concerns.

Procedures Step 1: Informal discussion with supervisor. Employee concerns should first be discussed with the employee's immediate supervisor. Many concerns can be resolved informally when an employee

and supervisor take time to review the concern and discuss options to address the issue. Staff should have this discussion within 5 days.

Step 2: If the issue has not been resolved, fill out a GRIEVANCE FORM (See the next page). This written grievance should be given to the immediate supervisor and a copy to the HR Director. The HR Director will consult with the employee's immediate supervisor, the employee, and/or any other relevant parties to evaluate the concern and provide a written response to the employee and immediate supervisor within five days. This formal grievance must be addressed in writing within five business days of receipt.

Final Review: If the employee is still not satisfied with the results of the Supervisor and HR Director, it should be sent to the COO for a final review. The timeline for the COO to respond may be reasonably extended in extenuating circumstances. The employee will be notified if deadlines are extended. The outcome of the grievance review process by the COO will be in writing and a final decision.

ADORERS' OF THE BLOOD OF CHRIST Date _____

GRIEVANCE/COMPLAINT FORM

Employees may file a grievance or complaint with their immediate Supervisor without fear of threat or reprisal in any form. If this complaint concerns your supervisor, this grievance will be investigated by The Director of HR or the Chief Operating Officer. Please fill out, date and sign this report and submit it to the manager within one week of the occurrence. You will be provided with an oral and/or written report of the findings within five (5) working days from the date of this report.

Employee Name: _____Work Address: _____

Date Incident Occurred: _____Time: _____

DESCRIBE THE NATURE OF THE GRIEVANCE/COMPLAINT (BE SPECIFIC).

Use the reverse side, if necessary.

_____

_____

_____

_____

_____

_____

IF OTHER PERSONS ARE INVOLVED, NAME THEM: *Employee* *Resident* *Other*

_____ ☐ ☐ ☐

_____ ☐ ☐ ☐

_____ ☐ ☐ ☐

_____

WHAT ACTIONS OR RECOMMENDATIONS DO YOU FEEL NEED TO BE TAKEN?

_____

_____

_____

Print Name_____ Signature _____ Date _____

Office Use Only

Date Received _____ *Receive by:* _____*Title:* _____

IV. ANTI-HARASSMENT POLICY AND POLICY AGAINST SEXUAL HARRASSMENT

The Adorers are committed to providing a workplace that is free of discrimination of any kind. In keeping with this commitment, the Adorers will not tolerate harassment of any employee by any person, including any manager, supervisor, employees, vendor, volunteers, Sisters or any other third party. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, religion, national origin, age, sex (including pregnancy, gender and gender nonconformity), disability, citizenship, past, current or prospective service in the uniformed services, genetic information, sexual orientation and any other characteristic protected by federal, state or local laws.

Adorers will not tolerate harassing conduct that affects tangible job benefits, which interferes unreasonably with a person's work performance, or that creates an intimidating, hostile or offensive working environment. Prohibited harassment includes, but is not limited to, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on their protected status. Sexual harassment deserves special mention. Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

The Adorers expressly prohibit sexual harassment or sexual misconduct of any kind. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, constitutes sexual harassment if:

1. Expectations on the employee to submit to conduct that is explicitly or implicitly a condition of employment.

2. Expectation of not rejecting the conduct or it will be used as the basis for an employment decision.

3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

All employees of the Adorers are responsible for ensuring that a workplace free of harassment is maintained. An employee who believes that he or she has experienced or witnessed any type of harassment is asked to immediately notify their immediate supervisor, the Director of HR, or the COO. The Adorers' policy prohibits retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation.

It is the Adorers' policy to investigate, immediately and thoroughly, all complaints of harassment to the fullest extent practicable, and to keep complaints and the terms of resolution confidential, within the

necessary bounds of the fact-finding process. Following an investigation, any employee who is believed to be responsible for any act of unlawful harassment will be subject to disciplinary action.

Disciplinary action, up to and including termination, is imposed with the intent that harassment and discrimination will cease. No retaliatory action will be taken against anyone who, in good faith, exercises the right to report unlawful harassment including sexual harassment or discrimination.

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment, or retaliation might still be unacceptable for the workplace. Adorers encourage employees and Sisters to report such behavior so that it can be promptly addressed under the Employee Grievance policy in this Handbook, where appropriate.

V. INTRODUCTORY PERIOD

The first 90 days of employment are considered an introductory period for all new employees. During this period employees will have the opportunity to learn about the nature of the Adorers as well as the requirements of the work they will be performing. During this same period, the Adorers will have an opportunity to observe the employee's skills, abilities, attitudes, attendance and potential for contributing to Adorers' objectives. If, in management's evaluation, an employee does not meet the standards of the Adorers', the employee may be dismissed at any time during or at the end of the introductory period without benefit of warning or counseling. Of course, upon completion of the successful introductory period, employees must continue to meet the standards of employment. Completion of the introductory period does not alter the at-will nature of employment at the Adorers.

VI. IMMIGRATION AND EMPLOYMENT ELIGIBILITY

In compliance with the Immigration Laws, Adorers' will hire only those individuals who are authorized to work in the United States. All individuals will be required to submit documentary proof of their identity and employment authorization. Employees will also be required to complete and sign, Immigration and Naturalization Service Form I-9. Form I-9 requires an employee to attest to authorization to work in the job for which the employee is hired and that the documents that are submitted are genuine.

If an employee is authorized to work in this country for a limited period, before the expiration of that period, he or she will be required to submit proof of employment authorization and sign another Form I-9 in order to remain employed by the Adorers'.

VII. UPDATE OF PERSONAL IMFORMATION

Changes may occur with an employee's address, telephone number, marital status, number of dependents, and/or names of person to be notified in case of an emergency, etc. These changes may have bearing on benefit programs, Social Security, state and federal taxes, and employment records. Therefore, it is important to keep this information accurate and current. Employees are responsible for ensuring their personal information is updated and for reporting any changes which have a bearing on the above to the Director of HR.

VIII. FAIR LABOR STANDARDS ACT (FLSA) SAFE HARBOR

It is the policy of the Adorers' to regularly pay its exempt employees a predetermined amount constituting all or part of the exempt employees' compensation. With limited exceptions, the amount paid to employees is not subject to reduction because an exempt employee works fewer hours in some weeks than others. This predetermined amount will be paid to exempt employees for any day on which they perform work for Adorers'. The Adorers' do expect exempt employees to average 80 hours per two-week pay period averaging 8 hours per day. If exempt employees wish to take a half day PTO, they will be expected to work the other ½ day.

In certain instances, deductions may be made for personal leave when PTO and EIB leave is exhausted, for approved unpaid leave of absence including medical or personal leave, jury or military duty, or for violations that warrant disciplinary action. For this exemption to be granted it will need to be approved by the COO. This policy is subject to change depending on new laws.

IX. JOB PERFORMANCE STANDARDS

Hiring Procedures

Anyone applying for a given position, including current employees, must demonstrate the necessary skills, education, training, and physical requirements related to the job, experience, and responsibility necessary for the position. The Sisters encourage staff to apply for promotion within the Organization. The Adorers will consider all applicants for an open position. Based upon the qualifications indicated in the role description and the essential tasks of the position, the immediate supervisor will screen and select individuals for an initial interview. New hires will be required to complete new hire screening, which may include criminal background checks, credit checks, DMV screening, pre-employment physical, employment references and/or pre-employment drug screen. From those interviewed, the immediate supervisor, with approval of the Human Resources Director will choose a person to fill the vacant position. If an employee has any questions about job performance standards, the employee should speak with their immediate supervisor.

If the position is at a leadership level, a one-up interview should be scheduled prior to hire. (Example: Manager position is being hired, and Director of H.R. does first interview, the Administrator will also interview, prior to hire).

X. EMPLOYEE COACHING/DISCIPLINE

The Adorers expect its employees to exercise good judgment, common sense, and professional behavior. Supervisors are expected to have regular informal performance feedback with staff. Staff are expected to seek job-related guidance and direction from their supervisor.

These coaching/disciplinary procedures are used in an ascending order according to severity. The disciplinary actions can be taken without any preceding discipline depending on the gravity of the offense. There may be occasions where the Adorers determine that circumstances warrant immediate termination without any warning or notice. In all cases, the Adorers have the discretion to take the disciplinary action it deems appropriate. Nothing in these guidelines should be construed to limit or otherwise alter an employee's at-will status. The Director of HR and/or the COO should be notified prior to termination taking place.

The seriousness of the offense and the employees' work history and pattern of behavior will be considered in determining the level of appropriate correction action to be taken.

It will be expected that in most cases there will be a verbal discussion that will be documented. If the situation continues there will be a formal written discussion which will include the expectations for improvement and a process to implement the changes. The last possible step will be termination if either the infraction is severe or has not been corrected in previous attempts to coach the employee.

See next page for example.

PROGRESSIVE DISCIPLINARY ACTION FORM

Employee name	
Position	
Reporting to	
Date	

Incident information

Date		**Time**		**Location**	

Incident type

Job Performance		Professionalism		Insubordination	
Competence		Attendance/Reliability		Other	

Incident details (has the employee been counselled before on this or a similar occurrence?):

Corrective action taken

x	Action taken	Comments
	Verbal warning (documented)	
	Written warning (documented)	
	Suspension	
	Termination	
	Other (include documentation)	

Manager's Signature: _____ Date: _____

Notice to employee: You have been given this notice to impress upon you the seriousness of the incident noted above. We are confident that you will correct this situation. However, if this type of incident re-occurs, you will be subject to further disciplinary action, up to and including termination of employment.

Employee's comments

By signing below, I acknowledge that I have received a copy of the above notice of discipline and that the job performance requirements have been explained to me.

Employee's Signature: _____ Date: _____

XI. APPROPRIATE CONDUCT POLICY

As an integral member of the team, every employee is expected to observe the highest standards of conduct, professionalism, and personal integrity. Each employee should demonstrate sincere respect for the rights, dignity, feelings, and requests of others, including fellow employees, Sisters, supervisors and visitors. Employees who witness conduct that does not align with these expectations should immediately report their observations to their immediate supervisor or someone who is able to take appropriate action to address the issue.

This list is illustrative, not all inclusive. Conduct which could result in discipline up to and including discharge includes, but is not limited to:

1. Failure to maintain courteous and professional relationships with other employees, supervisors, Sisters, and/or the community at large. (Criticism regarding an employee's workplace conduct should be communicated to that employee's immediate supervisor.)
2. Reckless, willful damage and/or unauthorized removal of Adorers', Participation Entities, coworkers, Sisters, or any other person's property.
3. Excessive tardiness or absenteeism.
4. Discriminating against or harassing another employee, Sisters, or any other person in violation of Adorers' policy and/or state, federal, or local law.
5. Refusal to perform work as directed by an immediate supervisor or any other act of insubordination.
6. Reporting/returning to work under the influence of alcohol or any other substance. (Employees using a prescription medication which might impair their functioning should advise their immediate supervisor.)
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs, including the misuse of prescription drugs.
8. Falsifying employment applications, other employment records, or any other Adorers' document, including, but not limited to health records, accounting forms, and personnel records.
9. Willful violation or disregard of safety, health, fire, security or employment regulations signs and notices.
10. Theft of Adorers' property or the property of a Participating Entity or of another employee.
11. Soliciting or accepting gratuities.
12. Failing to maintain the confidentiality of Adorers' staff or of Sisters' information

13. Engaging in off-duty misconduct which reflects negatively on Adorers' or its Participating Entities or causes or has the potential to cause harm to Adorers' or its Participating Entities or their reputation.

XII. DRESS CODE / PERSONAL APPEARANCE

To create a pleasant, comfortable and productive work environment, the Adorers have implemented a dress for your day policy for its employees. Adorers expect all employees to present a clean, well-groomed personal appearance. Personal grooming, hygiene and attire are a direct reflection of an employee's personal attitude and the organization.

Employees are expected to convey a good impression by both personal manner and appearance. At no time will profane, vulgar, revealing, or obscene attire be permitted. This may include shirts with images or language (except for Adorers' branded attire). Clothing that is too revealing (i.e. shirts that reveal too much cleavage, back, chest, midriff or undergarments) are not permissible. While the Adorers do not prohibit an employee's right for personal expression, employees must remain professional in appearance while at work.

An employee who is unsure about the organization's standards should consult their immediate supervisor. Extensive body art and piercings will be subject to review.

Fridays have become an optional "Dress Down" Day. This includes wearing jeans, knee length dress shorts, tennis shoes, and Adorer T-shirts. If you are associated with a formal meeting on Friday, you will need to skip the Dress Down Day attire. This policy will be at the discretion of your supervisor.

XIII. ELECTRONIC COMMUNICATIONS POLICY

The Adorers provide certain electronic communication tools for use in the workplace to improve productivity and enable employees to provide efficient, high-quality work. Electronic communications include all aspects of voice, video and data communication such as voicemail, e-mail, fax, Internet and the use of computer technology.

These resources are provided for business purposes, and personal use should be kept to a minimum. Employees should not expect that their e-mail messages, voicemail or computer-generated documents are private. These resources are owned and maintained by the Adorers' and may be monitored to ensure that they are used for appropriate business purposes and in compliance with all laws.

The Adorers purchase and license the use of various computer software for business purposes. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Adorers prohibit the illegal duplication of software and its related

documentation. Any known violations of this policy should be reported to the employee's immediate supervisor or the COO.

Employees who use these electronic systems are responsible for compliance with these policies. Employees are expected to exhibit the same high level of ethical and business standards when using technology as they do with traditional workplace communication resources. A violation of this policy may result in disciplinary action or termination of employment.

All technology is expected to be returned upon separation from the Adorers'.

XIV. SOCIAL MEDIA POLICY

The Adorers are committed to maintaining a good relationship with its employees and the public. The way the public views the Adorers is vital to maintaining a good relationship with employees and the public. While the Adorers' have no intention of controlling employees' actions outside of work, employees should practice caution and use discretion when posting content on the Internet, especially on social networking sites that could affect our operations or the Adorer's reputation. Adorers expect employees to uphold the values of the Adorers in all places, including when working on any form of electronic communication.

At no time are employees permitted to disclose confidential information about coworkers or the Adorers'. Employees are also not permitted to make statements which have the appearance of representing the Adorers' – employees should be clear that their opinion is their opinion alone and not the opinion of Adorers'. Social media is a powerful communication tool and therefore is not blocked. Employees who excessively use personal social media during working hours are subject to disciplinary action up to and including termination.

XV. DRUG AND ALCOHOL POLICY

The Adorers are committed to maintaining a workplace free of drugs and alcohol. The use of drugs or alcohol on or off the workplace premises can have a negative effect on performance and on the safety and well-being of employees and the Sisters we serve. All employees are expected to report to work with no alcohol or illegal drugs present in their bodies.

This includes the misuse or abuse of prescription or otherwise legal drugs, including marijuana **where applicable**. Marijuana is not used during work hours or within 6 hours prior. The use, possession, distribution, manufacture or sale of illegal drugs, or the misuse of any legal drugs, on the Adorers' premises, while engaged in any Adorers' business, including Adorers' business-related travel, or at any Adorers' function, is prohibited.

Open containers of alcohol are not permitted on the Adorers' premises. Any employee who violates the policy will be subject to disciplinary action up to and including termination of employment. On certain occasions, the Adorers' may sponsor a social event where alcohol is served, or alcohol may be served at an Adorers'- related meal. Under no circumstances will employees under the legal drinking age be allowed to consume alcohol at an Adorers'-related meal or event. If employees drink, they are expected to drink responsibly and limit their consumption to a reasonable amount. Employees are responsible for their actions and for the consequences of their actions.

Employees may be required to participate in drug and/or alcohol testing. This testing may include pre-employment, post-accident, reasonable suspicion (behavior which gives the employer reason to believe that the employee is under the influence of a controlled substance including alcohol) and random testing subject to all applicable federal, state and local laws. Employees who violate this policy are subject to disciplinary action, up to and including termination, even after only one offense.

XVI. TOBACCO/VAPING POLICY

In keeping with the Adorers' intent to provide a safe and healthy work environment, smoking and other forms of nicotine use such as vaping or chewing tobacco are prohibited throughout the workplace, including in the Adorers' owned vehicles. This policy applies equally to all employees, vendors and visitors. Vendors and visitors will be informed of this policy at the beginning of their Adorers' service.

XVII. WEAPON-FREE WORKPLACE POLICY

To ensure that the Adorers maintain a safe work environment free of violence, they prohibit the possession or use of dangerous weapons on Adorers' property. "Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

Employees are responsible for making sure that any item possessed that is NOT prohibited by this policy, to be appropriate at the workplace. Check with your supervisor if there are questions. All employees are subject to this provision, including contract workers and temporary employees. A license to carry the weapon does not supersede Adorers' policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

"Adorers' property" is defined as all Participating Entities and Adorers' owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots. This policy applies to all employee vehicles that come onto Adorers' property. To the extent allowable by law, Adorers' reserve the right at any time and at its discretion to search all Participating Entities and Adorers' owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

XVIII. EMERGENCY PROCEDURES

If an employee has a serious illness/accident while at work, 911 should immediately be called for emergency care. A minor Injury in the workplace will have available a small first-aid kit of band- aids, antiseptic, etc. for employees to use in case of accident.

Fire/Disaster Exit routes/directions for fire/disaster are posted throughout the building. It is the employee's responsibility to be familiar with these routes/directions, as well as with their responsibility to assist in case of a fire/disaster. Fire and emergency drill procedures will be practiced at least once a year to ensure the safety of employees, Sisters and visitors.

Employee Injury Procedures are committed to the safety of all on-duty employees. To ensure proper medical treatment for any injured employees during working hours, the following procedure will be followed:

• If injured at work, the employee must report the injury to their supervisor immediately.

• If the immediate supervisor is not available or not on duty when the injury occurs, the employee should report the injury to any supervisor who is available.

• The supervisor will fill out the Accident Report within 24 hours.

• The supervisor completing the Accident Report should report any such injury to the Director of HR or the COO, if needed.

• Each location will have its own documentation process. The employee must be seen by a physician and preferably a Workers Compensation physician.

XIX. CONFIDENTIAL INFORMATION (HIPAA)

Employees and the Adorers work together in a relationship of confidence and trust. The employee may obtain confidential information regarding the Adorers' or co-workers in the course of their employment. Employees are required to hold confidentiality and may not disclose or make use of any confidential information, knowledge or data about the Adorers' or employees obtained in the course of employment. This commitment applies throughout employment with the Adorers'.

The term "Confidential Information" shall, for the purposes of this policy, include all information **not** known to the public. Confidential Information also includes proprietary information received from third parties under obligations of confidence. Employees must handle all information developed or obtained in the course of employment such as Confidential Information unless otherwise directed in writing by the Regional Leadership Team or the Chief Operating Officer.

If confidential information is disclosed (name with phone number, address, social security number, bank documents, or medical information) it needs to be reported to the immediate supervisor for investigation. Supervisors will notify the COO within 24 hours of notification. The severity of the breach will guide the next steps. The faster it is identified, the easier it is to keep things from spreading.

Disclosure of Confidential Information may result in disciplinary action up to and including termination of employment, but not reporting the disclosure quickly will not work in the favor of the employee. If uncertain if something is confidential, please ask.

XX. ACCESS TO PERSONNEL FILES and CONFIDENTIALITY

The Adorers maintain a personnel file on each employee. The personnel file includes such information as the employee's resume, records of education and training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of the Adorers', and access to the information they contain is restricted.

Only supervisors and management personnel of the Adorers', who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Adorers' Human Resources Director. With reasonable advance notice, employees may review their own personnel files in an Adorers' Management office.

Because it is important to keep each employee's personnel records up to date, employees are requested to update the following information: legal name, home address, home telephone number and/or cell phone number, person to contact in case of emergency.

As an employee you are expected to keep your confidential information safe and the confidential information you may have privy to, should be secured in the same way you want yours to be secured.

XXI. PAYMENT OF WAGES SCHEDULE

The work week begins on Sunday at 12:00 am and ends next Saturday at 11:59 pm. All employees are paid on a bi-weekly basis.

XXII. OVERTIME

Non-exempt (hourly) employees are permitted to work overtime ONLY with prior authorization from the immediate supervisor. Overtime includes beginning work early, staying late or working through the scheduled meal period. At times, evening meetings and weekend events are part of an employee's duties. These agreed upon duties are not subject to overtime if they fall within the 40-hour work week.

Non-exempt employees who work overtime without prior authorization will be subject to disciplinary procedures. For all non-exempt employees, overtime is paid in accordance with the Fair Labor Standards Act at time-and-one-half for hours worked more than 40 hours in one work week (Sunday through Saturday).

Pay for non-worked hours (i.e., vacation, sick time, jury duty, holidays and funeral leave) is not included as part of the forty hours per week when computing the employee's eligibility for overtime pay. Compensated time off (comp time) in lieu of overtime is not permitted. The immediate supervisor will give the employee as much advance notice as possible when overtime is required.

XXIII. TIMEKEEPING PROCEDURES

Hours worked by non-exempt employees should be recorded daily. Employees must comply with the Adorers' procedures to ensure that they are paid accurately and on a timely basis. Employees are prohibited from engaging in any conduct to falsify their own or another employee's hours worked. Tampering, altering or falsifying time records, or recording time on another employee's attendance roster are serious infractions of this policy and will result in disciplinary action, up to and including termination.

Exempt employees are to record full-day (8 hours) OR half-day (4-hour) absences. Employees who miss more than four hours in one day will be required to use PTO for the full day.

Non-exempt employees (hourly) will request PTO for actual hours taken.

REST BREAKS

All Employees who work a minimum shift of four (4) or more hours/day. Eligibility Begins: 1st day of employment.

ASCs will provide one paid 10-minute break for each 4-hour shift worked; OR one paid 20-minute break for each 8-hour shift worked. If a break is not taken, no allowances will be made for make-up, accumulation, or arriving-late/leaving early time. During paid rest breaks, Employees may go outside but must be close enough to be back at their job site on time.

XXIV. COMPENSATORY TIME

At the discretion of the immediate supervisor, an exempt (salaried) employee who must work on a regularly scheduled day off including weekends or holidays may be granted time off in recognition of extra time worked. When compensatory time is granted, it must be used by the following pay period. Compensatory time is not given hour by hour. Compensatory time may not be banked. Any compensatory time must be taken **prior to the end of the following pay period**.

No financial reimbursement will be paid for time not used.

XXV. ATTENDANCE POLICY

To maintain a safe and productive work environment, the Adorers expect employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the Sisters. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their immediate supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment. It is always the employee's responsibility to be aware of their attendance record.

At the scheduled starting time, all employees are expected to be at their assigned work area, ready to start their shift.

Hourly workers are to clock in and clock out according to the procedures of the facility.

In all cases of calling off, a LEAVE REQUEST form must be completed for any absence and submitted to the supervisor before the absence is taken, except in emergencies. Failure to follow required notification procedures for any absence may result in disapproval of absence and loss of compensation.

Workers who are absent from work for three (3) consecutively scheduled workdays, without required notification to their supervisor, will be considered voluntarily terminated and the worker giving their resignation.

Calling off for a shift should take place **at least 2 hours in advance**. In the **nursing departments 4 hours are preferred**. Failure to follow the required notification procedures for any absence may result in disapproval of absence and loss of compensation for the absence may be grounds for disciplinary action.

XXVI. BAD WEATHER DAYS

Essential employees are expected to report for work even during inclement weather conditions. Essential workers are those who do direct work with our residents and Sisters. These include staff working in Nursing, Dietary, Administrators, and Transportation (if operational).

Non-essential workers are expected to report to work as usual. If the office is closed, you will be notified by your supervisor that the COO/Regional Leadership Team/Administrator has made the decision to close for the day. If appropriate the day can be a work from home situation if approved by the supervisor.

If you still choose not to come in, even when we are open, you will be expected to take PTO. DO NOT EXPECT to be closed but be prepared.

XXVII. PAYROLL

Employees must have their pay deposited directly to their financial institution or bank by completing a "Direct Deposit Authorization" form with HR. HR has a paperless pay notification. To view the direct deposit information, employees need to access the Paylocity employee portal. The system allows employees to review their current and historical pay information, view their direct deposit information, and provide proof of their employment and/or pay via a secured internet site or cell phone.

XXVIII. BENEFITS

As of this writing in 2025, the following benefits are in place. Please review your paperwork or contact the HR office for specifics.

DENTAL, VISION, GROUP HEALTH AND PRESCRIPTION INSURANCE

Regular full-time and part-time employees who work on average at least 20 hours per week are eligible. There are different costs depending on the number of hours worked.

Families are eligible including unmarried, dependent children under 26 years old.

Eligible after the 1st of the month, after 60 days of employment.

GROUP LIFE INSURANCE

Regular full-time Employees working thirty (30) hours or more per week. Eligible after 90-days of employment.

- Basic Term Life 1 X Annual Base Salary (Up to $150,000).
- Accidental Death and Dismemberment 1 X Annual Base Salary (Up to $150,000) PLUS Basic Term Life as well.

Life and AD&D insurance benefits are reduced at ages 70, 75 and 80.

WORKERS' COMPENSATION

Workers injured on the job must report the incident to their supervisor immediately or at most within 2 hours, so a doctor's evaluation can be conducted.

If time off is required, the employee must present to the HR Director/Administrator a physician order to take the time off and a release from the physician before the employee comes back to work. If there are limitations, there must be clear guidelines and an expected end date of the restrictions. Please keep HR updated on all WC claims to ensure you get your claim correctly followed.

RETIREMENT PLAN

Eligible to make contributions once employed. This includes both full and part-time employees who work at least 1000 hours per year.

After one year your contributions are matched by 4%.

Example

Employee contributes $20 a pay period + Adorers' match $20 = $40 per pay period.

Annually - $520 + $520 = $1040 in retirement account

Employees are 100% vested after 2 years.

A Hardship withdrawal is possible from the employee's contributions only, and all requirements will need to be met.

Some years it may be possible to get an additional contribution from the Sisters' discretionary funds. If awarded, it will be added at the end of the year. The employees must contribute to the fund and have worked over 1000 hours for that year.

TAX SHELTER ANNUITY

All employees are eligible from day one. The Adorers provide the opportunity and the services to contribute to a tax-sheltered annuity via rollover from another plan and/or via pre-tax payroll contributions. Contributions are 100% vested contributions.

LEAVE OF ABSENCE

Employees already on one type of leave cannot be replaced by another type of leave because of an occurrence during the time off, except when there is a death in the immediate family as defined in the Bereavement Leave

XXIX. FAMILY AND MEDICAL LEAVE (FMLA)

Family and Medical Leave Act is a federal rule which allows eligible employees to take up to 12 weeks of unpaid time off in a 12-month period to take care of certain personal obligations. Note: While the Act says, "unpaid leave," the ASCs require that available time from EIB and PTO banks be used, as applicable, and as defined in the PTO and EIB Leave benefits prior to going to unpaid leave.

The leave can be taken on an intermittent basis. If both spouses work for the Adorers', you are entitled to a combined total of 12 weeks for the birth of a child, when adopting a child, or to care for a parent with a serious health condition. Benefits will be maintained during any period of unpaid leave under the same conditions as if you continued to work. You will be responsible for paying your portion of any elected insurance on the required date.

What qualifies as "certain personal obligations"?

a) Birth of a child or placement of a child with you for adoption or foster care.

b) Your own serious health condition which makes you unable to perform your job functions. (Ordinary illnesses do not qualify for FMLA, such as the common cold, flu, earaches, upset stomach, headaches, or routine dental care, etc.)

c) Care for your spouse, child or parent due to his/her serious health condition.

d) Care for your spouse, child, parent, or next of kin who is a covered military service member with a significant injury or illness incurred in the line of duty or aggravated by service in the line of duty. For this obligation, you have the right for up to 26 weeks of unpaid/paid leave in a single 12-month period to care for the covered service member with a significant injury or illness.

All regular full-time and part-time Employees are eligible if they have worked at least 1,250 hours during a 12-month period prior the start of the leave. The 12 months do not need to be consecutive months.

Coverage: You are covered and, in most cases, will be eligible for job protected leave if:

a) You are an eligible Employee.

b) You provide at least thirty (30) days advance notice to the Immediate Supervisor when the leave is "foreseeable".

c) You provide the required medical certification within fifteen (15) days of request, and it supports the request for leave.

d) You provide the required return-to-work certification (if the leave was for your own serious health condition) when the doctor releases you to return, and at least two days before your prescribed return-to-work date.

The return-to-work certification must be presented to the immediate supervisor who will notify the Human Resources Director/Center Administrator.

Use of Available PTO and EIB Time: Employees who are eligible for FMLA leave are required to use all available accrued Paid-Time-Off (PTO) and, in certain instances, all available accrued time in their Extended Illness Bank (EIB), as follows:

• For the Employees' own serious health condition of five (5) or more consecutive workdays, time must be used and paid first from any available hours in the Employees' EIB; when all time in the EIB is depleted,

any additional time off due to the continuation of the Employees' own serious health condition will be used and paid from the Employees' available accrued PTO hours.

• For any other leave that qualifies as FMLA, time will be used and paid for by any available accrued PTO hours. After exhausting, absence will be without pay.

• If there are no available accrued PTO hours or accrued hours in the EIB bank (as applicable), any absence qualifying as FMLA will be unpaid. For Additional Information: Contact your Center Administrator or the H. R. Office.

XXX. PAID-TIME-OFF (PTO)

HOLIDAYS WILL NOT BE TAKEN FROM PTO BANK

Regular full-time and part-time Employees who work, on average, twenty (20) or more hours per week use PTO for both vacation and sick time.

Paid-Time-Off: After 90 days of continuous employment, and if the Employee meets the requirements in their 90-day evaluation, with proper notification and approval procedures, PTO may be granted.

For Regular full-time and part-time Employees who work, on average, twenty (20) or more hours per week will begin banking PTO at the first pay period that are held until the 90-day mark.

Employees are encouraged to take the equivalent of one week's scheduled workdays (five consecutive days) off as PTO, at least once a year for their own rest, relaxation and personal renewal.

The chart below is based on a 80 hour per pay period employee. In order to see what less hours per week will look like, multiply the hourly breakdown by your number of hours worked.

Example: 0.08125 per hour X 50 hours per pay period = 4.06 hours PTO

Years Employed	Per Pay Period 40 Hours/ Per Hour		Per Year Hours	Max Hours Banked
0-2 years	6.5	0.08125	169	230
3-5 years	7.0	0.0875	182	260
6-10 years	8.0	0.10	208	280
11+ years	9.0	0.1125	234	310

Employees will accrue time in a PTO bank (see chart above) that can be used for sick leave or vacation time. It should not be used for your own personal illness that requires an absence of five or more consecutive workdays (EIB) unless your reserve EIB is exhausted.

XXXI. EXTENDED LEAVE BANK

Years Employed	Per Pay Period 80 hours/ Per Hour	Per Year Hours	Max Hours Banked
ALL	1.85 0.0231	48	480

Coverage: Accrued hours in the Extended Illness Bank (EIB) are to be used for the Employees' own personal illness or serious health condition that requires an absence of five (5) or more consecutive workdays. Proper notification, application and approval procedures must be followed. If the absence is approved, time off will be paid from the accrued available hours in the EIB.

Approval will require a doctor's certification in support of the time off AND a doctor's release for you to return to work. When applicable, time used out of the EIB will be counted toward leave under the Family and Medical Leave Act (FMLA), which provides job protection for eligible employees.

For the Employees' personal illness, he/she is required to present to the Director of HR/Center Administrator a release from the attending physician on or before the date the Employee resumes his/her work duties. This will require a doctor's certification in support of the time off AND a doctor's release for you to return to work. When applicable, time used out of the EIB will be counted toward leave under the Family and Medical Leave Act (FMLA), which provides job protection for eligible employees.

For the Employees' personal illness, he/she is required to present to the HR Director/Center Administrator a release from the attending physician on or before the date the Employee resumes his/her work duties. See below for chart of EIB.

XXXII. HOLIDAYS

Eligibility Begins: 1st day of employment for ASC-designated Holidays.

ASC-Designated Holidays (12):

New Year's Day (January 1st)
ML King Day (3rd Monday in Jan)
ASC Foundation Day (March 4)
Good Friday (Friday before Easter)
Memorial Day (Last Monday in May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Thanksgiving (4th Thursday in Nov)
Christmas Eve (December 24th)
Christmas Day (December 25th)
Personal Holiday (Choose in Jan-Jun)
Personal Holiday (Choose in Jul - Dec)

For non-exempt and exempt Employees **who do not** usually work on a weekend: when a holiday falls on a Saturday, it would be observed on the preceding Friday; when a holiday falls on a Sunday, it would be observed on the following Monday.

Work On A Holiday:

When a non-exempt (hourly) Employee who usually **works on a weekend** or who is asked to work on an ASC-designated holiday, the Employee will be paid 1.5 times the hourly rate for hours worked on the holiday, the shift differential, AND will be paid for the usual holiday pay hours, or be given the equivalent hours off within the current pay period at a mutually agreed upon date.

For exempt (salaried) Employees who work on the holiday will be paid at their regular rate. There will be no extra pay; the supervisor and the Employee will negotiate time-off for another day.

Religious Holidays:

The Adorers' respect Employees' determination and observance of their religious beliefs. Employees may use the Personal Holiday or PTO time, if available, for Religious observances not covered under the holiday section.

XXXIII. SHORT TERM DISABILITY

STD provides benefits for temporary disabilities, as an injury that an employee can eventually return to work. STD benefits (60% of normal pay) begin after an elimination period of 8 days of injury or illness. If you have EIB and STD, the EIB Bank must be used prior to starting to receive STD benefits. PTO can also be used to supplement your STD payments, but the total of the two cannot exceed your regular pay that would bring you up to 100% of salary.

XXXIV. BEREAVEMENT, VOTING TIME-OFF, JURY DUTY & WITNESS DUTY

Bereavement and Jury/Witness Duty:

Regular full-time and part-time Employees who work, on average, twenty (20) or more hours per week.

Voting Time- Off Regular full-time (30 hours per week) Employees.

Eligibility Times Begins:

Bereavement: 1st day of employment

Jury/Witness Duty and Voting Time-Off: After successful completion of the 90-day Introductory Period. If Jury Summons comes in this time, please discuss it with your supervisor.

BEREAVEMENT

Eligible Employees will be granted time-off, from one to three regularly scheduled workdays. These workdays will be taken between the time of death and 3 days after the funeral. Time-off will be paid only for the number of hours regularly scheduled for the absent workday(s) and will be at the Employees' regular base rate.

For purposes of this policy only, "immediate family" includes: current legal spouse, sibling, parent, grandparent, child/grandchild (biological/adopted/foster) or similar step-relationships; grandparent-in-law, parent in-law, sister/brother and their spouses, son/daughter and spouses; or any other member of the employees' household.

ASCs will also grant, with pay, the day of the funeral of an aunt/uncle, aunt/uncle-in-law; niece/nephew and spouses, unless the individual was living in the employees' household. You must inform your supervisor as soon as possible of the need for bereavement leave by completing a LEAVE REQUEST form on Paylocity. Communication directly with your Supervisor is also required. An original support document is required before bereavement time will be paid. Bereavement leave will not apply if you are temporarily laid off. If the need for bereavement leave occurs while you are on paid time off, time off work will be reallocated to bereavement leave as appropriate. In such cases, you must notify your supervisor as soon as practical during the paid time off period to allow for adjustment to work schedule. This paid leave will not be deducted from your PTO bank. You should use available PTO, however, if you are absent to attend the funeral of others who may be close to you and who are not included above.

VOTING TIME-OFF

Due to the hours in which voting polls are open Employees are able and expected to vote during non-work hours. Eligible Employees will be allowed paid time off up to a maximum of two hours to participate in the voting process if they lack sufficient time to vote outside work hours for local, state, or national elections. Employees should request time off to vote from their supervisor at least three (3) working days prior to the date of the election. Whenever possible, time off should be taken at the beginning or the end of the regular work schedule, whichever allows the freest time for voting and the least missed time from work.

JURY/WITNESS DUTY

Eligible Employees will be granted paid time off up to a maximum of ten (10) regularly scheduled workdays (pro-rated hours for part-time Employees) if you are summoned or presented a subpoena to appear in or serve the court, such as jury duty or as a witness.

To receive full pay for scheduled time off spent in court activity, you must:

• Present the summons to your supervisor.
• Provide a receipt for each day served. Employees may keep fees paid by the Court to cover driving/parking/meal costs. The ASCs expect that you will make every effort to attend to your work responsibilities, if the entire workday is not required by court activity. You are expected to report to work

on days you are not scheduled to serve, and to return to work if you are dismissed early from jury duty while four (4) or more hours of your regularly scheduled workday remain. This paid leave will not be deducted from your PTO.

XXXV. FLEXIBLE SPENDING ACCOUNTS (FSA)

Under Section 125 of the Internal Revenue Code, the federal government allows Employees to elect pre-tax payroll deductions for certain expenses. Flexible Spending Accounts allow Employees to save money on a pre-tax basis to cover Dependent or Medical Care expenses, and to pay for certain insurance premiums. Dependent Care Account or Medical Reimbursement Account

Regular full-time and part-time Employees who work, on average, thirty (30) or more hours per week.

Eligibility Begins: After successful completion of the 90-day Introductory Period. ASCs provide the opportunity and the services for eligible Employees to elect an annual amount of flexible dollars which are deducted in equal installments on a pre-tax basis from each paycheck to pay for eligible health or dependent care expenses. These pre-tax payroll deductions may be held in a Dependent Care Account and/or Medical Reimbursement Account. Using pre-tax dollars means the payment is not subject to federal, state (in most cases) and social security taxes. Contributions must be carefully considered, since any money left in your accounts after the "grace period" at the end of the year will be forfeited. Once enrolled, an Employee cannot "drop" or "change" this coverage during the plan year, which is the same as the calendar year, except under specific circumstances for Dependent Care.

Enrollment and yearly re-enrollment are necessary for participation.

Dependent Care Account Expenses that can be reimbursed using the Dependent Care Account include:

• Care of a dependent in your home while you work, and

• Care of a dependent at most types of facilities outside your home while you work. The Dependent Care Account cannot exceed $5,000 per family per plan year or $2,500 per plan year if you are married and filing separately. Medical Reimbursement Account Expenses that may be reimbursed using a Medical Reimbursement Account include health plan deductibles, co-payments for medical or dental expenses, out-of-pocket costs for vision care, over-the counter medications, and many other expenses not covered by your health plan.

XXXVI. INSURANCE PREMIUMS

Regular full-time or part-time Employees who work, on average, twenty (20) or more hours per week, and who have selected coverage under the Group Health and/or Group Dental/Vision Insurance Plans. Eligibility Begins: 1st of the month after 60 days of employment.

ASCs provide the opportunity and the services for Employees to purchase benefits with pre-tax dollars through payroll deductions. Purchasing benefits with pre-tax dollars means the payment is not subject to federal, state (in most cases) and social security taxes. Such pre-tax payroll deductions can be used for an employee's portion of insurance premiums for Group Health and/or Group Dental or Vision Insurance coverage for the Employees and for eligible family members.

XXXVII. SUPPLEMENTAL INSURANCE - AFLAC

Regular full-time and part-time Employees who work, on average, twenty (20) or more hours per week. Eligibility Begins: 1st of month after successful completion of 90 days.

ASCs provide the opportunity and services for Employees to voluntarily purchase supplemental insurance plans at group rates using pre-tax payroll deductions. Supplemental insurance plans may move with Employees if she/he decides to separate from ASC employment. **Supplemental will NOT pay the actual cost of procedures but has a predetermined amount to be paid directly to the person to cover other things that may come up out of pocket.**

These include through AFLAC:

Cancer Protection Assurance B70300

Coverage paid Directly to Employee and covers things including diagnosis, radiation, chemotherapy, annual care, screening, skin cancer surgery, breast reconstruction etc.

Critical Care Protection

Coverage paid Directly to Employee and covers things including Heart Attack, Coronary Artery bypass graft, Stroke, 3rd degree burns, end-stage renal failure, Cardiac Arrest, Paralysis, vegetative state. Things like ambulances, angioplasty, etc.

Dental Supplement
Yearly Maximum Amount $1200-$1800 paid directly to Patient

Hospital Insurance Rates Vary by amount of coverage you designate.

Between $500 -$5000 per year. Age ranges vary between 18 to 75.

Coverage paid Directly to Employee and covers things including Hospital confinement, Mental Health confinement, Emergency Room and Rehab.

Term Life Insurance

10- 20- or 30- year terms.
Guaranteed acceptance if 15% of staff sign up. Will issue up to $50,000

Whole Life Insurance

Will issue policies for people 18-68 for 10 year plans, people 18-60 for 20 year plans and 18-50 for those on 30 year plans.
Rates will differ with age and sex of the individual.
This option allows a cash build up that can be cashed in later in life to cancel the insurance.

Supplemental Vision Option 1

Will pay employees when getting an annual exam, visual corrections, eye diseases, eye surgery, permanent visual impairment. They pay a set fee for each thing, and it is not meant to pay for the cost of the procedure.

XXXVIII. ON-CALL PAY

Regular full-time and part-time Non-Exempt Employees.

Eligibility Begins: 1st day of employment and when the eligible non-exempt Employee is assigned to be "On-Call."

On-call duty is defined as time, not during regularly scheduled clocked-in work hours, that a non-exempt (hourly) Employee is assigned to be readily available to resolve emergency situations over the telephone.

Compensation: If the situation cannot be resolved over the telephone, the Employee will come to the Center and resolve the emergency. When an emergency requires a non-exempt Employee who is assigned "on-call" duty to come to the Center, he/she must clock in, resolve the situation, and clock out; he/she will be paid a minimum of two hours. If the situation requires more than two hours, the Employee will be paid for the total time spent resolving the situation. If time spent at the Center causes hours to exceed 40 for the work week, policies governing overtime and shift differential will be implemented.

XXXIX. SHIFT DIFFERENTIAL

Non-Exempt Employees who work during certain shifts.

Eligibility Begins: 1st day of employment and when the Employee has been assigned to work a shift of over six hours, half of which are beyond the stated time to qualify.

- Monday, Tuesday, Wednesday, Thursday - 5:00 pm through the next day 6:00 am.
- Friday - 5:00 pm through 10:30 pm. Differential is an additional $0.50/hour for all hours worked during the shift, if the Employee works most of the hours after 5:00 pm.
- Friday -10:30 pm through Saturday 6:00 am an additional $0.50/hour for all hours worked during the shift, if the Employee works most of the hours after 10:30 pm.
- Saturday and Sunday - 6:00 am through 5:00 pm An additional $0.50/hour for all hours worked during the shift, if the Employees works most of the hours before 5:00 pm.
- Saturday and Sunday - 5:00 pm through 6:00 am an additional $0.75/hour for all hours worked during the shift, if the Employees works most of the hours after 5:00 pm.

Day	Shift	Rate
M-F	5PM-6AM	.50 differential
Saturday/Sunday	6AM- 5PM	.50 differential
Saturday/Sunday	5PM – 6AM	.75 differential

XL. PROFESSIONAL DEVELOPMENT & TRAINING

Regular full-time and part-time Employees who are required or approved to attend development and training programs/classes.

Eligibility Begins: 1st day of employment and when the Employee has been assigned and has attended a class, seminar, workshop, in-services, etc.

Regular full-time and part-time exempt and non-exempt Employees will be required to attend only development/training that is related to their jobs, with the expectation that the Employees will implement or apply the information learned in the performance of their job.

The costs that will be covered include enrollment, air travel (where applicable), material, registration, parking, etc. Compensable Travel Time.

For Non-Exempt Employees: In accordance with the Fair Labor Standards Act, compensable time spent attending the actual development/training is counted as hours worked and includes regular time and overtime, when applicable.

All travel time occurring during a non-exempt Employees' normal workday is counted as time worked except for meal periods and time ordinarily spent commuting between home and the normal place of work. Travel time outside the normal workweek is also counted as time worked providing that such time falls within the Employees' normally scheduled workday hours.

Non-Compensable Travel Time: Travel to and from an Employee's home and the normal place of work or to and from an Employee's home and the airport is not eligible for compensation time, regardless of when it occurs.

XLI. TRAVEL – USE OF PERSONAL AND ASC VEHICLES

Regular full-time and part-time Employees who must use a personal vehicle for ASC-related business travel.

Eligibility Begins: 1st day of employment and when the Employee has been requested and approved to travel for ASC business purposes, including attendance at development and training programs. Coverage for Use of Personal Vehicle for ASC **Business Travel:** Mileage from workplace or home and back to workplace or home, whichever is shorter, will be reimbursed. Reimbursement for use of personal vehicle, for required business travel, will be at the "standard mileage rate" as determined by the Internal Revenue Service.

Guidelines for Use of Personal Vehicles While Traveling on ASC Business:

- Vehicle must be in good mechanical condition and road safe.
- Employees must possess a valid state driver's license.
- Employees must possess a valid insurance policy on the vehicle that meets, at a minimum, the requirements of the state.
- Employees must possess a valid registration and license for the vehicle.
- Employees must comply with all laws and regulations regarding the operation of a vehicle in the state, including any restrictions noted on the Employee's drivers license.
- Seat belts must be worn by all occupants whenever the vehicle is in motion.
- No alcohol or drugs should be consumed prior to or while driving a personal vehicle on ASC business.

Expenses due to mechanical breakdown of personal vehicle while on ASC business are not reimbursable. Police reports must be filed, and prompt notification made to the Adorers' of all accidents occurring when a vehicle is in use for ASC business. The ASCs will not pay any traffic fines or parking violation tickets.

Use of ASC Vehicles: Employees who must drive ASC vehicles for job-related purposes are required to authorize the Adorers' to obtain their current Motor Vehicle Report for insurance and safety reasons.

Guidelines for Use of ASC Vehicles:

- Employees must possess a valid state driver's license.
- Employees must comply with all laws and regulations regarding the operation of a vehicle in the state, including any restrictions noted on the Employee's drivers license.
- Seat belts must be worn by all occupants whenever the vehicle is in motion. • No alcohol or drugs should be consumed prior to, while driving, or while in possession of an ASC vehicle.
- No Employees under age eighteen (18) may operate an ASC motor vehicle or assist in its operation.
- Personal Use of ASC Vehicles: ASC vehicles are intended only for use in the performance of ASC business, not for personal use during or after normal business hours.

ACCIDENTS: The Adorers carry Collision and Liability insurance on all ASC-owned vehicles. In the event of an accident, the police must be notified, a police report must be filed, and prompt notification made to the ASC Treasurer, the ASC Director of Properties, and the Head of a Region Office/Center Administrator. The ASCs will not pay any traffic fines or parking violation tickets incurred while an Employee is using an ASC vehicle.

For Additional Information: See the ASC Finance Policy below for the complete DRIVERS' POLICY, which includes SAFETY RULES and MVR AUTHORIZATION.

The following Policy and Safety Rules for Drivers of ASC Vehicles apply to Authorized Drivers of ASC vehicles and their Immediate Supervisors or Designated ASC

PURPOSE: To establish standards for drivers and passengers of Adorers' of the Blood of Christ, United States Region, (ASC) vehicles to help ensure the safety of all ASC drivers and passengers. In addition to promoting safety, the goal of this policy is to minimize insurance risk for the ASCs.

AUTHORIZED DRIVERS AND PASSENGERS: ASC vehicles are to be driven for job-related purposes and ASC business by authorized employees/ASC Sister Employees, associates and all other non-ASC member drivers (henceforth referred to as "authorized drivers") only, except in emergencies, or in case of repair testing by a mechanic.

An ASC vehicle assigned to an authorized driver is to be driven only by that authorized driver. No unauthorized passengers are to be transported in ASC vehicles. For non-job-related purposes or for non-ASC business, authorization to drive and/or to ride in an ASC vehicle can only be granted by the immediate supervisor, the ASC Leadership Team, ASC Center Administrators, the ASC Treasurer, or the ASC Director of Finance.

For purposes of this Policy, the reporting structure is as follows for any of the items covered: Authorized Drivers who are Employees/ASC Sister Employees are required to contact their immediate supervisor or the next designated person; In turn, the Sister who authorized an Associate or other Non-ASC Member Driver is required to contact the ASC Treasurer.

MOTOR VEHICLE REPORT: Prior to receiving authorization to drive an ASC Vehicle, drivers will be required to complete and sign a Motor Vehicle Report Authorization form. The MVR Authorization form and a Motor Vehicle Report will be obtained, at least every January, by the ASCs to monitor and verify authorized drivers' safety records. The confidentiality of all MVRs will be protected, along with other employment information, and only the ASC Director of Property and Maintenance, and relevant ASC Center Administrators will have access to MVRs.

REPORTING OF SUSPENDED/REVOKED LICENSES: Any authorized driver who has his/her driver's license revoked or suspended shall notify his/her immediate supervisor no later than the end of the first business day following suspension/revocation and is immediately prohibited from driving any ASC vehicle. In addition, an ASC Driver Incident/Accident Report must be completed and submitted to the immediate supervisor no later than the end of the next business day. Failure to report a suspended or revoked license shall result in disciplinary action, up to and including termination.

REPORTING OF ACCIDENTS: All accidents involving an ASC Vehicle and a third-party vehicle, property, passenger or pedestrian, regardless of severity, and regardless of who is at fault, must be reported to the police immediately, and to the immediate supervisor no later than the end of the next business day. Drivers must share information with third parties but not admit fault for the accident. Fault will be determined later after all the facts are known.

Insurance information should be exchanged with all parties involved at the scene of the accident. Minor accidents/incidents involving an ASC driver, which do not involve damage to any third-party property, and which do not result in any traffic violations, must be reported only to the immediate supervisor, or, if the supervisor is unavailable, to the ASC Center Administrator or the ASC Director of Finance, who will notify the ASC Treasurer.

An ASC Driver Incident/Accident Report must be completed and submitted to the immediate supervisor no later than the end of the next business day. All necessary information needed to report an accident, including phone numbers, can be found in the glove compartment of all ASC vehicles. Communication to the ASC Insurance Representative/Agent must be performed by the authorized representative, or, in that person's absence, by the ASC Director of Properties of Finance, or someone else designated by the ASC Treasurer. Failure to stop following an accident, or failure to properly report an accident, as described in this Policy, shall result in disciplinary action, up to and including termination.

REPORTING SUMMONSES AND CITATIONS: An authorized driver must report to his/her immediate supervisor, by the end of the next business day, all summonses and citations received for moving violations during the operation of ASC and non-ASC vehicles. An ASC Driver Incident/Accident Report must also be completed and submitted to the immediate supervisor by the end of the next business day. Failure to properly report summonses and citations shall result in disciplinary action, up to and including termination.

IMMEDIATE SUPERVISOR'S RESPONSIBILITIES OF REPORTING SUSPENDED/REVOKED LICENSES, ACCIDENTS, AND SUMMONSES/CITATIONS: An immediate supervisor, in addition to ensuring completion of the ASC Driver Incident/Accident Report by the authorized driver, must obtain all police and highway patrol incident/accident/citation reports available. Copies of all written reports and notes involving incidents, accidents, and citations must be copied and forwarded to the ASC Director of Properties and Maintenance, the ASC Treasurer, and the ASC Center Administrator for the employees' personnel file.

INSURANCE CLAIMS HANDLING/COMMUNICATION: Following the initial accident notification by the assigned representative to our insurance company, the ASC Director of Properties and Maintenance has the responsibility for follow-up communication with the insurance company, the ASC Treasurer, and all concerned parties regarding the status of the claim.

- VIOLATIONS AND CONSEQUENCES: The following will be used to determine eligibility to operate an ASC vehicle –

Type "A" Violations:

Driving while intoxicated.

- Driving while under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle (gross negligence).
- Operating a motor vehicle during a period of suspension or revocation
- Operating a motor vehicle without the owner's authority (grand theft).
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speed contest (racing).
- Hit and run (bodily injury or property damages).

Type "B" Violations:

All moving violations not listed as Type "A" violations. ¬ All Type "A" violations will result in termination of driving privileges, and/or termination of employment for authorized drivers, and will disqualify any potential driver job candidate. ¬ Any drivers (authorized drivers or job candidates) showing one of the following will be restricted from driving ASC vehicles:

- One (1) or more Type "A" violations in the last 5 years.
- Three (3) or more accidents (regardless of fault) in the last 5 years.

- Three (3) or more Type “B” violations in the last 3 years.
- Any combination of accidents and Type “B” violations totaling (4) or more in the last 3 years.

AN UNACCEPTABLE MVR MAY RESULT IN DISCIPLINARY ACTION (INCLUDING SUSPENSION OF DRIVING AN ASC VEHICLE) UP TO AND INCLUDING TERMINATION.

Reinstatement of previously forfeited ASC driving privileges, once adherence to policy is met, will be determined by the Center Administrator, the ASC Chief Operating Officer, and the ASC Treasurer.

SAFETY RULES FOR DRIVERS OF ASC VEHICLES

1. The use of an ASC vehicle by a driver who is under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
2. No driver shall operate an ASC vehicle when illness, fatigue, injury, or prescription medication impairs his/her ability to do so safely.
3. All drivers and passengers operating or riding in ASC vehicles must wear seat belts.
4. Drivers transporting small children must have them seat-belted in the back seat only. If possible, frail and elderly passengers should be seat-belted in the back seat. Passenger side and front air bags can be hazardous to small children and to frail, elderly individuals. Children under the age of 4 should always be properly fastened in a child safety seat, in a back seat.
5. No unauthorized persons are allowed to ride in ASC vehicles.
6. Drivers are responsible for the security of the ASC vehicle assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
7. The ASCs reserve the right to require authorized drivers to complete any of the following tests, professionally administered and at the cost of the ASCs, in its Physical Ability and Driving Assessment Program, based on information contained in MVRs. The ASC Director of Properties and Maintenance will facilitate the Program, with consult of the COO and employees shall be required to cooperate.
    - Defensive Driver Training Course – once every 3 years.
    - Complete physical examination – once every 2 years.
    - Eye Exam - annually.
    - Professional Driving Assessment and Physical Ability Assessment - annually. Upon completion of the Program, the ASC COO will determine whether the driver is qualified to drive an ASC vehicle.

XLII. SERVICE AWARDS

Who Is Covered: All Employees.

Eligibility Begins: After completion of five continuous years of service. Employees are recognized for successful completion of service in five-year increments. Awards: The form of the award is approved by ASC Region Leadership, on a yearly basis.

XLIII. MATERNITY/PATERNITY LEAVE

To provide bonding time for the family for a new birth or adoption, the following coverage is provided.

- Health-coverage at zero co-pay, including everything from routine pregnancy checkups through birth itself. Co-pay remains zero even if complications should arise. (IF ON ADORERS HEALTH INSURANCE)
- 6 weeks of maternity leave, paid at 80% of salary.
- 2 weeks of Paternal (spouse) leave, paid at 80% of current salary. This can be tacked on to the beginning, middle or end of the mother's maternity leave. Must be taken within 6 months of the child's birth or adoption.

To qualify, you must have been working for at least 6 months.

If a mother must stop working prior to the birth of their child, a physician's note must be presented. This will start the process of maternity leave. The mother can exhaust her PTO prior to beginning Maternity leave or add it to the end if additional hours are required. It is highly recommended to keep some hours in your PTO bank for doctor's appointments and other needs that come up.

XLIV. EMERGENCY PTO

If an employee needs additional PTO in an emergency, (example: medical issue that keeps the employee from working, an extremely ill spouse or child, etc.), the request for additional PTO will be made to the COO for consideration. The availability of funds will limit the help possible to be given.

Staff will be able to donate PTO hours from their banks and put them into the Emergency PTO Bank for such emergencies. This can also be done on a regular basis through payroll deductions. This allows the employee in crisis to continue to receive some funding when not able to work. Some employees are at the top of their PTO time saved. This policy will allow a donation of hours to help people in need, while not

tapping too deeply into the hours needed for a person's own needs. This process is anonymous, and staff will not know who did or did not contribute.

XLV. COMMUNICATIONS SYSTEM

To inform staff about the Adorers' expectations regarding the personal use of business communication services and equipment the following policy should be followed.

Communication services and equipment include, but are not limited to, mail, electronic mail (email), instant messaging, courier services, fax, telephone computers and personal computers on the Adorer Server, internet, internet, computer files, voice mail etc.

All ASC communication services and equipment, including the messages transmitted or shared by them, are the sole and exclusive property of the ASCs' or its licensors. Staff expressly waive any right of privacy.

XLVI. CONFLICT OF INTEREST

Since it is impossible to describe all situations that may cause or give the appearance of a conflict of interest, we are expecting this policy to not be exhaustive but to give some more clear examples.

Represent the Adorers in a positive and respectful manner.

1. Consideration should not be decided if the situation can present positive gains to the staff but rather must remain objective regarding the business interest of the ASC.
2. Staff should not engage either At work or in their free-time activities that would be deemed disloyal, disruptive, or damaging to the Adorers'.
3. Employees must disclose any "substantial stock" or financial interest they or their family has with any firm that does business with the Adorers'.
4. Staff or their immediate family may not accept gifts, except for those of nominal value ($10 or less).
5. If there is something in question, please check with the Human Resource Department for clarity.

XLVII. NO DISCRIMINATION

The Adorers provide equal employment, internships, service hours, and social service assistance opportunities to all regardless of race, color, sex, age, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law.

Any form of discrimination is contrary to the Adorers' mission and is prohibited in the workplace, and illegal.

All workers are expected to maintain a productive work environment free of any form of discrimination. Any co-worker who believes that he/she has been the subject of prohibited discrimination or is aware of discrimination against another employee has the responsibility to immediately report the situation to their immediate Supervisor, HR or the COO.

XLVIII. EMPLOYMENT OF RELATIVES

An employee's immediate family may be considered for employment, transfer, or promotion by the Adores following their standard employment process. However, an immediate family member may not be hired, transferred or promoted to a position that will create a direct or indirect supervisor/subordinate relationship with a family member. It also cannot create an actual conflict of interest or the appearance of a conflict of interest.

XLIX. EXIT INTERVIEW

To determine and document the reasons behind voluntary resignation and obtain constructive feedback that may help improve the work environment, every employee is encouraged to meet with the Director of HR or the COO to discuss the areas they felt the Adorers excelled and areas that may need improvement. To be clear this is not meant to be a complaint session but a clear, constructive attempt to gather ways to strengthen the organization.