



ASSOCIATE EMPLOYEE HANDBOOK

JANUARY 2020

This Employee Handbook Does Not Create a Contract of Employment



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Welcome new employee!

On behalf of your colleagues, I welcome you to HORIZONS and wish you every success. We believe that each employee contributes directly to HORIZONS growth and success, and we hope you will take pride in being a member of our team.

This Handbook is designed to acquaint you with HORIZONS and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of our mutual responsibilities, as an employee and employer, and outlines the programs developed by HORIZONS to benefit you.

No Employee Handbook can anticipate every circumstance or question about policy. As HORIZONS continues to grow, the need may arise, and HORIZONS reserves the right, to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Only the President has the authority to adopt any revisions to the policies in this Handbook or to make exception(s) to the same. Employees will, of course, be notified of such changes as they occur.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Ronald Heineman

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ABOUT THIS HANDBOOK

This handbook is designed to acquaint you with Horizons and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by HORIZONS to benefit employees. For reading ease, it will often use “the Company” when referring to HORIZONS.

HORIZONS is your direct employer even though you are assigned to a specific work site location by HORIZONS. This means that all questions related to your employment can be answered by contacting your local HORIZONS office.

Throughout this Employee Handbook, you will find references to a company called Infiniti HR. Infiniti HR is a “professional employer organization” (PEO) that specializes in Human Resource Management. Infiniti HR and HORIZONS have entered into a co-employment partnership whereby Infiniti HR is the employer of record and HORIZONS is the work-site employer. This arrangement creates certain advantages to you and HORIZONS – it’s commonly referred to as cooperative or shared employment.

Although this handbook is intended to provide employees with a general understanding of our personnel policies, it cannot anticipate every situation or answer every question regarding employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Employment with HORIZONS is “at will”. Either you or HORIZONS may terminate the employment relationship at any time or for any reason. No one has the authority to modify this at-will relationship or enter into any employment contract except in writing by the President of HORIZONS.

This Handbook replaces and supersedes all prior handbooks, policy manuals, benefits or practices of HORIZONS. It may include general summaries of Infiniti HR policies and procedures as well as policies, procedures and practices that are specific to HORIZONS, as may be required by state or local law, contract requirement, or type of business/industry HORIZONS is a part of. Where HORIZONS-specific policies or statutory requirements differ from the general policies and procedures of this Handbook, HORIZONS-specific policy or statutory requirement will govern. In order to retain necessary flexibility in the administration of policies and procedures, HORIZONS reserves the rights to change, revise, or eliminate any of the policies and/or benefits described in this handbook without prior notice, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the President of HORIZONS.

You will receive your paycheck, benefits, and Human Resource services from Infiniti HR. HORIZONS maintains responsibility and control of the daily operation of the core business as well as any employment decisions related to hiring, terminations, pay raises and corrective action. Infiniti HR assumes responsibility for certain Human Resource functions such as benefits and payroll administration, medical and Workers’ Compensation insurance programs, tax filings, and personnel file management. Also, Infiniti HR provides an on-line self-service center, where you can view and update personal information, view and print paystubs, view pay and benefits deductions history, and access forms and manuals, etc. Employees should register at <https://infee.prismhr.com/inf.hsg/cmd/login> to receive individual usernames and passwords.

Any questions regarding the interpretation or application of a specific section of the Handbook, or any matter not covered by the Handbook, can be directed to your manager.

AUTHORIZED HUMAN RESOURCE (HR) REPRESENTATIVE

Throughout this handbook, you will notice references to contacting or consulting an “authorized Human Resource representative.” An authorized Human Resource representative for HORIZONS is defined as follows:

- Designated internal employee whose primary duties are related to HR Management. For HORIZONS this could mean an Office Manager or assistant to the President of our company.
- Managers/Supervisors who are authorized to execute Human Resource and Employee Management related functions such as recruitment, selection, employee relations, performance management and terminations.
- Independent third-party HORIZONS has contracted with to provide Human Resource or Employee Management services.

A. INTRODUCTION

EMPLOYEE RELATIONS

HORIZONS believes that the work conditions, wages, and benefits it offers to its employees are extremely competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their managers.

Our experience has shown that when employees deal openly and directly with managers, the work environment can be excellent, communications can be clear, and attitudes can be positive. This is not intended to limit employees' right to discuss terms and conditions of work, but rather to encourage employees to surface issues in a way which will ensure HORIZONS is aware of the concern.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

HORIZONS fully complies with all applicable federal, state, and local laws concerning equal employment opportunity. Equal employment opportunity will always be a fundamental principle at HORIZONS, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, sexual orientation, national origin, genetic information, disability or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

HORIZONS is committed to a work environment in which all individuals are treated with respect and dignity. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The Company expects that all relationships among persons in the workplace will be cooperative, business-like and free of bias, prejudice and harassment.

HORIZONS has ZERO TOLERANCE for and will not condone or tolerate any form of discrimination or harassment in the workplace by any employee or any third-parties over which we have control.

Definitions of Harassment

- a. Sexual harassment constitutes discrimination and is illegal under Federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, **these PROHIBITED BEHAVIORS may include**, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; sex-oriented verbal "kidding,"

or "teasing, "; commentary about an individual's body, sexual prowess or sexual deficiencies; foul or obscene language or gestures; display of foul or obscene printed or visual material; physical contact such as patting, pinching, or brushing against another's body; leering, catcalls or touching, insulting or obscene comments or gestures, display or circulation in the workplace of sexually suggestive objects or pictures (including through email) and other physical, verbal or visual conduct of a sexual nature.

- b. Employees should understand that their intentions are irrelevant when evaluating whether their behavior constitutes harassment. Just because an employee believes that he or she intends to be "funny" or inoffensive does not mean that the person's behavior is acceptable. Instead, the question is how the behavior is perceived by others.
- c. In addition, employees should know that harassing behavior need not be directed at another employee for the conduct to violate our policy. The behavior need only occur in front of another employee who is reasonably offended by the behavior. Thus, sexual discussions or comments in the workplace between two employees still violate this Policy because a third employee could overhear the conversation.
- d. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, sexual orientation, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct that is PROHIBITED includes, but is not limited to epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants and employees of the Company and persons engaging in business activities with the Company, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a manager or by someone not directly connected to HORIZONS (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Harassing behavior on social media sites based on one's protected traits listed above, is expressly prohibited.

Retaliation Is Prohibited

HORIZONS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to corrective action.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION or HARASSMENT HAS OCCURRED:

HORIZONS requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct contrary to the Company's policy, or who have concerns about such matters, must file their complaints with their manager

if they are comfortable doing so, an authorized Human Resource representative, an alternate manager or any executive team member **by emailing hr@onepointhrs.com** . Individuals should not feel obligated to file their complaints with their manager first before bringing the matter to the attention of one of the other HORIZONS designated individuals identified above. This reporting procedure also includes individuals who believe they are being subjected to harassing conduct after advising the offender that his/her behavior is unwelcome and requesting that it be discontinued.

Our service relationship with Infiniti HR provides our employees access to an **HR Hotline**, to further report incidents such as those listed within this policy. The number to call is **804-715-1920, ext. 9**. Employees are welcome and encouraged to use this line to report discrimination or harassment, particularly when they are not comfortable with any other contact points outlined in this policy.

Any reported allegations of harassment, discrimination or retaliation will be investigated and responded to promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout this process whenever possible to the extent consistent with adequate investigation and appropriate corrective action, but confidentiality cannot be guaranteed.

Individuals who have questions or concerns about these policies should talk with an authorized Human Resource representative.

AMERICANS WITH DISABILITIES ACT POLICY (“ADA & ADA”)

HORIZONS is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA). It is the Company’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the qualified individual can perform the essential functions of the job. Consistent with our policy of nondiscrimination, HORIZONS will provide reasonable accommodations to a qualified individual with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to HORIZONS.

The Company requires all employees to comply with our safety standards to provide a safe work environment. When determining our ability to offer and implement an accommodation, we must take into consideration if an applicant or employee’s disability could cause harm to themselves or others in our workplace. HORIZONS reserves the right to deny an accommodation request when a disability may unnecessarily put others in harm’s way, unless an alternative accommodation has been identified that would not cause undue hardship on the Company and would avert harm.

Procedure for Requesting an Accommodation

Employees who feel they are in need of an accommodation should contact their manager or an authorized Human Resource representative. When a manager or an authorized Human Resource representative is notified of an accommodation request, he or she will respond within an appropriate time frame as to what the next steps are. If a request has been pending for longer than the employee is comfortable with, the employee is asked to seek a status update from the person the request was submitted to. **The Company reserves the right to ask for additional information if both the disability and the need for the reasonable accommodation are not obvious, or the documentation already provided is not sufficient information to**

substantiate that the individual has an ADA disability and needs the reasonable accommodation requested.

When a manager or an authorized Human Resource representative receives an accommodation request, the employee's manager will analyze the purpose of the job and the essential duties/functions. The manager will consult with the requesting employee to determine the precise job-related limitations imposed by the disability and how those limitations would be overcome with a reasonable accommodation. The employee and manager will work together to identify potential accommodation options that will enable the employee to perform the essential functions of the position. The goal is to select and implement an accommodation that is appropriate for both the employee and the Company. In some instances, further and detailed "individual assessment" may be necessary. Such an assessment will help to determine the essential functions that an accommodation must enable an individual with a disability to perform. Or, an individual assessment may help determine the accommodation(s) that could alleviate or remove barriers.

The Company will inform the employee of its decision on the accommodation request or on how to move forward with the implementation of the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement, to an authorized Human Resource representative, explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA and the ADAAA do not require HORIZONS to make the best possible accommodation, to reallocate essential job functions or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should consult an authorized Human Resource representative.

DIVERSITY

HORIZONS is an equal opportunity employer committed to a diverse work force and a safe and healthy work environment for all employees. As such, we are fully committed to providing employment for qualified individuals, free from discrimination on the basis of race, ethnicity, religion, color, sex, age, national origin, sexual orientation or disability.

HORIZONS will not tolerate any action or expression of hatred, bigotry, prejudice or behaviors that infringe upon the freedom and respect of others, including harassment, against employees and applicants alike. Our goal is to maintain a working environment that provides its employees with a fair and professional growth opportunity in which all employees can enjoy the richness and productivity that a diverse workforce provides.

B. EMPLOYMENT

AT-WILL EMPLOYMENT

Employment with HORIZONS is at-will, which means that it can be terminated at any time, for any reason, by either the employee or the Company. The language used in this Handbook is not intended to create an employment contract between the employee and HORIZONS. No one other than the President of HORIZONS has the authority to enter into such a contract or agreement on behalf of the Company. HORIZONS reserves the right to revise the contents of this Handbook, in whole or in part, with or without notice. All terms and conditions of employment, employee benefits and other provisions of this Handbook are subject to modification or elimination, with or without notice, at any time at the discretion of the Company.

VERIFICATION OF STATUS

A Federal law entitled, “The Immigration Reform and Control Act of 1986,” requires the Company to only employ those candidates who are authorized to work in the United States. This means that, as a condition of employment, at the time you are hired, you must take the following action: (a) complete and submit the I-9 Form provided to you by the Company; and (b) provide the documents required to verify your identity and legal entitlement to work in the United States. The types of documents that you may present to verify your proof of eligibility to work in the United States are included within the I-9 form. All offers of employment are conditioned on your compliance with this obligation. Newly hired or re-hired employees who fail to provide such proof within the legally allowed time will not be eligible for employment with the Company.

EMPLOYEE CATEGORIES

Employees are categorized by HORIZONS, as provided for by applicable law, industry type and business need. HORIZONS has the authority to determine the eligibility and waiting periods for participation in certain employee group benefits.

Introductory Employees – Newly hired employees typically in their first 90 days of service.

Regular Full-Time Employees – Employees who are regularly scheduled to work a full work week, usually 30 hours per week or more, and have successfully completed the introductory period of employment. They are normally eligible for the group benefits outlined in this Handbook.

Regular Part-Time Employees – Employees who are regularly scheduled to work less than 30 hours per week.

Limited Employees/Temporary employees - Limited Employees are those hired by the Company for a limited duration to fill a need arising from a special project, an abnormal workload or an emergency. Limited Employees are not eligible for any Company benefits except those benefits required by law. No employee can change status from “Limited” status to another status unless specifically informed of such change in writing signed by the President of HORIZONS.

Exempt - Certain jobs within the Company are designated as exempt as defined by the Fair Labor Standards Act (FLSA). These jobs may include executive, professional, outside sales and high-level administrative positions. Exempt employees are not eligible for overtime.

HORIZONS complies with the salary basis requirements of the FLSA when applicable to the job. HORIZONS will not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a bona fide executive, administrative, professional, computer or outside sales capacity and who are exempt from the FLSA's overtime pay requirements.

There are limited circumstances where deductions from the salaries of exempt employees are permissible.

What to Do If an Improper Deduction Occurs

If you are an exempt employee and believe that an improper deduction has been made from your salary, you should immediately report this information to your direct manager, or to an authorized Human Resources Representative. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Non-Exempt - These jobs are designated by the Company as eligible for the overtime provisions of the Fair Labor Standards Act (FLSA). Employees in these positions are paid for hours worked in excess of forty (40) hours per week in accordance with the FLSA and applicable state and local regulations. Work by non-exempt employees in excess of forty (40) hours per week must be authorized in advance and approved by management.

ORIENTATION

Shortly after beginning employment with HORIZONS, employees will receive an orientation to the Company's policies, procedures, benefits and work environment. Our orientation process is intended to provide employees with the information they need to know to be successful in their jobs and to take advantage of the opportunities HORIZONS provides. It is also a time for employees to ask questions they may have about their employment and to complete important forms regarding employment eligibility, benefits elections and acknowledgments of Company policies.

INTRODUCTORY EMPLOYMENT PERIOD

Every new employee goes through an initial period of adjustment to learn about the Company and about his/her job. During this time, the employee will have an opportunity to find out if he/she is suited to, and likes his/her new position.

Additionally, the introductory employment period gives the employee's manager a reasonable period of time to evaluate his/her performance. The introductory employment period is 90 days.

During this time, the new employee will be provided with training and guidance from managers and senior co-workers. He/she may be discharged at any time during this period if management concludes that he/she is not progressing or performing satisfactorily. Successful completion of the introductory period does not change the employee's at-will status. As is true at all times during an employee's employment with the Company, employment is not for any specific time and may be terminated at any time for any reason by either the employee or the Company. Under appropriate circumstances, the introductory employment period may be extended.

ACCESS TO HUMAN RESOURCE FILES

HORIZONS maintains official Human Resource files containing information on employees that is relevant to the employment relationship and that is required by governmental rules and regulations regarding employment records and retention. All such employee information and records are the sole property of the Company and are considered Company confidential. This information may include:

- Employment Applications
- Resumes
- Performance Evaluations
- Employee Correspondence
- Records of Wage and Salary Actions
- Disciplinary/Corrective Action Documentation
- Status and History, Promotions, Transfers
- Employee Training Records

Under the supervision of an authorized HORIZONS representative, employees may review their Human Resource file at reasonable times and with reasonable notice, as determined by the Company. Employees interested in reviewing their files should contact their manager.

PERSONNEL DATA CHANGES

Human Resource files are considered confidential and proprietary to the extent that it is reasonable for safety and security but does not interfere with any employee's right to view what is within the file. These files include information about employees such as legal name, addresses, marital status, dependents, social security numbers, tax status, dates of birth and other information that may be required by law, insurance carriers or for the efficient operations of our business.

It is your responsibility to keep all your personal information current. If you experience a change in status in the areas mentioned above, you should notify your manager in writing to update this information. This is especially important when status changes occur that may affect you, your spouse or your dependents' benefits.

EMPLOYMENT REFERENCE CHECKS

Your employment with HORIZONS is treated as "Company Confidential." This means that authorized HORIZONS representatives will only verify certain information about your employment, such as whether you are or were an employee, current or most recent job title and your dates of employment. Other information, such as your salary and earnings, requires your written authorization for the release of this information. Inquiries can be faxed to Infiniti HR at 240-722-0090.

CONFLICTS OF INTEREST

HORIZONS expects all employees to conduct business according to the highest ethical standards of conduct. Business dealings that create a conflict between the interests of the Company and an employee are unacceptable. The Company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to its business. However, employees must disclose any possible conflicts so that the Company may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Company's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, listed below are those that most frequently present a problem.

- Using proprietary or confidential Company information for personal gain or to the company's detriment;
- Using Company assets or labor for personal use or gain; and/or
- Engaging in activities, investments or associations that compete with the Company, interferes with the Employee's judgment concerning the Company's best interests or exploits one's position with the Company.

Employees must refrain from any activity or having any financial interest that is inconsistent with the Company's best interest. If an employee has any question concerning whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact management to obtain advice on the issue. An employee must promptly disclose actual or potential conflicts of interest to his/her manager. Approval must be given by management before the employee further engages in work associated with the potential or actual conflict. A violation of this policy may result in immediate and appropriate corrective action, up to and including termination from the Company.

Outside Employment

Employees are required to inform their manager about any outside employment activities they are currently engaging in. Outside work activities are allowable unless the activity conflicts with the Company's interest or if the outside work adversely affects the employee's ability to be attentive, prepared and perform the essential duties of his/her job. While it is not feasible to describe all possible conflicts of interest that could develop from participating in outside employment, some of the more common conflicts from which employees should refrain (subject to state limitations) include:

- Working for a competitor, supplier or customer;
- Engaging in self-employment in competition with HORIZONS;
- Work which prevents the employee from fully performing work which he/she is employed at the Company, including overtime assignments;
- Involvement in organizations that are doing or seek to do business with the Company, including actual or potential vendors or customers; and/or
- Violation of provisions of law or the Company's policies or rules.

From time to time, Company employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Company must be given priority. Employees are hired and continue to be employed with the understanding that HORIZONS is their primary employer and that other employment or commercial involvement that conflicts with the business interests of the Company is strictly prohibited.

Hiring of Relatives

HORIZONS values the opportunities for members of the same family to be employed by the Company and encourages the referral of all qualified candidates for employment consideration.

In the best interest of all employees, related employees or employees who are involved in a personal relationship outside of the workplace (i.e. dating, married) should not directly supervise, report to or evaluate one another's performance or work activities. Related employees should be aware that this might, in some instances, limit their career opportunities at HORIZONS. Hiring of a relative must be approved by the President of the Company.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The Company strongly believes that a workplace where employees respect boundaries between personal and business interactions is important to maintain. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to what kind of behavior will be allowed during working hours and within the workplace. The following guidelines are not an exhaustive list:

- During non-work time, including lunches, breaks and before and after work periods, employees should maintain appropriate personal conversations and in no way, should engage in conversations or behaviors that could be perceived as offensive or uncomfortable to a reasonable person.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during working hours or not.
- Employees who allow personal relationships with co-workers to affect the working environment will be subject to corrective action.
- **Managers/Supervisors.** Individuals in supervisory relationships or other influential roles are subject to more stringent requirements due to the expectation to be good role models, their access to sensitive information and their ability to influence others. Supervisors, managers, executives or anyone else in sensitive or influential positions are prohibited from participating in any romantic or sexual relationship with any subordinate employee, whether there is a direct reporting relationship or not. If any such relationship develops beyond a platonic friendship, the supervisor must promptly disclose the relationship to his/her manager or HR Representative. The Company will then determine appropriate action to take. Supervisors, managers and executives should be sensitive to and refrain from granting favors to relatives and friends or giving such impression.
- Off-duty conduct is generally regarded as the employee's personal business, as long as such conduct does not create problems within the workplace. However, an exception to this is a romantic or sexual relationship between supervisors and subordinates, which are strictly prohibited.

The provisions of this policy apply regardless of the gender or the sexual orientations of the employees involved.

CONFIDENTIALITY & NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of HORIZONS. It is important for our employees to understand that Company information is proprietary in nature and is the sole property of HORIZONS and/or the customer company.

Any information concerning the business of HORIZONS customers, suppliers, subcontractors or dealers associated with HORIZONS, is confidential and restricted. You may not reveal any such information except under the direction or with the approval of your manager, authorized HORIZONS representative, or authorized Human Resource representative, unless such disclosure is made in confidence to a government official, solely for the purpose of reporting or investigating a suspected violation of law.

Such confidential and Company related information includes, but is not limited to, the following examples:

- Intellectual property, such as software, books and online courses
- Financial information
- Marketing strategies

- Technological information, such as computer processes, programs and codes written for or by HORIZONS.
- Customer Information, such as customer lists and order details
- Pending projects and proposals
- New materials acquired through research & development
- HR file information the Company is required to keep secure and confidential.
- Proprietary production processes
- Courseware, both in book format or in electronic format for e-learning, developed for or by HORIZONS.

Employees should treat all Company information as sensitive unless specifically designated as cleared for public release. Employees should never divulge any internal Company information on social media sites or anywhere else unless it is specifically cleared for public release. Employees should discuss Company business information only with other employees who have a specific business reason to know or specific business reason to have access to such information.

If you are not sure about whether a particular type of information is subject to this confidentiality duty, refer inquiries to your manager, authorized HORIZONS representative or authorized Human Resource representative.

Employees who improperly use or remove company business information from Company premises, disclose or steal trade secrets, confidential business information or intellectual property will be subject to corrective action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. HORIZONS will use all legal means it has available to recover losses due to theft or misuse of any company property, including intellectual property. If legal action is taken, employee shall bear all of HORIZON'S costs, including reasonable attorney's fees, in obtaining specific enforcement.

C. COMPENSATION & PERFORMANCE MANAGEMENT

In order to attract and retain a highly qualified and competent work force, HORIZONS has instituted a compensation and performance management program to pay employees in a fair and equitable manner based upon demonstrated job performance and in accordance with its Equal Employment Opportunity policy.

Through this program, employees will regularly receive constructive work reviews designed to address performance, skill and developmental needs and interests.

CORRECTIVE ACTION

Counseling and corrective actions are intended to provide employees an opportunity to correct performance or, as circumstances warrant, for the Company to terminate the employment relationship. The corrective action process may include counseling, coaching, verbal warnings, written warnings or termination of employment. These are not progressive steps that the Company is obligated to follow in any prescribed order. The Company maintains the sole authority, right and responsibility to respond to the issue, conduct or event that may lead to the application of corrective actions in the manner it deems appropriate. Use of any corrective action measure does not in any way negate or supersede the established employment at-will relationship.

PAYMENT OF WAGES

Our pay cycle is weekly, with a Friday pay day. In the event of a holiday falling on a payday, paychecks will be issued on Thursday instead of Friday. Employees will receive a paycheck based upon his/her earned salary or wage rate on each pay day. Your paycheck/pay stub will be delivered and distributed to you according to the policy of HORIZONS. We will not release your paycheck to anyone other than you or the authorized HORIZONS representative, except with your written authorization. The Company will not release any paychecks prior to the announced schedule. All other arrangements for mailing or pick-up must be made in advance with the employee's manager. In the event of a lost paycheck, your manager must be notified in writing as soon as possible before a replacement check can be issued. It is the Company's practice not to approve salary advances or loans for employees.

Payroll checks will generally be subject to Federal, State and Social Security Tax withholding. They may also include miscellaneous payroll deductions which an employee elected or specifically authorized in writing, and/or garnishments which the Company is legally required to act on. Employees are encouraged to handle their financial obligations in such a manner that garnishments are not necessary.

Direct Deposit

Subject to state law, employees will be paid via direct deposit of funds to savings or checking accounts at their bank of choice (providing the bank has direct deposit capability) or via pay card. To activate direct deposit, please complete the necessary forms. Due to banking requirements, it may take up to one (1) month for activation of the direct deposit.

NON-EXEMPT OVERTIME PAY

Depending on Company work needs, non-exempt employees will be required to work overtime when requested to do so. Prior approval of a manager, however, is required before any non-exempt employee may work overtime. After a non-exempt employee has worked forty (40) hours in a workweek, all

additional hours worked within that workweek are paid at a rate of 1½ times the employee's regular rate of pay.

TIME REPORTING

In order to ensure accurate and timely paychecks, all employees must submit timely and accurate information. Any employee who falsifies or tampers with time records may be subject to corrective action up to and including termination. A fax or hard copy of your weekly hours must be submitted to your supervisor for approval by **10:00 am** on Monday. It is the employees' responsibility to certify the accuracy of all time recorded.

All employees are responsible for recording their hours of work using the Company designated time keeping method. Your manager is responsible for hours of work each pay period. It is your responsibility to notify your manager of any irregularities regarding your reported hours worked and all paid time off or other leave hours when they occur. Failure to do so could result in an inaccurate paycheck.

Under no circumstances should you record time for another employee or allow another employee to record time for you. If you find you recorded your time inaccurately, you must notify your manager immediately.

SCHEDULING & AVAILABILITY

You are responsible for calling HORIZONS to let us know your assignment has ended so that we can place you back out on assignment as soon as possible. Failing to speak with someone live will be documented as failure to communicate availability.

If not currently on assignment, you are responsible for checking in with HORIZONS every Wednesday to see if work is available for you. The failure to call HORIZONS for a new assignment every Wednesday will be considered a 'voluntary quit' on your part and HORIZONS will vigorously oppose any claim for unemployment benefits. Only you and HORIZONS have the right to terminate your employment with HORIZONS.

ADMINISTRATIVE PAY CORRECTIONS

Infiniti HR follows applicable wage and hour or other applicable laws to ensure that employees receive the correct amount of pay in each paycheck, based on payroll information received from HORIZONS each pay period. It is your responsibility to accurately record your work time on the method of timekeeping provided, and to submit your hours worked to your manager per HORIZONS requirements. **It is also your responsibility to review your paycheck or pay stub each payday for accuracy.**

In the event of an error in the amount of pay or deductions, you should promptly contact your manager, and/or the proper Human Resource or Payroll representative, so corrections can be made as quickly as possible.

D. ON – THE – JOB

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are the foundation of dependability and good work performance. Excessive and habitual absenteeism and tardiness have a direct adverse impact on an employee's performance, progress and continued employment with the Company.

If you will be late or unable to report to work due to illness or other reasons, you should make every reasonable effort via phone to contact your manager at least 1 hour prior to your start time. If your manager is unavailable, you should contact the next level of your department's management. Patterns of absenteeism or tardiness may result in corrective action. Three consecutive days of absence due to illnesses or injuries will require a physician's note and a return to work authorization from the physician.

Not reporting to work and not calling to report an absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional corrective steps. A no call/no show lasting three days will be considered job abandonment and be deemed an employee's voluntary resignation of employment.

On scheduled workdays, you are expected to be at your job location, dressed in appropriate attire, and ready for work at the time your shift is scheduled to begin. All employees must record hours worked on the time clock or other mechanism that is provided by HORIZONS.

If you want to leave the premises during working hours, you must notify and receive permission from your manager or another authorized HORIZONS representative in advance of your departure. Non-exempt employees must record departures and arrivals during work hours through the time keeping method provided.

Nothing in this Handbook is a guarantee by HORIZONS of hours of work per day, per week, per year, or of any specific work schedule.

WORK WEEK/LUNCH PERIOD/BREAKS

Work Week & Hours

The Company's standard workweek is 12:00 a.m. Monday through Sunday at 11:59 p.m.. Hours of work may vary depending on your responsibilities. All regular full-time employees may be required to work additional hours in order to accomplish job responsibilities and work obligations.

Lunch/Meal Period

Depending upon the length of the scheduled shift and accordance with state laws, employees may be provided a lunch period where they are relieved of all duties. If you are a non-exempt employee, you must record your lunch with the time keeping mechanism provided. Employees should observe a regularly scheduled lunch period and may not make up time, shorten the normal workday or increase overtime earnings by working through scheduled lunch hours, unless previously approved by your manager. Your lunch period is not included as part of actual hours worked in a workweek.

Lactation Breaks

Employees who are nursing are entitled to take reasonable unpaid breaks (if lasting more than 20 minutes) to express breast milk after the birth of a child, as long as providing such break time does not unduly disrupt operations. The Company will make reasonable efforts to provide a private location.

BUSINESS ETHICS AND PROFESSIONAL CONDUCT

The successful business operations and reputation of HORIZONS are built upon the principles of professional, fair, and ethical conduct of our employees. All employees are required to comply with all laws applicable to their job, keep work areas orderly and clean, use professional language toward, be respectful of and work in a cooperative manner with management/supervisors, coworkers, customers, vendors, and other outside third-parties doing business with the Company, be sensitive to cultural diversity, appreciate everyone's contribution to the success of the business, and be on time. Behavior that is rude, condescending, or otherwise socially unacceptable is prohibited.

Employees are expected to refrain from negative or disparaging comments which may include, but not be limited to:

- The professional capabilities of an employee
- False, vicious, profane or malicious statements concerning HORIZONS or any of its employees
- Negative conversations about associates and/or managers

Language that is abusive or threatening to anyone on company premises, as well as language that is profane and harassing is prohibited and will not be tolerated.

The continued success of HORIZONS is also dependent upon our customers' trust in our services and products, and we are dedicated to preserving that trust. Employees should always act in a way that will merit the continued trust and confidence of the public.

DRESS CODE & PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image HORIZONS presents to customers and visitors.

During business hours or when representing HORIZONS, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability or request due to religious requirements.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed, unless otherwise specified by your supervisor:

- Adhere to client company's dress code. Dress code will be discussed in orientation.
- Dress in uniform, as applicable.
- Wear comfortable shoes, but canvas or athletic type shoes and flip-flops are not appropriate professional attire.

- No torn clothing.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hair must be worn in a style that does not interfere with job duties.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Visible facial/body piercings (other than one earring in each ear) must be removed during business hours.
- Multiple ear piercings (more than one ring in each ear) must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.

Attire considered inappropriate for the work environment includes jeans, sneakers, sweatpants, athletic outfits, windbreakers, canvas footwear, shorts, cut-offs, beach sandals, excessive jewelry and attire more suitable for recreational activities and beachwear.

Compliance with this policy relies primarily on the good judgment of employees in selecting appropriate business casual attire. Heads of departments may adopt more structured guidelines as their business operations warrant and management has the overall responsibility for assuring proper attire is worn by employees under their area of responsibility.

An employee whose religious beliefs or practices conflict with our dress code and hygiene policies may request a religious accommodation by submitting a written request for the accommodation to the authorized Human Resources Representative. The written request will include the type of religious conflict that exists and the employee's requested accommodation.

EMPLOYEE CONDUCT

It is each employee's responsibility to be aware of and adhere to Company policies, procedures and common-sense standards of conduct. Among the causes for corrective action, which may include immediate termination for a first time offense, are the following:

- Any act of dishonesty, including theft or misappropriation of money, supplies, time information, services, equipment, technology or intellectual property
- Any act which call into question the employee's integrity, such as falsification of Company records and documents, competing in business with the Company or any other conflict of interest, divulging trade secrets or confidential business information, or conviction of a felony
- Any act which may create a dangerous situation, such as carrying a weapon on Company premises, physically assaulting or verbally threatening another individual, or disregard of property or safety standards
- Violation of the Company's Substance Abuse Policy
- Refusal to perform a job assignment or request by management, insubordination, or rudeness or unprofessional behavior toward a customer, or anyone in contact with HORIZONS.
- Any behavior or conduct that is considered to be non-cooperative, disorderly and/or negatively impacts or causes disruptions to the Company's operations.
- Failure to adhere to attendance or timekeeping regulations including falsification of timekeeping records, excessive absenteeism or tardiness

- Any act of unlawful harassment of a co-worker, including sexual, racial, ethnic, religious, national origin or disability harassment. This includes any harassing or discriminating action, based on one's protected traits, which take place on social media sites, either during work or after hours.
- Providing false, misleading or inaccurate information to the Company, on any Company document, including employment applications, resumes, and time records, or in response to any inquiry by the Company, including in any Company investigation.
- Violation of any other Company Policies and Procedures.

This list is not comprehensive and other actions of a similar nature could also lead to corrective action, up to and including termination. In general, employees are expected to refrain from any action that would harm persons or property. Should you have a question concerning any of the above or if you are ever in doubt about whether certain conduct is permitted, please consult with your manager.

PROBLEM RESOLUTION & OPEN DOOR

HORIZONS promotes an atmosphere in which employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their manager any issues or concerns so appropriate action may be taken.

Because we are committed to creating a productive, healthful and safe working environment, HORIZONS supports efforts made by employees to resolve challenges associated with their job or co-workers. We encourage you to consult your direct manager to discuss job-related issues before they become a major obstacle in accomplishing your work. We believe that most issues can be resolved satisfactorily between you and your direct manager. If you have questions concerning your job or job related activities, we encourage you to speak to your direct manager first. If the issue is not resolved, or if you prefer not to discuss your matter with your manager, you are encouraged to seek assistance from an authorized Human Resource Representative.

Please remember that we can't help you if you do not inform us of a problem. We believe this Problem Resolution policy will give you a variety of opportunities to communicate. It is our intention to not leave any issue, challenge or obstacle unexpressed or unanswered.

Employee Suggestions

We believe that employees contribute to our future success and growth. We value your input and appreciate your daily contribution to our success, and would like to hear your ideas for improvements, which will enhance our workplace, save time or reduce costs.

If you have a suggestion for solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making HORIZONS a better or safer place to work, submit your idea, in writing, to your manager. Suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your manager for assistance.

ALTERNATE DISPUTE RESOLUTION & MUTUAL AGREEMENT TO ARBITRATE

1. INTRODUCTION

Horizons strives to treat every employee, regardless of position, in a fair and just manner at all times. This is consistent with our philosophy that the employment relationship should continue for as long a period as it

is mutually satisfactory and desirable. You have the right to end the employment relationship at any time, for any reason and Horizons has the same right.

Unfortunately, in the day to day operations of our business, mistakes are made and feelings may sometimes be hurt or offended. In order for Horizons to promptly correct and remedy these situations, we believe it is important that employees have access to a fair, impartial, and speedy procedure that will resolve internally all employment disputes, without time consuming and expensive legal proceedings.

Horizons uses an 'Alternate Dispute Resolution Program' (ADRP) and 'Agreement to Arbitrate Claims' procedure to address these situations. ADRP consists of three (3) steps: a) an open door policy; b) mediation; and c) final and binding arbitration. An employee should be able to discuss effectively and fairly, all job related conflicts using these steps.

2. ADRP PROCESS

Step A Open Door Policy

Employees who believe that they have been treated unfairly or inappropriately in the workplace are encouraged to take advantage of our open door policy.

Tell your Supervisor your problem. During this discussion, feel free to speak openly. Your supervisor's desire is to understand and aid in solving problems that arise at work. Generally, you and your supervisor will be able to resolve the problem.

**** IF YOU BELIEVE SEXUAL HARASSMENT OR DISCRIMINATION HAS OCCURRED BY THOSE YOU WOULD LIKE TO TALK TO, PROCEED AT ONCE TO THE NEXT STEP FOR PROPER CONSIDERATION. ****

If you do not believe your problems have been straightened out with your supervisor, see the department head (if applicable). If the problem still has not been straightened out, contact the President.

The President will confer with you, and all others involved, to carefully review the facts and circumstances. If, after a thorough discussion of the matter, you still believe the problem has not been resolved to your satisfaction, you need to proceed to Step B.

Step B-Mediation

If the dispute is not resolved to your satisfaction after exhaustion of the open door policy, you may request mediation. To start the mediation process, you must submit a written request to mediate to the Human Resources Department. The request should be made as soon as possible after the dispute arose and should identify and describe the nature of the claim(s) and the facts upon which such claims are based. Upon receipt of a request to mediate, a representative of the Human Resources Department will investigate the claim(s). After the investigation is complete, the Human Resources Department representative will meet with the parties and attempt to mediate a satisfactory solution to the problem. Once a mutually acceptable agreement has been reached, this agreement will be put in writing and signed by all parties involved. Enforcement of this agreement becomes the responsibility of the Human Resources Department.

The Human Resources Department will try to resolve all matters in an efficient and timely manner. Human Resources will notify you, in writing, once the mediation step is completed.

Step C-Final and Binding Arbitration

If the dispute is still unresolved after mediation, the employee may request that it be submitted to arbitration. The dispute will be heard by an independent arbitrator, which has been selected by both parties, the arbitrator normally charges an hourly fee for their services that will be split between the employee and Horizons. The arbitrator listens to the presentations by both sides and then renders a decision based on the facts. A more complete description of the arbitration procedure is presented immediately below.

1. AGREEMENT TO ARBITRATE AND THE ARBITRATION PROCEDURE

a) Introduction

Horizons recognizes that differences may arise between Horizons and an employee arising out of, or relating to, employment or termination of employment that cannot be resolved by the open door policy or by mediation. Horizons also recognizes that resolution of these differences in court is rarely timely or cost effective for anyone. Therefore, Horizons and you, the Employee, enter into this Mutual Agreement to Arbitrate ('the Agreement'), to establish and gain the benefits of speedy, impartial, and cost effective final and binding arbitration.

It is to be understood that any reference in this Agreement to Horizons also refers to all subsidiary and affiliated entities, all benefit plans, the benefits plans sponsors, fiduciaries, and administrators, all successors and assigns of any of them, and to all Horizons officers, directors, employees or agents.

b) Agreement to Arbitrate any and all Disputes

Except as otherwise provided in this Agreement, Horizons and you, the Employee, agree to arbitrate all claims and controversies for which a court would otherwise be authorized to grant relief to the employee, in any way arising out of, relating to, or associated with the employment or termination of employment with Horizons. This also includes all claims that Horizons may have against the Employee or that the Employee may have against Horizons. This means that both parties agree to arbitrate all disputes for claims of wages or other compensation due; claims for breach of any contract or promise; expressed or implied; tort claims; sexual harassment claims; claims of discrimination, including, but not limited to, claims based on race, sex, religion, national origin, age, marital status, handicap, disability or medical condition; claims for benefits, except as excluded in the following paragraph; and claims for violation of any Federal, State or other governmental constitution, statute, ordinance, regulation, or the common law.

c) Exceptions to the Agreement to Arbitrate

This Agreement does not apply to, or cover, any claims the Employee may have for benefits under applicable workers' compensation statutes; claims for unemployment compensation benefits; claims by Horizons for injunctive and/or other equitable relief; claims based upon an employee pension or welfare benefit plan, the terms of which contain an arbitration or other non judicial dispute resolution procedure, in which such case the provisions of such plan shall apply; and any other claim or dispute that may not legally be the subject of this Agreement to Arbitrate.

d) Procedures Used in Arbitration

To commence arbitration, a written request must be made to the Human Resources Department. The request should be made promptly after mediation is completed, generally within ninety (90) days. If such request is not made in writing within the applicable statute of limitations that would apply to such claim(s), then the arbitration right is considered to have been waived.

A list of arbitrators will be provided to Horizons and the Employee. Horizons and the Employee will alternately strike names from the list until one name remains. This person will be the arbitrator. A flip of a coin will determine who strikes the first name. Any arbitration under this Agreement shall be conducted in accordance with the then existing applicable arbitration procedure.

Either party, at its own expense, may arrange for, and pay for, the cost of a court reporter to provide a stenographic record of the arbitration. The other party may obtain a copy of the record by paying, to the reporter, the reporter's fee.

The Employee may hire, at his/her own expense, a lawyer to assist and present the Employee's case. In this case, Horizons may also hire a lawyer. If the Employee chooses not to hire a lawyer to present his/her case, Horizons agrees not to hire a lawyer to present their case.

To assist the Employee in presenting his/her case, copies of relevant documents may be made from the personnel file. The arbitrator, for good cause shown, may also require either party to produce copies of any documentation, records, or other materials, subject to any terms and conditions that the arbitrator may impose.

The arbitrator, after submission of post hearing briefs, will render a written decision to both parties. The arbitrator will charge any hourly fee, which the Employee and Horizons will split.

e) The Law the Arbitrator will follow and the Arbitrator's Authority

The arbitrator will decide whether the dispute presented violates the law of the United States or the law of the State in which employment occurred. In other words, if employment occurred in Ohio, the arbitrator will decide whether the action violates Federal or Ohio law.

The arbitrator's decision will be consistent with the fact that employment is at will and that either the Employee or Horizons may terminate the employment relationship at any time, for any reason not contrary to law, and that this employment at will relationship can only be changed if Horizons and the Employee agree, in writing, to do so, and that agreement is signed by the President of Horizons

The arbitrator may award such relief as equity requires, including back pay, reinstatement or front pay, and other forms of traditionally equitable relief.

The arbitrator has no other authority other than that granted to the arbitrator by this Agreement. This Agreement does not grant the arbitrator the authority to determine or review a decision or action of Horizons concerning matters over which Horizons has retained management discretion.

f) Term, Modification and Revocation

This ADRP Agreement shall survive the employer employee relationship between Horizons and the Employee and shall apply to any claim, whether it arises during or after termination, of the Employee's employment with Horizons. This ADRP Agreement can be modified or revoked only by a written request, signed by both parties that specifically states an intent to modify or revoke the Agreement.

g) Construction and Enforceability

Any issue or dispute concerning how this ADRP Agreement was formed, or how it is applied, interpreted, or enforced, including any claim that all or any part of the Agreement is void or avoidable, shall be subject to arbitration as provided herein. The arbitrator, and not any Federal, State or local court or agency shall have authority to decide any such issue or dispute.

The decision of an arbitrator on any issue or dispute, as well as on any claim submitted to arbitration as provided in this ADRP Agreement, shall be final and binding upon both the Employee and Horizons.

If any provision of the ADRP Agreement is found to be void or otherwise unenforceable, in whole or in part, the decision will not affect the validity of the rest of the Agreement.

Either party may bring an action in any court of competent jurisdiction to compel arbitration under this ADRP Agreement and to enforce an arbitration award. Except as otherwise provided in this Agreement, both Horizons and the Employee agree that neither party shall initiate any lawsuit, which relates in any way to any claim covered by the Agreement.

COMPANY INFORMATION AND PROPERTY

The protection of HORIZONS business information, physical property, intellectual property and all other Company assets are vital to the interests and success of HORIZONS. No HORIZONS-related information or property (physical and intellectual), including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of HORIZONS) may, therefore, be removed from HORIZONS's premises. In addition, when an employee leaves HORIZONS, the employee must return to HORIZONS all HORIZONS-related information and property that the employee has in his/her possession, including without limitation, documents, files, records, handbooks, information stored on a personal computer or on a computer disk, flash drive or any back-up device, supplies and equipment or office supplies.

Employees should treat all Company information as sensitive unless specifically designated as cleared for public release. Employees should never divulge any internal Company business information or client information on social media sites or anywhere else unless it is specifically cleared for public release. Employees may not use any Company logo, trademark, or graphic outside of business use without prior written approval.

Violation of this policy is a serious offense and may result in appropriate corrective action up to and including termination from HORIZONS. This includes any legal remedies available to recover a loss, particularly in cases of theft of physical or intellectual property.

USE OF COMPUTER SYSTEMS AND COMPANY EQUIPMENT

Corporate Software

The Company provides certain supplies and materials necessary for you to perform your job including Company provided software. Employees are required to maintain full compliance with the Company's third-party licensing agreements. Only software that is needed for legitimate business purposes is to be installed on HORIZONS computers. Installation of personal software on the Company's computers is strictly prohibited. The Company may install monitoring software at the server and desktop levels to ensure compliance with policies. Disabling monitoring software is prohibited and cause for corrective action. Employees, managers and our Information Systems representatives have a shared responsibility to ensure that all software residing on Company computer systems is properly installed, licensed and approved for business purposes. Terminating employees are required to promptly return all Company provided software, media, licenses, documentation and equipment upon leaving the Company and cease accessing any cloud based or remotely accessible applications or portals.

Company Equipment

All Company owned, leased or provided equipment, materials and supplies are the property of HORIZONS. Employees are expected to exercise care in the use of Company equipment and property and use such

property only for authorized purposes. Loss, damages or theft of Company property should be reported at once. Negligence in the care and use of Company property may be considered grounds for corrective action up to and including termination from the Company.

The Company's equipment, such as telephone, postage, printer, and copier/fax machine, is intended to be used for business purposes. An employee may only use company equipment for non-business purposes in exceptional circumstances and only with the permission of his/her manager. Under certain circumstances, Company property may be removed from a work location with prior authorization. In addition, your manager will provide guidance regarding the movement, care, maintenance or disposal of Company property. Employees are expected to reimburse the Company for personal usage of HORIZONS equipment which results in a charge to the Company. Upon termination of employment, the employee must return all HORIZONS property, equipment, work product and documents in his/her possession or control to management.

INTERNET, EMAIL & VOICE MAIL ACCEPTABLE USE

Employees may not use the Company's computers or e-mail systems for personal use during working hours. HORIZONS reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. The employee is hereby given notice that HORIZONS will exercise this right periodically, without prior notice and without the prior consent of the employee. Usernames, logins and passwords are for the use of the individual employee only and will not be shared. **No employee has an expectation of privacy while using the Company's computers, internet, e-mail or voicemail system. The employee should not interpret the use of a password protection as creating a right or expectation of privacy for the employee.**

HORIZONS's computer system is the private property of, and is intended only for the use by individuals authorized by HORIZONS. Access to and use of the system by anyone not authorized by HORIZONS is strictly prohibited.

Although this list is not exclusive, employees are not permitted to display, transmit or receive, or retain from the system, communications such as those that:

1. Contain obscene, profane, abusive, or threatening language or graphic representations.
2. May be construed as discriminatory, harassing, or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
3. Contain references to any sexual acts, sexual relationships, or personal relationships.
4. Promote any illegal activity.
5. Contain HORIZONS proprietary or classified information, without prior approval of HORIZONS.
6. Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations without permission from HORIZONS.

Employees must follow the HORIZONS Security Policy on the secure use of internet, email and voice mail and information processing systems at all times.

Violations of the HORIZONS policy on acceptable internet, email and voice mail use are grounds for corrective action, up to and including termination. Questions regarding appropriate use of the systems should be directed to an authorized Information Technology or Human Resource representative.

SOCIAL MEDIA/BLOGGING

HORIZONS recognizes that use of social media presents certain risks and carries with it certain responsibilities. The guidelines in this social media policy will help you make appropriate decisions about

what and how you share on the internet, and in responding to comments from posters either publicly or via email.

Keep in mind that the same principles and guidelines found within other Company policies and guidelines such as protecting the privacy, confidentiality, and interests of HORIZONS and our current and potential products, employees, partners, customers, and competitors apply to your activities online. Before creating online content, keep in mind that any conduct that adversely affects your job performance, the performance of your co-workers or colleagues, or otherwise adversely affects suppliers, customers and people who work on behalf of HORIZONS or HORIZONS's business interests may result in corrective action up to and including termination.

Carefully read the guidelines and ensure postings are consistent with the following policies in this handbook:

1. **Non-Discrimination and Anti-Harassment**
2. Confidentiality and Non-Disclosure
3. Business Ethics and Professional Conduct
4. Company Information and Property
5. Internet, Email and Voice Mail Acceptable Uses

Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to corrective action up to and including termination. **HORIZONS has ZERO tolerance for harassment or discrimination of any kind.**

Work related complaints should be resolved by speaking directly with your co-workers or by utilizing our Open-Door Policy rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticisms, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene or threatening; that disparage customers, employees or suppliers; or that might constitute unlawful harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Guidelines:

- If you mention our Company and / or our current and potential products, employees, partners, customers, and competitors online, identify that you are an employee of our company and that the views expressed are yours alone and do not represent the views of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of [HORIZONS]."
- Unless work related and authorized by your manager, do not use social media while on work time or on equipment we provide.
- **Do not use your company email addresses to register on social networks, blogs or other online tools utilized for personal use.**
- Respect all copyright and other intellectual property laws. Do not infringe on Company logos, brand names, taglines, slogans, or other trademarks.
- Promptly report any violation or suspected violation of this Policy to your manager or an authorized Human Resource representative. HORIZONS prohibits taking negative action against any employee for making any such report or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible violation from this policy or for cooperating in an investigation will be subject to corrective action, up to and including termination.

- Do not speak to the media on HORIZONS's behalf without contacting the CEO, President or other designated official. All media inquiries for the Company's position or statement should be directed to that person, no exception. Unless given permission by an authorized official, you are not authorized to speak on behalf of the company, nor represent that you do so.
- Be respectful of, and never disclose information about, our customers or customer financial information.
- Be honest and accurate when posting. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about HORIZONS, co-workers, colleagues, members, customers, suppliers, people working on behalf of the HORIZONS or competitors.
- Do not make threatening, coercing or online comments that could be perceived as interfering with the job performance of fellow employees or visitors.

Nothing in this policy is intended and should not be construed to limit employees' right to discuss terms and conditions of work. Employees found to be in violation of our Social Media policy will be subject to corrective action, up to and including termination. Questions about this policy should be referred to management or an authorized Human Resource representative.

MOBILE DEVICES

Due to the nature of our work, we may ask certain employees to utilize mobile devices so that they are accessible if an urgent issue arises when they are out of the office.

Personal Mobile Devices

While at work, employees are expected to exercise the same discretion in using personal mobile devices as is expected for the use of Company phones. Excessive personal calls, texts, emails or other electronic communication during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal device use during work time to urgent or emergency situations. Employees are asked to address personal matters on non-work time and to ensure that friends and family members are aware of HORIZONS's policy.

HORIZONS will not be liable for the loss of personal mobile devices brought into the workplace.

Protecting Company Information & Property

HORIZONS requires that employees exercise good professional judgment when using the camera feature on their mobile devices in the workplace. Company information, such as items listed in our Non-Disclosure policy, or Company or customer information or property that is proprietary or subject to privacy rules should be protected and never distributed as public unless authorized to do so. This includes information that comes in paper, digital, sound, photo or video form.

Taking unauthorized pictures or video of proprietary (such as trade secret) Company or customer business information, or taking unauthorized pictures or videos that breach privacy standards, on Company property is prohibited. Taking videos or pictures in a customer or client's place of business or home requires their written approval to do so.

Safety Issues for Mobile Device Use

Employees whose job responsibilities include regular or occasional driving and use their personal mobile device for business are prohibited from using their device while driving. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Safety must come before all other concerns.

Any mobile device use is prohibited under the following:

1. While driving on Company business
 - a. This includes but is not limited to running errands or attending meetings or other off site events during the workday, and
 - b. While driving on personal time if the usage would be Company related; such as answering a client or manager's call or email.
 - c. Without use of a hands-free device where permitted by law.

Employees whose job responsibilities do not specifically include driving as an essential function are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

HORIZONS has zero tolerance for any type of texting or emailing while driving.

Since this policy prohibits employee from using a mobile device while driving, employees who are charged with traffic violations resulting from the use of their devices while driving will be solely responsible for all liabilities that result from such actions.

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

Special Responsibilities for Managerial Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

EXTERNAL REPRESENTATIONS TO CUSTOMERS

Employees of the Company are not to make any representations or promises to customers outside of that employee's authorization to do so. It is essential that we instill in our customers the confidence that their inquiries or requests are handled rapidly and effectively. In situations where you are asked to make a representation or promise to a customer and you do not have the authorization to do so, promptly refer the request to your manager or the appropriate Company executive.

SMOKE-FREE/TOBACCO-FREE POLICY

HORIZONS is committed to a smoke-free/tobacco-free work environment. Accordingly, smoking or use of other tobacco products is not permitted inside *or near* any of the company's offices, facilities or worksites. "Tobacco products" means any lit or unlit cigarette, cigar, pipe, and any smokeless tobacco, dip, chews and snuffs in any form. This includes electronic cigarettes, any device that emits nicotine vapor, cigarette packages, smokeless tobacco containers, lighters, and any other items containing tobacco. Legalized medicinal and/or recreational marijuana is not permitted on or near company or client property and employees will be held to the provisions of its use as outlined in our Substance Abuse Policy.

SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by HORIZONS may not solicit or distribute literature in the workplace at any time for any purpose.

HORIZONS recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during

working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Employee announcements
- Internal memoranda
- Organization announcements
- Payday notice
- Workers' compensation insurance
- State disability insurance/ unemployment
- Insurance Information

BUSINESS GIFTS

Employees must receive prior approval from HORIZONS management to receive gifts of any nature from, or to give gifts to, customers, suppliers, or vendors, other than certain promotional items of little or no monetary value containing the company logo or sales information, e.g., T-shirts, coffee mugs, pens, key chains, etc.

E. TIME OFF

JURY DUTY AND OTHER REQUIRED COURT APPEARANCES

HORIZONS will permit employees in all categories to request time off to perform jury duty and other court-ordered appearances if summoned. All HORIZONS employees are responsible to provide their manager notice of required attendance immediately upon receipt of such notice or summons, and confirmation of length of duty performed upon your return to work.

An employee on jury duty is expected to report to work any day he/she is excused from jury duty.

Employees will be granted time off without pay for other court-ordered appearances, including witness duty pursuant to a subpoena.

When returning from duty, the employee must submit a signed Certificate of Jury Service indicating the number of days served.

If the jury duty falls at a time when the employee cannot be away from work, the Company may request that the court allow the employee to choose a more convenient time to serve.

MILITARY LEAVE

Military leave is granted by HORIZONS in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Employees are required to give thirty (30) days advance notice of their need to take military leave, unless military necessity prevents such notice.

Military leave is generally taken without pay. The employee's right within the law regarding return to work, reemployment and benefit continuation or resumption is in accordance with the USERRA regulations.

Continuation of Health Benefits

During a military leave of 30 days or less, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may be eligible to continue his/her health coverage for up to 18 months, but may be required to pay all or part of the premium for the continuation of coverage.

Leave for Active or Reserve Duty

Upon receipt of orders for active or reserve duty, an employee should notify his/her manager as soon as possible and submit a copy of the military orders. A Reservist or National Guard member is entitled to up to 17 days of unpaid leave per year to participate in training or reserve duty activities.

Military Family Leave

An employee who is the spouse of a qualified member of the military is eligible for up to 10 days of unpaid leave to spend time with a qualified military spouse on leave from deployment. Upon receipt of orders for military leave, an employee should request family leave as soon as possible.

RELIGIOUS OBSERVANCES

HORIZONS provides reasonable time away from work for employees requesting time for religious observance. Based on business needs, the Company will reasonably accommodate such requests that are

made in advance and approved by your manager. An employee may choose to use Paid Time Off, if available, for this purpose or take time as leave without pay. Under some circumstances, your work schedule may be adjusted to accommodate your request for time away from work for religious observances.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT ("FMLA")

If HORIZONS employs fifty (50) or more employees within seventy-five (75) miles, HORIZONS will grant family and medical leaves of absence to “eligible employees” for the following:

1. the birth of an employee’s child or to care for the newborn child;
2. the placement of a child with the employee for adoption or state-approved foster care;
3. the care of an employee’s spouse, child, or parent (“family member”) who has a serious health condition;
4. the employee’s serious health condition which prevents the employee from performing any one essential function of the employee’s position;
5. for qualifying exigencies (see below) arising out of the fact that the employee’s spouse, son, daughter or parent is on active duty or called to active duty as a member of the National Guard or Reserves in support of a contingency operation; or for
6. Military caregiver leave; eligible employees who are family members of covered service members are entitled to take up to 26 workweeks of leave in a single 12 month period, to care for a covered service member with a serious illness or injury incurred in the line of duty while on active duty. Caregiver leave also applies to veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment.

Qualifying exigency leave is also in place to assist family members of the National Guard, Reserves and Active Duty military in managing their affairs while the member is on active duty in support of a contingency operation. Up to 12 workweeks of FMLA job protected leave is available for eligible employees to use for any qualifying exigency, such as short notice deployment; military events; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post deployment activities; other activities not mentioned but agreed to by HORIZONS management and the employee.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider, within 30 days of the first day of incapacity, unless extenuating circumstances exist, or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Eligible Employee

An employee is eligible for leave under The Family and Medical Leave Act of 1993 (“the Act”) provided that on the date the employee requests leave:

1. He/she has been employed by HORIZONS for at least 12 months; and
2. He/she has worked 1,250 hours during the 12-month period immediately preceding the commencement of leave.

FMLA Length of Leave

An eligible employee is entitled to a total of 12-work weeks of unpaid leave within a 12-month period, except for military caregivers (see above). The amount of leave available to an employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately preceding the first date of leave. Leave taken for the care of a newborn child or placement for adoption or foster care must be taken as an uninterrupted, continuous leave of absence and must be taken within 12 months of the birth or placement of the child. If both a husband and wife are employed by HORIZONS, and are eligible for leave, except for leave due to the employee's serious health condition, the two may take a combined total of 12 weeks FMLA. Intermittent leave or a reduced schedule may be approved for the employee's serious health condition or a family member's serious health condition where medically necessary and where the need for such leave is best accommodated through such scheduling. Leave due to qualifying exigencies may also be taken on an intermittent basis. An employee requesting intermittent leave/reduced schedule may be transferred temporarily to an available alternative position with equivalent pay and benefits, or to a part-time position if such a position better accommodates the need for intermittent leave/reduced schedule.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Substitution of Paid Leave

An employee taking family and medical leave due to the employee's serious health condition must substitute all accrued sick leave, unused paid vacation, personal leave, paid time off and short-term salary continuation, if applicable, before continuing leave on an unpaid basis. An employee taking leave for reasons other than an employee's own serious health condition must exhaust all accrued unused paid vacation, personal leave and paid time off before continuing leave on an unpaid basis. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement.

Employee Notification Requirements

If an employee expects to take family and medical leave, the employee must notify the Company of the intention to take leave at least 30 days in advance of the expected leave. Following proper notification, the employee must complete a Leave of Absence Request form and provide any required medical certification.

If the need for leave is not foreseeable, the employee must provide notification of leave to the Company as soon as is practicable under the circumstances. An employee's failure to provide 30 days advance notification for foreseeable leave may result in a delay of leave.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Medical Certification

An employee who takes leave for the employee's serious health condition or to care for a family member with a serious health condition must submit to the Company written medical certification of the need for such leave from the applicable health care provider. Failure to provide the certification in a timely manner may result in a delay of leave. HORIZONS may request a second or third medical opinion at HORIZONS's expense for verification of an employee's serious health condition. The opinion of the third health care

provider, who is approved jointly by HORIZONS and the employee, shall be final and binding on HORIZONS and the employee. In addition, while the employee is on leave, HORIZONS may require the employee to provide periodic recertification of the employee's medical condition (not to exceed once every 30 days) and HORIZONS may inquire as to the employee's intentions to return to work.

An employee on uninterrupted, continuous leave due to the employee's own serious health condition will be required to provide a job-related medical certification of fitness before the employee is allowed to return to work. Failure to provide this certification may result in the delay or denial of job restoration.

Benefits Continuation

The same health care benefits coverage provided to an employee on the day prior to taking family and medical leave will be maintained for long as required by both state and federal law, provided the employee continues to pay any required contribution for benefits. Employees who are on leave are responsible for making his periodic payment of the required contribution to HORIZONS.

Upon completion of the FMLA leave, or if an employee fails to return to work at the end of the leave, a loss of coverage will occur, and continuation of health care coverage would be offered through COBRA. An employee who does not return from leave may be required, under certain circumstances provided by the Act, to reimburse Infiniti HR for any employee contributions paid by Infiniti HR or HORIZONS while the employee was on unpaid leave.

While on leave, an employee must continue to pay the employee's premiums or loan payments for any applicable benefits which would otherwise be automatically deducted from the employee's wages (e.g., supplemental life insurance, credit union loans, and HORIZONS Employee 401(k) Savings Plan loans). Contact your manager or an authorized HR representative for details regarding employee premiums and/or loan payments.

The period of time an employee is on family and medical leave will be treated as continued service for purposes of vesting and eligibility to participate under any available pension or retirement plan. Absences due to leave will not be counted as time worked for the purpose of seniority or computing vacation, sick leave or personal days.

Job Restoration

An employee will be returned to the same or an equivalent position when the employee returns from family and medical leave, with no loss of benefits accrued prior to leave. An employee who does not return to work at the end of an authorized leave is subject to termination of employment. In the event an employee's position with HORIZONS affected by a decision or event not related to the employee's leave of absence, e.g., job elimination due to a reduction in force, the employee will be affected to the same extent as if he/she was not on leave.

Certain "key employees" as defined under The Family and Medical Leave Act of 1993 may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous economic injury to the operations of the assigned company. HORIZONS will notify such employees of their "key employee" status and the conditions under which job restoration will be denied, if applicable.

Workers' Compensation and Family and Medical Leave

Generally and when applicable, a leave of absence for Workers' Compensation runs concurrently with an employee's FMLA entitlement. In the rare instance that Workers' Compensation leave extends beyond a full leave entitlement, leave will have been exhausted.

If an employee who was injured on the job and as a result suffered a "serious health condition" declines the offer of a medically-approved "light duty" position, the employee should notify an authorized Human Resource representative that they choose to exercise family and medical leave rights, if so eligible. If the employee accepts the "light duty" position in lieu of any family and medical leave or returns to work within 12 weeks after the date of the injury, the employee will retain his right to be restored to the same or an equivalent position until 12 weeks have passed unless a decision or event not related to the employee's leave of absence occurs which results in the termination of the employee or the elimination of the job position.

Our Companies Responsibilities

HORIZONS will inform employees requesting leave whether they are eligible under FMLA, or if additional information is required to determine eligibility. In addition, HORIZONS will provide a notice of the employees' rights and responsibilities. If they are not eligible, HORIZONS will provide a reason for the ineligibility.

HORIZONS will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not FMLA-protected, we will notify the employee accordingly.

Unlawful Acts

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Questions about Family and Medical Leave

If you have any questions about your rights or responsibilities under this policy, contact the Infiniti HR Benefits Department.

F. EMPLOYEE BENEFITS

It is our goal to hire employees who will work hard and help the Company prosper. In turn, this allows the company to offer competitive benefits. Benefit programs offered by the Company (through Infiniti HR) include:

<u>Plans</u>	<u>Eligibility by hours worked</u>
Minimum Essential Coverage (MEC)	20 hours per week
Dental	30 hours per week
Vision	30 hours per week
FSA/HSA Accounts	30 hours per week
Met Law	20 hours per week
Telehealth	20 hours per week
ID Theft Protection	20 hours per week
Guardian Voluntary Life	30 hours per week
INFINITI Guard Protection Plan	20 hours per week
Permanent Life Insurance/Long-Term Care	20 hours per week
Accident Insurance	20 hours per week
Critical Illness Insurance	20 hours per week
Discount Insurance Program	20 hours per week
INFINITI Perks	All employees
Wagecard	All employees

The following pages briefly describe some of the benefit programs listed above. Legal plan documents contain complete details and always govern if a question arises. For full benefit information and to enroll, [contact benefits@onepointhrs.com](mailto:benefits@onepointhrs.com).

ELIGIBILITY AND ENROLLMENT

Unless otherwise noted, eligible employees can enroll for benefits immediately upon hire. Eligible employees must enroll by completing the appropriate paperwork within 30 days of becoming eligible. Coverage effective date information is made available during the enrollment process.

Should an employee have an eligible life changing event (marriage, birth, divorce, death, etc.) after enrolled in the plan, the employee has 30 days to change coverage or they must wait until open enrollment, which may require evidence of insurability.

DISCLAIMER

Infiniti HR and HORIZONS have established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits for which you may be eligible as an employee. Please understand that this general explanation is not intended to, and does not provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Company and its employees, former employees or their dependents for benefits or for any other purpose.

Infiniti HR and HORIZONS reserve the right, in their sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to employees, former employees and their dependents. Further, either company reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein and to decide all matters arising in connection with the operation or administration of such plans.

MINIMUM ESSENTIAL COVERAGE (MEC)

Minimum Essential Coverage (MEC) is now available to all benefit eligible employees working over 20 hours per week. While this benefit is not major medical insurance, it does provide telehealth services and doctor visits with no copay. In addition, employees can get discounts on certain services and prescription drugs.

DENTAL AND VISION BENEFITS

The Company offers dental and vision benefits to eligible employees and their covered dependents (if elected) for medically necessary treatment and professional services.

All active full-time employees (those who work at least thirty (30) hours a week) become eligible for participation in the plan after completing the specified waiting period. *See Eligibility and Enrollment.*

FLEXIBLE SPENDING ACCOUNT & DEPENDENT CARE ASSISTANCE

Full-time employees are eligible to enroll in a Medical Flexible Spending Account and a Dependent Care Flexible Spending Account within their first 30 days of employment and during each annual enrollment period. Under these programs employees contribute a part of pre-tax salaries into accounts established via enrollment, and then submit for the reimbursement of eligible expenses.

With this benefit, you'll receive a healthcare payment card that provides a convenient way to pay for qualified medical expenses. This card is generally only available for the Flexible Spending Account and is not typically used for Dependent Care Assistance claims processing.

You will also have access to a member website, called the Consumer-Directed Healthcare (CDH) Portal, where you can manage your Flexible Spending and Dependent Care accounts. Use of the website provides an advanced claims processing system that minimizes the need for receipts and decreases reimbursement time.

401(K) SAVINGS PLAN

HORIZONS has established a 401(k) savings plan to assist employees in future financial security for retirement. The HORIZONS 401(k) plan offers both a traditional 401(k) which is deducted on a pretax basis and a Roth 401(k) that is payroll deducted on an after tax basis. Please refer to the enrollment materials that you will receive upon eligibility, for plan benefits and limitations. If you have any questions, please contact the 401(k) department.

BENEFIT CHANGES

Some of the group benefits, for eligible employees, will be provided to you under a Section 125 Plan, which allows you to contribute your portion of benefit premium costs on a pre-tax basis via payroll deduction. The types of group benefit plans eligible for this pre-tax consideration are medical and dental insurance, vision insurance, life insurance and accidental death and dismemberment (AD&D).

If you participate in any of the eligible group benefit plans, any portion of the monthly premium cost that you pay will be deducted from your gross pay before any Federal, state (varies by state) and social security (FICA) taxes have been withheld. This means that your gross wages remain the same but the amount of wages subject to taxes has been reduced, so you pay less Federal, state and FICA taxes.

Once you have reached eligibility as a new employee to participate in the group benefits, you will be given the opportunity either to enroll in the various plans, or decline participation. After the initial enrollment opportunity, you will not be able to change your participation election until the next annual open enrollment period, unless you experience a qualifying family status change.

Qualifying family status changes are: marriage, divorce, childbirth/adoption, death, and termination of spouse's employment, loss of coverage under a spouse's group plan and loss of dependent status eligibility. It is your responsibility to promptly notify your manager and an authorized Human Resource or Benefits representative in order to document these changes if, as a result, you want to change your current benefit coverage. Such notification must be provided to the Company within thirty (30) days of the date of the occurrence. The change in coverage will be effective on the date of the event. Failure to notify an authorized Human Resource or Benefits representative of a family status change within the required time period will forfeit your eligibility to change your benefit enrollment elections until the next annual open enrollment.

WORKERS' COMPENSATION

To provide for payment of employee medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by workers' compensation insurance provided by Infiniti HR or based on state regulations.

Workers' Compensation laws protect you against lost wages and cover reasonable medical expenses resulting from injuries sustained while performing your job. All injuries and accidents that occur in the workplace must be reported immediately to your manager whether or not medical attention appears necessary. A first report of accident form may be obtained from your manager and must be completed and returned for further evaluation and completion. The Company does not tolerate retaliation against any employee for sustaining a work-related injury or exercising their workers' compensation rights.

Managers, or authorized HORIZONS representatives, are required to be familiar with and to abide by all guidelines regarding workplace injuries. Questions regarding workers' compensation insurance should be directed to the on-site manager or the Infiniti HR Workers' Compensation Department at 866-552-6360.

CONTINUATION OF HEALTH INSURANCE BENEFITS

If your group health insurance coverage ends because your employment with HORIZONS is terminated, or because of some other qualifying event, you and your covered dependents may be eligible for continuation of your health coverage with the group insurance plan under The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA").

An individual entitled to COBRA continuation coverage, known as a qualified beneficiary, is an employee or dependent who is covered by the group health plan at the time of the qualifying event. Extension of group health coverage will be offered at the employee's expense. Coverage can usually be extended for as long as 18 months, or in certain situations, up to 36 months.

For guidance and information related to what defines a qualifying event, please seek assistance from your manager or an authorized Human Resource representative.

To be eligible for continuation or conversion rights for yourself or your spouse and any dependent children, the law requires that certain conditions be met. If you believe you have experienced an event that qualifies you for continuation of coverage, please notify an authorized Human Resource or Benefits representative for further assistance. In addition to the summary plan description detailing your health insurance coverage, you will receive upon enrollment a detailed COBRA notice outlining your rights and the extension of benefits available under COBRA.

G. SAFETY & SECURITY

SAFETY PROGRAM

HORIZONS's excellent safety record is no accident! HORIZONS is committed to your safety, and we make it one of our top priorities. Our commitment includes providing general safety guidelines to all HORIZONS employees. Through HORIZONS's Injury and Illness Prevention Program, it is our goal to provide an accident-free, safe work environment for all employees. The establishment and assurance of safe working conditions is a shared responsibility of HORIZONS and employees from all levels of the company. HORIZONS is committed to doing everything within its control to assure a safe work environment and comply with Federal and State safety regulations.

To assist in providing a safe and healthful work environment for employees, customers, and visitors, HORIZONS has established a workplace safety program. This program is a top priority for HORIZONS. Its success depends on the alertness and personal commitment of all.

HORIZONS provides information to employees about workplace safety and health issues through general safety training programs at time of hire.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who 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 accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Your general safety training program will be given to you during the application process, before you are placed out on assignment, in the form of viewing our "HORIZONS General Safety Training" DVD. After viewing this DVD, you will be required to successfully pass a quiz based on the content. Our client site location will then be responsible for your job specific safety training, as well as providing you with information on any hazardous chemicals to which you may be exposed, and their emergency evacuation procedure.

Although the federal Occupational Safety & Health Administration (OSHA) does not cite employees for violations of their responsibilities, each employee is required to comply with occupational safety and health standards and all rules, regulations, and orders under federal law that are applicable to his/her own actions and conduct.

Responsibilities:

As an employee, you should:

- Read the OSHA poster at the job site.
- Comply with all applicable OSHA standards.
- Follow all employer safety and health rules and regulations, and wear or use prescribed protective equipment while engaged in work.
- Report hazardous conditions to the supervisor.
- Report any job-related injury or illness to the employer, and seek treatment promptly.

- Cooperate with the OSHA investigator conducting an inspection if he or she inquires about safety and health conditions in your workplace.
- Exercise your rights under the Act in a responsible manner.
- Rights
- As an employee, you have the right to:
 - Review copies of appropriate OSHA standards, rules, regulations, and requirements that the client/employer should have available at the workplace.
 - Request information from your client/employer on safety and health hazards in the area and precautions that may be taken, and on procedures to be followed if an employee is involved in an accident or is exposed to toxic substances.
 - Request that the Regional OSHA office conduct an inspection if you believe hazardous conditions or violations or standards exist in your workplace.
 - Have your name withheld from your employer, upon request to OSHA, if you file a written and signed complaint.
 - Be advised of OSHA actions regarding your complaint and have an informal review, if requested, of any decision not to inspect or to issue a citation.
 - Have your authorized employee representative accompany the OSHA investigator during the inspection tour.
 - Respond to questions from the OSHA investigator particularly if there is no authorized employee representative accompanying the compliance officer.
 - Be paid for any time you spend on OSHA inspection activity.
 - Observe any monitoring or measuring of hazardous material and have the right to see these records as specified under the statutes.
 - Have your authorized representative, or yourself, review the Log and Summary of Occupational injuries at a reasonable time and in a reasonable manner.
 - Request a closing discussion with the compliance officer following an inspection.
 - Refuse any position offered to you because of lack of training that is required.

Safety Guidelines

Check with your work site supervisor about any special safety regulations that are specifically applicable to the job you will be doing.

- Use all safety and personal protective equipment (PPE) issued to you for your job (i.e., hard hats, gloves, safety glasses, ear protection, etc.)
- Observe all safety precautions and review posted emergency plans.
- Determine the location of exits, fire extinguishers, and first-aid kits in case an emergency arises.
- Ensure that you are familiar with emergency procedures and rules for evacuation.
- Keep all walkways clear.
- Be sure flammable and toxic substances are properly stored and handled.
- Use chemicals carefully and be sure to read labels.
- When lifting, bend your knees and use your leg muscles, NOT your back. Know your limits and get help for heavy loads.
- Do not overload electrical circuits with double or triple plugs. Report any frayed or damaged electrical cords.
- Always use the proper tools and return them to their place when finished.
- Pick up or clean anything dropped on the floor.
- Never run--always walk. When using stairs, hold onto the handrails.
- Falls are the most common injury. Pay attention to slip, trip, and fall hazards.
- Use proper equipment and clothing if working around welding or flame-cutting operations.

- On long-term assignments, our clients will include you in their safety program along with their own employees. Should you be required to work with hazardous chemicals or if you will be exposed to them, you will be provided with the following:
 - Training which involves the type of exposure and associated hazards.
 - Personal Protective Equipment (PPE) and training on proper usage.
 - Location of Safety Data Sheets (SDS) which cover information on any chemicals to which you are being exposed.
 - Open-toe shoes, excessively loose clothing, and excessive or dangling jewelry are prohibited for your safety.
 - Horseplay, throwing things, and fighting at work will not be tolerated.
 - When it is necessary to access high shelves, use an approved ladder or step stool.
 - Do not use chairs or boxes to stand on.
 - Check all machinery for working safety valves and on/off switches.
 - DO NOT use non-prescription drugs and/or drink alcohol on the job. The use, sale or possession of non-prescription drugs and/or alcohol is strictly prohibited to ensure your safety and the safety of your co-workers.

HORIZONS Workplace Safety Policy

It is HORIZONS's policy that all employees should be able to enjoy a hazard free and safe work environment. It is HORIZONS's duty to:

- Ensure that its clients provide you with a workplace free from serious recognized hazards and comply with standards, rules and regulations issued under the OSH Act.
- 20
- Ensure that its clients perform a job hazard assessment in order to identify and eliminate potential safety and health hazards and to determine necessary training and protections for employees at the facility.
- Make sure employees have and use safe tools and equipment.
- Establish or update operating procedures and communicate them so that employees follow safety and health requirements.
- Provide safety training in a language and vocabulary workers can understand. HORIZONS is committed to vigorously enforcing its OSHA Compliance Policy.

To help ensure a safe workplace, you have certain responsibilities too, which include the following:

- Responsibility to work in compliance with OSHA laws and regulations
- Responsibility to use personal protective equipment and clothing as directed by the host employer
- Responsibility to report workplace hazards and dangers
- Responsibility to work in a manner as required by the employer and use the prescribed safety equipment.

You have the following basic rights:

- Right to refuse unsafe work
- Right to know or be informed about actual and potential dangers in the workplace
- Right to review copies of appropriate standards, rules, regulations and requirements that the host employer is required to have available at the workplace.
- Right to request information about safety and health hazards in the workplace, appropriate precautions to take, and procedures to follow if involved in an accident or exposed to hazardous substances
- Right to gain access to relevant personal exposure and medical records.

You can have your name withheld from the host employer and any other entity, by request, if you sign and file a written complaint. You can request to be advised of OSHA actions regarding a complaint, and request an informal review of any decision not to inspect the site or issue a citation. And, you can file a complaint if you are punished or discriminated against for acting as a “whistleblower” under the OSH Act or 13 other federal statutes for which OSHA has jurisdiction, or for refusing to work when faced with imminent danger of death or serious injury and there is insufficient time for OSHA to inspect. Retaliation or reprisal taken against anyone who has expressed concern about workplace safety is illegal.

If you believe that your right to a safe workplace has been violated, you can make a report to a manager of the host worksite employer and/or HORIZONS (by telephoning 952.835.1288/1.866.496.7573) and asking for the HORIZONS Safety Director. You can also contact OSHA directly with any concern.

HORIZONS recognizes the serious nature of ensuring workplace safety will endeavor to protect any employee who may have been subjected to unsafe or hazardous worksite conditions.

First Aid and CPR

HORIZONS understands that there may be occasion for co-workers, clients or visitors to require immediate first aid or CPR attention. While it is not the policy of the Company to require its employees to be trained in these life-saving methods, it is important to note that HORIZONS supports the efforts of any employee formally trained in these areas if they are called upon to assist in these situations.

VIOLENCE IN THE WORKPLACE

HORIZONS provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of our workplace violence policy. We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that are prohibited:

- Causing physical injury to another person;
- Making threatening remarks which cause injury to another person or subjects another individual to emotional distress;
- Intentionally damaging Company property or property of another employee;
- Possession of a weapon while on Company property or while on Company business; and
- Committing acts motivated by or related to sexual harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to your manager. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Threats, threatening conduct or any other acts of aggression or violence in the workplace are a violation of this policy. Any employee determined to have committed such acts will be subject to corrective action, up to and including termination. Non-employees engaged in violent acts on the Company’s premises will be reported to the proper authorities and prosecuted to the fullest extent of the law.

WEAPONS IN THE WORKPLACE

HORIZONS believes it is important to establish a clear policy that specifically addresses weapons in the workplace. The Company prohibits all persons who enter Company property from carrying a handgun,

firearm or prohibited weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not. Prohibited weapons include any form of weapon or explosive restricted under local, state or Federal regulation. This includes all firearms, illegal knives or other weapons covered by the law. To be clear, this policy's prohibition applies to: (1) all employee vehicles when parked in Company parking lots; (2) all employee vehicles when being driven or used for Company business; and (3) all Company vehicles at all times. This policy applies to all Company employees, contract and temporary employees, visitors on Company property and customers and contractors on Company property, regardless of whether or not they are licensed to carry a concealed weapon.

All Company employees are also prohibited from carrying a weapon while in the course and scope of performing their job for the Company, whether they are on Company property at the time or not and whether they are licensed to carry a concealed weapon or not. Employees may not carry a weapon covered by this policy while performing any task on the Company's behalf. The only exceptions to this policy will be persons who have been given written consent by the Company to carry a weapon while performing specific tasks on the Company's behalf. This policy also prohibits weapons at any Company-sponsored function such as parties or picnics.

If you have a question about whether an item is covered by this policy, please ask your manager. Failure to abide by all terms and conditions of the policy described above may result in corrective action up to and including termination from the Company. Further, carrying a weapon onto Company property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from Company property, and may result in prosecution.

INCLEMENT WEATHER

HORIZONS believes your safety and welfare is of the greatest importance, and you are urged to use common-sense and good judgment regarding your ability to report to work during periods of inclement weather.

Our Company is a service organization dedicated to our customers' needs. As such, it is HORIZONS's policy to keep our offices open even during periods of inclement weather. Those employees who have been designated as "essential" will be expected to report to work to cover client work demands.

If you find it unsafe or impossible to report to work, you must notify your manager. The time will be reported as "Leave without Pay."

When necessary an emergency plan will be circulated outlining who has been designated as "essential" and how to find out about office closures due to inclement weather.

BUILDING ACCESS

For security and safety reasons, access to the Company's buildings is controlled at all times. Effective protection of Company employees, property, information and facilities is a cooperative effort on the part of everyone at HORIZONS. Employees granting outside parties building access should always accompany contractors, visitors and guests. Employees who assist others in gaining unauthorized access to these facilities/work sites may be subject to corrective action up to and including termination from the Company.

Allowing others to use your keys is prohibited. If you lose your keys, immediately report the loss to your manager. If the Company incurs a charge for replacing your keys, we reserve the right to ask the employee to reimburse HORIZONS for that expense; normally through a voluntary and signed payroll deduction authorization.

Upon termination of employment from the Company, keys should be returned during your exit process.

GUESTS AND VISITORS

At designated times and with proper notice and approval from management, guests and visitors are welcome at HORIZONS. All guests and visitors are required to follow the Company's security policies including escort requirements. All guests, visitors and family members must be escorted at all times by an employee when they are in our workplace.

The safety of our guests and visitors, especially minors, is important, as is the need to maintain a work environment free of disruption and distraction. It is also important to maintain the security of our work environment and safeguard Company property and confidential information. On occasion, employees may request that their child(ren) be allowed to visit the office. During these visits, their guardian must directly supervise all children at all times. The management team may deny requests for these visits based on work demands on that particular day.

It is the responsibility of all employees to seek their manager's approval before inviting or admitting guests, visitors or family members to our Company's facilities and property. When you receive such approval you are responsible for ensuring that your guests, visitors or family members adhere to this policy.

DRIVING FOR COMPANY BUSINESS

Only authorized employees are permitted to drive for company business, whether using a personal vehicle or a company vehicle. When driving for company business, the following rules must be followed:

- All drivers must have a valid driver's license. Drivers must immediately report any driving-related ticket or suspension of their license to their manager.
- Drivers must operate the vehicle in a safe and courteous manner and obey all traffic regulations, including those related to the use of mobile devices. Seat belts must be worn at all times by all occupants of the vehicle.
- Drivers are not permitted to deviate from the most direct route to the job unless they have sought prior authorization from Executive Management to do so. Approval to deviate will only be granted when it is proven that road or other driving conditions make a deviation absolutely necessary.

LOSS PREVENTION AND CONTROL

The protection from loss of property belonging to the company, our employees and our customers is a primary concern to management. This *Loss Prevention and Control Policy* has been instituted to assist in ensuring a secure work environment. Loss occurs whenever an unplanned event such as theft, vandalism, fire, accident or even absenteeism upsets the normal company operations. All HORIZONS employees are required to abide by the loss prevention and control rules and guidelines.

Although we have taken steps to help tighten the security within our organization, it is impossible to guarantee against loss due to reasons beyond our immediate control. You are advised to not leave personal property or personal valuables unattended at work. HORIZONS will not be responsible for the replacement of personal items left unattended on the premises.

For the purpose of this policy, company property is defined as any: building; work area; vehicle; uniform item; tools and machinery; other equipment or accessory item owned, leased or rented by HORIZONS. Every employee has the responsibility to inform a company manager or manager if he/she observes anyone leaving the company premises in the possession of company property, or personal property belonging to another employee or individual.

Any discovered theft or willful destruction of company property will be criminally prosecuted. Any employee involved in an intended or actual theft or willful destruction of company property or equipment will be subject to corrective action up to and including immediate termination of employment as well as criminal prosecution.

INVESTIGATIONS AND SEARCHES

In some instances, a suspected breach of Company policy, fraud, unethical or unlawful activities or loss, theft and destruction of Company information or property may warrant an official investigation by the Company or local law enforcement officials. In some investigations, the Company may engage the services of private investigators or attorneys. In addition, HORIZONS may conduct internal investigations and searches pertaining to security, auditing, harassment/discrimination, or other work-related matters. All employees are required to fully cooperate with those persons assigned by the Company to participate in an official Company investigation. This includes answering all questions and providing truthful, accurate and complete responses. Failure to do so will subject the employee to corrective action, including termination. The Company will generally try to obtain an employee's consent before conducting a search or investigation but may not always be able to do so.

SUBSTANCE ABUSE POLICY

The purpose of the Substance Abuse Policy is to provide for a safe, healthy and productive work environment for all employees. The use of alcohol or drugs in violation of this Policy poses a health and safety hazard to the employee involved, co-workers and the property of HORIZONS; the employment of persons engaged in illegal drug activity, as defined under Federal, State or local laws/regulations, can negatively impact the business and reputation of our company.

Employees are expected to report any violation or suspected violation of the Substance Abuse Policy to their immediate manager.

Definitions

1. "Substance abuse" means the use, misuse or illegal use of drugs or controlled substances.
2. "Dangerous substance" means: illegal drugs, controlled substances, look-alikes or designer drugs; unauthorized alcoholic beverages; drug paraphernalia; unauthorized prescription drugs; and any other perception-altering substance.
3. "Company premises" includes all company property whether owned, leased or used, *e.g.*, facilities, buildings, structures, parking areas, automobiles, trucks and all other vehicles. This also includes all other work locations or transit to and from those locations while in the course and scope of company employment.
4. "Reasonable suspicion" includes, but is not limited to: observation of behavior, other than as attributed to certain medical conditions, such as slurred speech, unsteady walking, abrupt mood swings, breath (Alcohol), or odor; observation of physical manifestations frequently associated with some form of substance abuse, *e.g.*, needle marks, sudden nosebleeds; accidents; injuries; excessive absenteeism; declining productivity; observed use or possession of drug paraphernalia and/or suspicious activity indicating possible involvement with prohibited substances or alcohol.
5. "Test" is the screen of breath, urine or blood.

Policy

1. HORIZONS's Substance Abuse Policy applies to all employees in all job classifications and strictly prohibits employees from: the manufacture, distribution, dispensation, possession, abuse or use of dangerous substances or illegal drugs (including prescription drugs not taken in accordance with a valid

prescription) at any time in the workplace and on any HORIZONS premises. Employees are prohibited from having any detectable amount of alcohol, illegal drugs or other dangerous substances present in their bodies or in their possession while reporting to work, while at work, or while on-call for work. If an employee violates this policy, he or she will be subject to discipline, up to and including immediate discharge from employment.

2. In order to maintain a safe workplace for its employees, HORIZONS reserves the right to require employees who we believe with reasonable suspicion of reporting to work in violation of this policy and/or following an on-the-job accident or injury; to submit to immediate drug testing by a state certified laboratory, including when the Company's Workers' Compensation Insurance carrier requests it. Employees are required to report for such testing within one hour of the request. Testing will be done at the company's expense. Employees who refuse to take a test as directed or who otherwise violate the Drug and Alcohol-Free Workplace Policy will be subject to discharge.
3. In appropriate situations, an employee who voluntarily (prior to being caught) admits that he/she has a substance abuse problem may be offered the opportunity to enroll in a rehabilitation program at his/her own cost, and return to work upon successfully completing the program. The employee will be required to sign a Conditional Reinstatement Agreement.
4. Employees who work at a HORIZONS site governed by State or Federal regulations regarding random or other drug or alcohol testing requirements for drivers of commercial vehicles, or in accordance with other government contractor requirements, will be subject to those regulations.
5. Any employee who uses prescribed drugs or over-the-counter medication that may impair his or her ability to perform an essential function of his or her job or pose a direct threat to the employee or to others is expected to report this information to his or her manager. HORIZONS will make reasonable accommodations to the known disabilities of employees where such accommodations do not create an undue hardship. HORIZONS reserves the right to require medical documentation regarding the need for such accommodation.
6. Nothing in this policy shall be construed as inconsistent with our responsibility to comply with Federal, State and local laws regarding fair employment practices, and the implementation of this Policy shall be accomplished in accordance with such laws.

Information regarding the availability of treatment programs, if any, such as assistance provided by HORIZONS's health care plan coverage or drug and alcohol abuse rehabilitation programs and the requirements for participation in drug and alcohol abuse education and training programs, may be requested by contacting the Benefits department of Infiniti HR at 866-552-6360.

PRIVACY POLICY AND PRACTICES

We respect the privacy of personal information and handle it securely. Our practices apply to all current and former clients and employees.

Why We Collect Personal Information

We collect personal information:

- to process payroll
- to establish and maintain personnel files
- to determine eligibility for health care coverage
- to provide human resource and benefits administration services to our employees

We may also be required to collect and keep certain information so that we meet legal and regulatory requirements. We keep this information after an employee's employment and/or health care coverage ends.

Personal Information We Collect from Employees

We ask all employees to complete a new hire information packet. This information in this packet may include: Name, Address and Phone Number, Birth Date, Gender, Social Security Number, Dependents and Beneficiaries Information. Employees may also provide personal information when they fill out benefits enrollments forms, surveys or contact an authorized Human Resource representative.

Personal Information We Collect From Others

We may also receive personal information about our employees from others, such as:

- Employers, insurance agents and brokers
- Health care providers (doctors, clinics, hospitals)
- Insurance companies that provide coverage to our employees

The information we collect from others may include, for example, eligibility, claims and payment information.

How We Protect Personal Information

We use strict safeguards to protect the personal information of our employees. These safeguards include how we store personal information in workspaces and computers and how we transfer that information within our company. We only allow authorized representative and employees to see personal information when it is part of their job to provide services directly to our employees. These employees are informed about the safeguards we have in place, our privacy policies, and the law that protects privacy.

When We Disclose Personal Information

We may share personal information we collect (as described above) within our family of companies ("affiliates") as permitted by law. We do not share personal employee information outside of our affiliates except when the law allows or requires us to do so. For any other types of disclosures to third-parties, we require an employee request or authorization. Some examples of persons to whom we disclose personal information include the following:

- Our attorneys and auditors who need the information to provide their services to us
- authorized representatives given permission by the employee
- health care providers, insurance agents and brokers
- persons issuing a subpoena (or other legal process) covering the information
- law enforcement and regulatory authorities when requested

Individual Rights

Employees can access the personal information we collect upon request. We may be prevented from sharing information with you for various reasons, including legal matters. We try to keep employee information correct and current. If you believe that any personal information we have about you is not accurate, please let us know by contacting an authorized Human Resource representative.

We may change our privacy policy and practices from time to time and will notify employees accordingly.

H. LEAVING HORIZONS

POST RESIGNATION/TERMINATION PROCEDURES

The employment relationship between you and HORIZONS is at-will in that either you or the Company may terminate the employment relationship at any time for any reason.

Termination of assignment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which the assignment, and in some cases the employment relationship as a whole, is terminated:

- Completed Assignment
- Resignation - voluntary assignment termination initiated by an employee. In most instances, this will also be interpreted as a voluntary termination of employment.
- Discharge - involuntary termination, typically initiated by the client site, although HORIZONS may decide to discharge the employment relationship as a whole.
- Layoff - involuntary assignment termination initiated by the client site for non-disciplinary reasons.

If your assignment is terminated for any reason, you are not allowed to revisit, call, or interrupt the client site. Please reach out to your recruiter regarding any issues or concerns that arise after the conclusion of an assignment.

An employee who intends to resign his/her employment with HORIZONS should do so in writing. It is customary for resigning employees to provide HORIZONS with at least two (2) week notice of their intended resignation date.

JOB ABANDONMENT

An employee who is absent from work for three (3) consecutive workdays without properly reporting their absence(s) to his/her manager will be considered to have voluntarily resigned through job abandonment. Under these circumstances, resignation is effective the first day of the unreported absence.

EXIT PROCESS

An employee's manager, an alternative member of the management team or an authorized Human Resource representative will speak with separating employees to ensure an orderly closure to the employment relationship. Near or on the employee's last day arrangements will be made for the return of Company property including:

- Company keys;
- Company parking passes;
- Company-issued laptop computers;
- Company issued mobile devices;
- Company Handbooks; and
- Additional Company-owned or issued property.

BENEFITS

Benefits coverage typically ends on the last day of the month in which the employee is separated. An employee, unless dismissed for gross misconduct, has the option to continue Medical/Dental Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations. Employees may choose the continuation or waiver of comprehensive medical coverage and dental coverage under COBRA. Specific information will be mailed to the employee's home address after their date of separation from the Company.

FINAL PAYCHECK

The employee's final paycheck will be available to the employee in accordance with state and Federal laws and regulations. If there are unpaid obligations to the Company, the final paycheck may reflect any appropriate and legally allowed deductions or adjustments that the employee has voluntarily agreed to in writing.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received the Company's Employee Handbook ("the Handbook"), and understand that violations of the policies contained in the Handbook, including the anti-harassment policy, could result in corrective action, up to and including termination. In addition, my signature below permits the company to request my consent to a drug test if there is a suspected Substance Abuse policy violation.

If I was provided with an electronic copy of the Employee Handbook, I acknowledge that it is my responsibility to notify my manager or an authorized Human Resource representative if I am not able to open and view it. I further acknowledge that a printed copy of the company's most current employee handbook is available for review in the main office.

I further understand that the information contained in the Handbook represents guidelines for the Company and that the Company reserves the right to modify the Handbook or amend or terminate any policy, procedure, or employee benefit program at any time.

I further understand that the contents of the Handbook do not form a written employment contract, and that my employment is at-will. Either the Company or I have the right to terminate my employment at any time.

I further understand that no manager, manager or representative of the Company, other than the President, has any authority to enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be enforceable unless it is in writing and signed by both parties. I also understand that an agreement made by the President of HORIZONS is not binding on Infiniti HR unless it is agreed to in writing by the President of Infiniti HR.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to my manager or an authorized Human Resource representative.

Date: _____

Employee Signature: _____

Printed Name: _____

For employee's records

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Date: _____

Employee Signature: _____

Printed Name: _____

For employee file