



EMPLOYEE HANDBOOK

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1. INTRODUCTION

A. WELCOME TO OUR COMPANY!

We are very happy to welcome you to A Clear Path, LLC (the “Company”). Thanks for joining us! The Company would like you to feel that your employment with us will be mutually beneficial and enjoyable.

You are joining an organization that has established an outstanding reputation for quality products and services. Credit for this goes to every one of our employees and we hope that you will find satisfaction and take pride in your work here.

B. BACKGROUND & HISTORY

In July 2008, as a result of early-recession budget cuts, founder and owner of A Clear Path, LLC, Regina Lark, Ph.D., did not have a job. In the 20 years prior to her lay-off, Dr. Lark’s professional focus revolved around higher education: as an adjunct professor, Assistant Director of one of the nation’s most prestigious academic feminist research center, and Director of a major university’s adult learning institute.

A week prior to her fateful July ’08 lay-off, Regina Lark’s vacation in the Old City of Jerusalem, became the catalyst for the successful launch A Clear Path. One day, during her 3-week stay with a friend, Regina took a break from touring the city and beyond. Instead, she decided to lend a hand and spent several hours “de-cluttering and organizing” her host’s kitchen. As Lark explains, “Working in Nadera’s kitchen was fun and easy. I’m just naturally hard-wired to create order out of disorder.” Regina’s efforts were met with applause and praise. “Back then, I didn’t know getting ‘organized’ was a thing,” Lark explained.

Two months after her lay-off, with a recession now in full-swing, and pounding the pavements for days on end, the “next job” seemed elusive. Taking matters into her own hands, Regina Lark decided to “start organizing until something better comes along.” And so far, nothing has.

On October 1, 2008, A Clear Path was born. This Ph.D. began her “journey into junk” by earning certifications to work with people with hoarding, ADHD, and other brain-based conditions. Education placed Regina at the forefront in the field of Los Angeles organizers, and the phone began to ring, oftentimes, ringing off the hook. Lark had found something big, something special. A service that everyone, and their mother, could use.

Dr. Regina Lark is a specialist in residential organizing, and the issues associated with life transitions. She is a speaker and trainer on productivity, procrastination, and time management. Regina is a graduate of the Organizer Coach Foundation Training Program, and serves as a Member Director on the Board of the National Association of Productivity and Organizing Professionals (NAPO).

As a business owner for the past 10 years, Regina Lark has racked up a number of successes. In 2011, she published her first book, *Psychic Debris, Crowded Closets: The Relationship Between*

the Stuff in your Head and What's Under Your Bed (Purple Books). Now in its 3rd edition, *Psychic Debris* will be an audio book by December 2018. In 2013, earned her industry's award for Most Creative Organizer. In 2016, she was named one of LA's Top 10 Organizers by CBS/KCAL Channel 2. In 2018, she was identified as one of "20 Best" Professional Organizers by Expertise.com.

C. HANDBOOK PURPOSE

This Employee Handbook ("Handbook") is presented as a matter of information and has been prepared to inform employees about the Company's philosophy, employment practices, policies, and the benefits provided to valued employees, as well as the conduct expected from them. While this Handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the Handbook can be amended at any time.

This Handbook will not answer every question employee may have, nor would the Company want to restrict the normal question-and-answer exchange among us. It is in person-to-person conversations that we can better know each other, express viewpoints, and work together in a harmonious relationship.

The Company depends on its employees; their success is the Company's success. Please do not hesitate to ask questions. Every supervisor will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find the Company a good place to work.

No one other than the Owner may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire Handbook, but only the subject provision. Nothing in this Handbook is intended to infringe upon employee rights under Section Seven of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with the Company and the Company's policies, and refer to it whenever questions arise.

2. EMPLOYMENT

A. EQUAL EMPLOYMENT

It is the policy of the Company to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Child or spousal support withholding
- Citizenship and/or immigration status
- Any other protected class, in accordance with applicable federal, state, and local laws

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, supervisors, managers, owners, and third parties, including clientele. The Company takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

B. BACKGROUND CHECKS

Prior to making an offer of employment, or after making a conditional offer, the Company may conduct a job-related background check. The background check may consist of prior employment verification, professional reference checks, education confirmation, criminal background, and/or credit checks, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check.

C. AT-WILL NOTICE

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with the Company and their employment can be terminated at any time, with or without cause and with or without prior notice. Company policy requires all employees to be hired at-will and this policy cannot be changed by any oral modifications. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other Company document or written or verbal statement or policy.

D. ANNIVERSARY DATE & SENIORITY

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at the Company. Should employees leave the Company's employment and then be rehired, previously accrued seniority will be forfeited and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence without pay or leaves of absence that exceed 30 calendar days.

E. IMMIGRATION LAW COMPLIANCE

All individuals hired by the Company will be required to establish and certify their identity and right to work in the United States. Each individual employed by the Company will be required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

F. INTRODUCTORY PERIOD

The employee's first 90 days of employment with the Company are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers and the tasks involved in the position, as well as becoming familiar with the Company's products and services. The supervisor or the Owner will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Company. During this introductory period, the Company will evaluate employees' suitability for employment and employees can evaluate the Company as well. At any time during this first 90 days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance or other relevant factors do not measure up to Company standards, the Company may terminate employment.

At the end of the introductory period, the supervisor or the Owner will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with the Company, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Company of more than one year is considered an introductory employee during their first 90 days following rehire.

G. EMPLOYMENT CLASSIFICATIONS

The Company has established the following employee classifications for compensation and benefit purposes only. The Owner will inform the employee of their classification, status, and responsibilities at the time of hire, rehire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

1. Regular Full-Time Employee- An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 40 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by the Company.
2. Regular Part-Time Employee- An employee who is scheduled to work less than 40 hours in a workweek and may be eligible for some benefits.
3. Temporary Employees- An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing.
4. Exempt Employees- Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.
5. Non-Exempt Employees- Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked.

H. PERSONNEL RECORDS

The Company will maintain various employment files while individuals remain an employee of the Company. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or the Owner so the appropriate updates can be made to the

files. The Company will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, their supervisor or the Owner, or their designated agents, may have access to those personnel files. In the event that an employee wishes to review their personnel file, they must do so in the presence of a supervisor or the Owner. Employees may review their personnel file by making a written request to their supervisor or the Owner. The written request will become a permanent part of the personnel file.

I. EMPLOYEE REFERENCES

The Company makes strict provisions regarding information provided to people outside the Company for current and former employees. This information is restricted to the employment dates and positions held in the Company for that person. This is done to protect the Company and its employees. This information will only be released by authorized the Owner.

J. JOB TRANSFERS

Management reserves the right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are solely decided by the Company.

K. EMPLOYMENT OF RELATIVES

The Company does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of harassment, safety, security, supervision and morale.

Close family members generally may not be hired or transferred into positions where they have access to sensitive information regarding a close family member, or if there is an actual or apparent conflict of interest (including but not limited to establishing an immediate supervisor/employee relationship).

These restrictions apply to the following degrees of relationships, whether established by blood, marriage, or other legal action: spouse, domestic partner (including parties to a civil union), child, step-child, parent, step-parent, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, cousin, or relations of the same degree of a domestic partner. This policy also applies to romantic relationships.

If marriage or other action creates these kinds of relationships, one of the employees affected must give up that position by the end of the fiscal year or within six months from the date the relationship was established (whichever is the greater period). The employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Company

will decide who will remain in the position. At the sole discretion of the Company, either or both of the employees may be allowed to transfer to other positions within the Company.

3. CONDUCT AND BEHAVIOR

A. GENERAL CONDUCT GUIDELINES

Orderly and efficient operation of the Company requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the "at-will" employment relationship between the Company and the employee. The Company views the following as inappropriate behavior:

1. Failure to follow the policies outlined in this Handbook.
2. Negligence, carelessness or inconsiderate treatment of Company clients and/or their matters/files.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the Company, or any client or employee; removal of same from Company premises or client location without authorization. Please refer to and sign Theft Memo.
4. Divulging trade secrets or other confidential business information to any unauthorized person(s) or to others without an official need to know.
5. Obtaining unauthorized confidential information pertaining to clients or employees.
6. Changing or falsifying client records, Company records, personnel or pay records, including time records without authorization.
7. Willfully or carelessly damaging, defacing or mishandling property of a client, the Company or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or the Owner.
9. Entering Company premises or client location without authorization.
10. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.

11. Unauthorized use of a personal vehicle for Company business.
12. Conduct that is illegal under federal, state, or local law.
13. Creating a disturbance on Company or client premises.
14. Use of abusive language.
15. Any rude, discourteous or un-businesslike behavior, on or off Company premises, which is not protected by Section Seven of the National Labor Relations Act (NLRA) and which adversely affects the Company services, operations, property, reputation or goodwill in the community or interferes with work.
16. Insubordination or refusing to follow instructions from a supervisor or the Owner; refusal or unwillingness to accept a job assignment or to perform job requirements.
17. Failure to observe scheduled work hours, failure to contact a supervisor or the Owner in the event of illness or any absence within 30 minutes of the scheduled start of work; failure to report to work when scheduled; abuse of sick leave or any other leave of absence.
18. Leaving the assigned work place during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
19. Sleeping during regular working hours.
20. Recording time for another employee or having time recorded to or by another employee.
21. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws), on Company premises, or client location, during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance, or having any detectable amount of illegal drugs in an employee's system.
22. Unauthorized possession of a weapon on Company premises or client location.
23. Illegal gambling on Company premises or client location.
24. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. These activities are closely controlled in order to prevent disruption of Company services and to avoid unauthorized implication of Company sponsorship or approval. However, this general rule is not intended to hinder

or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of the Company business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of the Company is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Company property at all times.

25. Falsification of one's employment application, medical or employment history.

B. ANTI-HARASSMENT AND DISCRIMINATION

The Company is committed to providing a work environment free of any form of unlawful harassment or discrimination. Harassment or discrimination against individuals on the basis of ancestry, age, color, race, national origin, religion, sex (including pregnancy and related medical conditions), sexual orientation, gender identity, gender expression, disability, medical condition, genetic information, marital status, military or veteran status, or any other classification protected by state or federal laws is illegal and prohibited by Company policy. The Company also prohibits harassment based on the perception that an individual has any of those characteristics or is associated with a person who has any of those characteristics. Such prohibited conduct by or towards any Company employee, supervisor, manager, contract worker, client, or any third party who comes in contact with Company employees will not be tolerated. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of their employment.

1. Prohibited Conduct

Prohibited harassment includes, but is not limited to, any verbal, physical or visual conduct based on ancestry, age, color, race, national origin, religion, sex (including pregnancy and related medical conditions), sexual orientation, gender identity, gender expression, disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected category if:

- a. It affects the terms or conditions of an individual's employment;
- b. It has the purpose or effect of creating a hostile or offensive work environment or unreasonably interfering with an individual's work performance; or
- c. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment.

Prohibited harassment includes, but is not limited to, the following behavior: verbal conduct such as epithets, slurs, derogatory remarks, stereotypes, and jokes or visual displays such as posters, drawings, photographs, or gestures based on ancestry, age, color, race, national origin, religion, sex (including pregnancy and related medical conditions), sexual orientation, gender

identity, gender expression, disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected category.

2. Prohibited Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of an unwanted sexual nature, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- c. 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.

Prohibited sexual harassment includes, but is not limited to, the following behavior: physical conduct such as assault, unwanted touching, intentionally blocking normal movement or interfering with work, verbal conduct such as threats or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors, and visual displays such as posters, drawings, photographs, or gestures based of a sexual nature.

3. Prohibited Discrimination

Prohibited discrimination includes, but is not limited to, terminating, refusing to hire, or making any other decisions that affect the terms, conditions, or privileges of an individual's employment based upon ancestry, age, color, race, national origin, religion, sex (including pregnancy and related medical conditions), sexual orientation, gender identity, gender expression, disability, medical condition, genetic information, marital status, military or veteran status, or any other category protected by state or federal laws.

4. Complaint Procedure/Reporting

Employees who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, supervisor, manager, contract worker, client or any third party who comes in contact with Company employees, should immediately report such conduct, either orally or in writing, to the Owner. Supervisors who receive complaints of misconduct are required to report the complaint to the Owner so that the Company can try to resolve the complaint internally. Employees can raise concerns and make reports without fear of reprisal.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. In response to every complaint, the Company will conduct a fair, prompt and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. Confidentiality will be kept by the Company to the extent possible, but the Company cannot guarantee that its investigation will be completely confidential. The Company's investigation will be impartial and performed by qualified personnel. The Company will document its investigation, track the progress of the investigation and provide timely closure to all complaints it receives. If at the end of the investigation, improper or unlawful conduct is found, the Company will take appropriate corrective action and remedial measures.

Employees should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If an employee thinks he or she has been harassed, discriminated against or retaliated against, employees may also file a complaint with the appropriate agency. Employees may find more information regarding how to submit a complaint to these agencies at the following websites: www.eeoc.gov and <https://www.dfeh.ca.gov>.

5. Retaliation Prohibited

Employees are protected by law from retaliation for opposing or reporting unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the Company or a government agency with respect to such complaints. The Company will not retaliate against any employee for lodging a complaint or participating in a workplace investigation. The Company will take disciplinary action up to and including the immediate termination of any employee who retaliates against another employee for engaging in any of these protected activities.

If an employee has questions about this policy or requires further information on the subject of harassment, discrimination or retaliation in the workplace, the employee should contact the Owner.

C. CORRECTIVE ACTION

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or the Owner to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of the Company to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Company may select to enhance job performance. The Company is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice of inadequate job performance, suspension,

discharge or in any combination of the above, if the Company so elects. The Company reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established Company procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the Company may elect to administer disciplinary action.

4. COMPENSATION

A. PAY PERIODS

The standard workweek for the Company will begin at 12:00 a.m. Monday and end at midnight the following Sunday.

The designated pay period for all employees is semi-monthly. Except as otherwise provided, if any date of paycheck distribution falls on a Saturday, Sunday or holiday, employees will be paid on the preceding scheduled workday.

All employees may take advantage of direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union. Direct deposits of wages must be authorized in writing by the employee.

All employees must have a current W-4 Form completed and on file with the Company.

B. SALARY PAY POLICY.

In general, exempt employees will receive their salary for any week in which the employee performs any work. However, an exempt employee's salary may be reduced in certain situations. For example, an exempt employee's salary may be reduced for complete days of absence due to unpaid time off and incomplete initial and final weeks of work.

An exempt employee's salary will not be reduced due to partial weeks of work off due to service as a juror, subpoenaed witness, or military service. This salary pay policy is intended to comply with the salary pay requirements of federal and state law, including the California Labor Code and Fair Labor Standards Act. Exempt employees are encouraged to bring any question concerning their salary pay to the Owner.

C. REST BREAKS AND MEAL PERIODS.

1. Rest Breaks

Non-exempt employees are authorized and permitted to take a 10-minute paid rest break for every four hours worked, or major portion thereof. Generally, this means that non-exempt employees working a shift from 9:00 a.m. to 5:30 p.m. will be entitled to two (2) 10-minute rest

breaks each workday, one which should be taken in the morning and one which should be taken in the afternoon.

Non-exempt employees are responsible for taking their own rest breaks and may decide the time they take their rest breaks. Whenever practical, however, non-exempt employees should take their rest breaks near the middle of each four-hour work period. For example, if non-exempt employees begin work at 9:00 a.m., they should aim to take a 10-minute rest break at approximately 11:00 a.m. Similarly, if non-exempt employees return from a meal period at 1:30 p.m., they should aim to take a 10-minute rest break at approximately 3:30 p.m.

Immediately prior to taking a rest break, non-exempt employees should notify the Owner (or a co-worker if the Owner is unavailable) of their impending rest break. Non-exempt employees may not accumulate rest breaks or use rest breaks as a basis for starting work late, leaving work early, or extending a meal period. Because rest breaks are paid, non-exempt employees should not clock out for their rest breaks.

The Company also reserves the right to schedule rest breaks for its non-exempt employees and shall have the right to consider the Company's operational requirements and employees' needs. The Company may ask or require a non-exempt employee to delay taking a rest break so long as the employee is still authorized and permitted to take one 10-minute rest break for every four hours worked, or major portion thereof.

During a rest break, non-exempt employees will be relieved of all of their work duties and responsibilities and are not required to remain on the Company's premises or work location. Non-exempt employees must promptly report back to work at the conclusion of a rest break.

Any non-exempt employee who is not permitted to take a rest break pursuant to the terms of this policy should notify the Owner as soon as possible, and no later than the end of the pay period to ensure he or she is compensated properly. If an employee does not notify the Owner of a violation of this policy, the Company will assume the non-exempt employee either took their rest breaks or voluntarily decided to waive their right to a rest break.

2. Meal Periods

The Company provides one unpaid 30-minute meal period to non-exempt employees who work more than five (5) hours in a given workday. The Company provides a second unpaid 30-minute meal period to non-exempt employees who work more than ten (10) hours in a workday.

The Company does not pay non-exempt employees for meal periods, and consequently, non-exempt employees must clock out prior to taking a meal period and clock back in following completion of their meal period. Non-exempt employees should start their first meal period before the end of the fifth hour of work. A meal period that starts after an employee has worked five (5) hours or more is considered late.

Non-exempt employees should start their second meal period before the end of the tenth hour of work. A second meal period that starts after an employee has worked ten (10) hours or more is considered late. Failure to clock out timely for a meal period may subject to disciplinary action, up to and including termination of employment.

Meal periods may not be taken at the beginning or end of shifts in order to arrive to work late or leave work early. Non-exempt employees will be relieved of all of their duties during meal periods and are allowed to leave the Company's premises or work location. Non-exempt employees must report back to work promptly at the conclusion of the meal period.

Any non-exempt employee who is required to work during some or all of a 30-minute meal period, or who is required to take a late meal period, or who is otherwise not permitted to take timely, uninterrupted meal breaks pursuant to the terms of this policy should notify the Owner as soon as possible, and no later than the end of the pay period during which the violation occurred to ensure proper compensation. If a non-exempt employee does not notify the Owner of a violation of this policy, then the Company will assume that any non-exempt employee who fails to take a meal period, takes a less-than-30-minute meal period, or takes a late meal period, did so voluntarily.

3. Accommodations for Nursing Mothers

The Company will provide nursing mothers reasonable break time to express milk for their infant child(ren). If an employee needs breaks to express milk, the employee may use regular paid rest breaks or may take additional, reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, the break time will be unpaid for non-exempt employees.

Employees are encouraged to discuss the length and frequency of these breaks with the Owner to the extent needed.

4. Discipline

Any non-exempt employee who fails to observe meal period and rest break policies may be subject to discipline, up to and including termination of employment. Violations of these policies should be reported to the Owner.

5. Retaliation Prohibited

Employees should report violations or suspected violations of any of the aforementioned policies without fear of reprisal. The Company will not retaliate against any employee for reporting violations or suspected violations of the aforementioned policies.

D. TIMEKEEPING

Non-exempt employees are required to keep an accurate and complete record of their attendance and time worked, via the Payroll Centric App. Time worked is the time actually

spent on the job performing assigned duties. No one, regardless of circumstances, is permitted to record time for anyone else or to allow such an occurrence. Time records are official business documents and may not be falsified in any way. Employees also may not alter time records without the approval of the Owner. Falsification of time records or tampering with another employee's time records will result in disciplinary action, up to and including immediate termination of employment.

The following guidelines pertain to non-exempt employees' time records:

1. All time worked must be accurately and completely recorded on a daily basis, using the Payroll Centric App. The start and end of the workday, the start and end of the meal period, and personal time off must all be recorded.
2. All-time records must be reviewed, verified and confirmed by both the employee and their immediate supervisor attesting to the accuracy of the time record.
3. Non-exempt employees must receive prior approval from the Owner before working overtime.
4. Employees must keep an accurate and complete record of their attendance, paid sick leave, and any unpaid leaves of absence.

If there is a mistake on an employee's time record, an employee should inform the office manager and then make and initial the necessary correction. The supervisor should also witness any correction. Supervisors are only authorized to change an employee's time record to reflect the employee's actual work hours and upon conferring and confirmation with Owner or Office Manager. If an employee believes that a supervisor has modified their time record to inaccurately reflect the actual hours worked, the employee must immediately inform the Owner or Office Manager of the alleged inaccuracy, in writing.

Additionally, no supervisor can permit an employee to work "off the clock." If an employee's supervisor asks her or him to work "off the clock," the employee must immediately notify the Owner of this request. No employees are permitted to work "off the clock" at any time. For the purposes of this policy, "off the clock" work is where an employee works for the Company but does not accurately record their time in their time record.

E. OVERTIME

Non-exempt employees may not work overtime without the prior approval of the Owner. Employees who fail to comply with this policy may be subject to disciplinary action up to and including termination of employment. On occasion, non-exempt employees may be required to work beyond their regularly scheduled workday whenever it is deemed necessary or appropriate by the Owner. The Company will attempt to provide reasonable advance notice, but that may not always be possible. Employees are expected to cooperate with such requests. Exempt employees are not eligible for overtime pay. Exempt employees are paid a salary that is

intended to compensate them fully for all hours worked each week, however few or many those hours are.

Compensation for authorized overtime will be paid to non-exempt employees in accordance with applicable state and federal laws. In calculating eligibility for overtime compensation, only hours actually worked and recorded by the employee will be included.

For the purpose of calculating an employee's entitlement to overtime compensation, the "workday" is defined as the 24-hour period that begins at 12:00 a.m. and ends at 11:59 p.m. The "workweek" at A Clear Path, LLC is defined as the 7-day period that begins at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday.

All non-exempt employees in California will be paid a premium for overtime hours as follows:

1. One and one-half times their regular hourly rate of pay for all hours worked in excess of (8) hours per workday, up to (12) hours, or in excess of (40) hours in a workweek;
2. One and one-half times their regular hourly rate of pay for the first (8) hours on the seventh consecutive day of work in a workweek; and
3. Double the regular hourly rate of pay for all hours worked in excess of (12) hours in a workday and after (8) hours on the seventh consecutive day of work in a workweek.

F. PAYROLL DEDUCTIONS

The Company is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

1. Exempt Employee Payroll Deductions

The Company complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a *bona fide* executive, administrative or professional capacity and who are exempt from the FLSA's overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- i. When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- ii. When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;

- iii. To offset amounts received as witness or jury fees, or for military pay;
- iv. For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

The Company is not required to pay the full salary in the initial or terminal week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

2. What to Do if an Improper Deduction Occurs

If an employee believes that an improper deduction has been made, they should immediately report this information to their direct supervisor, or to the person responsible for payroll processing.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

G. EXPENSE REIMBURSEMENT

The Company reimburses its employees for all previously approved, appropriate, and reasonable expenses necessarily incurred during the course of business. Unless otherwise agreed to in writing by the employee and the Owner, employees must request reimbursement of business-related expenses in writing in accordance with the Company's Expense and Travel Reimbursement Policy. Please refer to the Company's Expense and Travel Reimbursement Policy for further information.

5. BENEFITS

A. PAID TIME OFF OF WORK

The Company does not pay employees for any holiday not worked. If the business is open on a holiday and employees are required to work, the employee will be paid for regular hours, not time and a half.

Currently, the Company does not offer paid vacation benefits. The Company does, however, offers its employees paid time off of work in accordance with the Company's Paid Sick Leave Policy, as applicable and as provided to the employee at the inception of the employee's employment with the Company. Please refer to the Company's Paid Sick Leave Policy for further details.

Employees wishing to utilize paid sick leave must complete and submit the Company's Time Off Request Form to the Owner at least two (2) weeks prior to the start date of their requested time off of work, whenever possible. In the event that the request for time off of work is unanticipated, employees must complete the Time Off Request Form within two days of their return to work.

B. HEALTH & WELFARE BENEFIT

The Company complies with all applicable federal and state laws with regard to benefits administration. At this time, the Company does not provide health insurance.

C. STATE DISABILITY INSURANCE

As an additional benefit, employees may be covered under the State Disability Insurance plan ("SDI"). This insurance provides low cost disability protection if an illness or injury, which is not work-related, prevents an employee from working. Eligible employees will be paid a percentage of their regular earnings for a maximum period provided by law in any one year.

All California employees are eligible and pay for this program through payroll taxes. California employees must file a claim with the EDD to receive this benefit. See the Owner for more information

6. HEALTH, SAFETY, AND SECURITY

A. SMOKING

Smoking is not permitted in any Company buildings, facilities, work sites, or vehicles. Employees wishing to smoke may do so during their break times, in designated areas, away from intake vents, and in accordance with local ordinances.

A. DRUGS & ALCOHOL

The Company is dedicated to providing employees with a workplace that is free of drugs and alcohol. For the safety of employees and clients, the Company reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol under state, federal, or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or if there is an apparent inability to perform the duties required of that position. Specific jobs may, at the Company's discretion, require regular drug testing. Drug or alcohol tests may be conducted after an accident or with reasonable suspicion of impairment while on the job. Under those circumstances the employee may be driven to a certified lab for the test at the Company's expense.

Any employee found to use, sell, possess or distribute drugs that are illegal under state, federal or local laws, including marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Company premises, performing Company-related duties, or while operating any Company equipment is subject to disciplinary action, up

to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor or the Owner of any job limitations. Upon notification of job limitations, the Company will make reasonable efforts to accommodate the limitation.

The moderate use of alcohol at Company approved meetings, with business meals, travel, and entertainment or in an appropriate social setting is not prohibited by this policy.

To the extent any federal, state or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

B. REASONABLE ACCOMMODATIONS

It is the policy of the Company to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA. The Company will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training.

Employees who become disabled should notify their supervisor or the Owner if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Company undue hardship. The Company will also make reasonable accommodations for employees who have work-related limitations stemming from pregnancy, childbirth or a related medical condition. This may include temporary transfer to a less strenuous or less hazardous position, if an employee so requests upon the advice of their health care provider, as long as the accommodation does not cause the Company undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by the Owner in regard to the employee's immediate employment situation.

C. INJURY AND ACCIDENT RESPONSE AND REPORTING

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available supervisor or the Owner. Employees are to render any assistance requested by supervisor, or the Owner. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to the Owner as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by the Owner or the designated Safety Officer. The employee may not return to work without the permission of the Owner or the Safety Officer.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe and healthy place to work. The Company recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a supervisor or the Owner immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

D. WORKERS' COMPENSATION

The Company provides insurance for all work-related injuries or illness. The name of the Company's workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all insurance benefits provided by the Company. These contracts may not be limited, expanded, or modified by any statements of Company personnel or Company documents. Any discrepancies will be determined by reference to the insuring contracts.

Workers' compensation benefits are defined by the laws of the state and administered by the insurance carrier. The entire cost of coverage is paid by the Company.

E. WORKPLACE VIOLENCE & SECURITY

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom the Company does business. The Company has zero tolerance for violent acts or threats of violence.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or Company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit a violent act against any person while on Company premises will be subject to immediate discharge.

Employees within the Company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, manager or designee. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

F. DRIVING SAFETY

The safety and well-being of Company employees is of critical importance to the Company. Employees that are required to drive on Company business will be expected to consistently follow all the safety procedures below.

1. All employees are expected to wear seat belts at all time while in a moving vehicle being used for Company business, whether they are the driver or a passenger.
2. Use of handheld devices, whether personal or Company-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to safe location and stop the vehicle prior to using any device.
3. Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voicemail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to clients, associates, and business partners of the policy as an explanation as to why calls may not be returned immediately.
4. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.
5. The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on Company business.
6. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, or changing radio stations or music is also strongly discouraged while driving, even when in slow-moving traffic.

7. The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.
8. All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
9. All passengers must be approved by the Owner in advance of travel.
10. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
11. Employees must promptly report any accidents to local law enforcement as well as to the Company in accordance with established procedures.
12. Employees are also required to report any moving or parking violations received while driving on Company business and/or in Company vehicles.
13. Insurance must be maintained current as a term and condition of continuing employment in positions that require driving.

Employees are not to drive a personal vehicle for Company business unless authorized to do so. If the job requires an employee to operate their personal vehicle, the employee will be required to submit proof of a current and valid state driver's license. If employees use their own vehicle, either by authorization or requirement to carry out the business of the Company, they must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of insurance.

G. AUTOMOBILE ACCIDENT

If an employee is involved in an automobile accident while on Company business (in a personal or Company vehicle) they must report the accident to their supervisor or the Owner immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. Employees should not admit liability or guilt and should not apologize or say they are sorry under any circumstances, even if they believe they are at fault.

H. INCLEMENT WEATHER AND OUTAGES

This policy establishes guidelines for Company operations during periods of extreme weather and similar emergencies. The Company will continue to provide services in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, the Company does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

i. Designation of Emergency Closing

Only by the authorization of designated managers will the Company cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

ii. Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

7. WORKPLACE GUIDELINES

A. HOURS OF WORK

Employees are expected to report to their work location and ready to work at their scheduled time. Employees will be given their individual duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if the Company changes its operating hours, employees will be given written notice to facilitate any personal planning.

B. ATTENDANCE & TARDINESS

Employee attendance is a major concern of the Company. Unsatisfactory attendance including tardiness and leaving work early is unacceptable performance. Employees will be rated in their performance appraisal in the categories of attendance and punctuality.

If an employee is ill, injured, or an unexpected emergency arises which prevents them from reporting to work, the employee must notify their supervisor or the Owner no later than 30 minutes before the start of their scheduled work day. If an employee's supervisor, manager or designee is not available, the employee should contact the Owner. If an employee is physically unable to contact the Company, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When an employee calls in absent, they are to advise the Company of their expected date of return. The Company reserves the right to require proof of illness, injury or accident, including a doctor's statement or notice for any temporary disability, in accordance with applicable law.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for three consecutive days and has not provided proper notification, the Company will assume that the employee has abandoned their

position and may be treated as having voluntarily terminated their employment with the Company.

If an employee becomes ill at work, they should notify their supervisor or the Owner immediately. If an employee is unable to perform their job tasks, they may be sent home for the remainder of the day or until able to work again.

Employees will be at the appropriate location ready to begin work at the start of their scheduled work time or resumption of work duties. If employees are not prepared, they will be considered tardy. Excessive tardiness, whether excused or unexcused, constitutes unacceptable work performance.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

C. PERSONAL APPEARANCE AND HYGIENE

The Company requires all employees to present a professional image to the public and clients. Accordingly, employees must wear appropriate attire while conducting Company business.

Expensive clothing is not necessary for a well-groomed appearance. Clothing should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The Company wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable:

1. Spandex, sweats, or work out attire.
2. Bare feet or flip flops.
3. Pants, shorts, or skirts worn below the waistline.
4. Sexually provocative clothing or exposed undergarments.
5. Clothing with profanity, nude or semi-nude pictures.
6. Sexually suggestive slogans, cartoons, or drawings.
7. Clothing with offensive slogans or pictures.
8. Clothing showing excessive wear and tear.

9. Any clothing or accessories that would present a safety hazard.
10. Tattoos that are not appropriate in content.

All employees are expected to maintain clean and appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should be moderate and businesslike and should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Any employee whose appearance does not meet these standards may be counseled. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the situation.

Reasonable accommodation will be made for employees with sincerely held religious beliefs and disabilities whenever possible, consistent with the business necessity. If you would like to request an accommodation or have other questions about this policy, please contact the Owner.

D. PERFORMANCE EVALUATION

Employees may receive an appraisal of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the supervisor or the Owner.

In addition to any formal review, informal counseling sessions may be conducted from time to time.

E. WORK ASSIGNMENTS

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

F. CONFIDENTIALITY

There must be no disclosure of any confidential information or trade secrets to anyone outside the Company without the appropriate authorization. Confidential information may include financial information, bank account information, health information and diagnoses, relationship and family dynamics, electronic communications, and various passwords. Trade secrets may include information regarding the development of systems, processes, products, design, instruments, and technology. In addition, always respect financial disclosure laws and third-party intellectual property.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax, and email.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to a supervisor or the Owner without comment from the employee. When any inquiry is made regarding any client, the inquiry must be forwarded to a supervisor or the Owner.

Confidential information may be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

G. CONFLICT OF INTEREST

The Company is judged by the collective and individual performance of its employees. The Company has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Company holds itself and its employees to the highest standards of lawful and ethical conduct.

Employees must be very careful that their relationship with clients or vendors and other activities do not subject them or the Company to questions or undue criticism. Employees must refrain from engaging in any activity that could be in conflict with their status as a Company employee. This includes the use of an employee's position with the Company for personal profit, advantage, or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with the Company, or are violating laws governing fiduciary relationships. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

If an employee has questions about the propriety of a transaction or activity, they should seek guidance from their supervisor or the Owner. If necessary, employees should seek written approval before proceeding.

H. BUSINESS GIFTS

The Company wants at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the policy of the Company that employees are prohibited from either directly or indirectly asking, demanding, exacting, soliciting, or seeking anything of value for themselves or for any other person or entity.

Employees are also prohibited from either directly or indirectly accepting, receiving, or agreeing to receive anything of value for themselves or for any other person or entity (other than employee paychecks from the Company) for, or in connection with any transaction or business

of the Company that has a value of \$50 or more. If an employee is promised, offered, or given anything of value from any member, perspective member, customer, or perspective customer for, or in connection with any transaction or business of the Company, employees are to advise their supervisor or the Owner at once.

I. REPORTING IRREGULARITIES

It is the responsibility of each employee of the Company to immediately report any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of Company funds or property and suspicious persons or activity.

If an employee's actual or constructive knowledge of any irregularity exists and the employee does not report it to their supervisor or the Owner, that employee has engaged in unacceptable job performance.

J. INSPECTIONS & SEARCHES

Any items brought to or taken off of Company premises or the current location, whether property of the employee, the Company, or a third party, are subject to inspection or search unless prohibited by state law. Work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by the Company. The Company may monitor any telephone conversation employees have on Company owned or controlled equipment, premises, or property. Any inspection or search conducted by the Company or its designees may occur at any time, with or without notice.

K. ELECTRONIC ASSETS USAGE

The Company recognizes that use of the internet has many benefits for the Company and its employees. The internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately if required by their job. Use of the internet for non-work purposes should be held to a reasonable limit; reasonableness will be determined by the Company. Non-work internet usage may be prohibited. If employees have questions about what constitutes reasonable usage, they should not hesitate to contact their manager or supervisor.

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

1. Employees are prohibited from placing any passwords or restrictors on any document, computer, or computer software without the prior permission of their supervisor or the Owner. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any Company information without the appropriate authorization is strictly prohibited.
2. Company internet and email access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory or harassing nature, or

materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other federal or state protected status may be transmitted. Harassment of any kind is prohibited.

3. Disparaging, abusive, profane, or offensive language (materials that would adversely or negatively reflect upon the Company or be contrary to the Company best interests) and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email are forbidden.
4. Copyrighted materials belonging to entities other than the Company may not be transmitted by employees on the Company's network. All employees obtaining access to another company's or individual's materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except with permission or as a single copy to reference only. If employees find something on the internet that may be interesting to others, they should not copy or download it. Instead, they can give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on their own.
5. Employees should not use the system in a way that disrupts its use by others. This includes but is not limited to streaming of any video, unless work-related, streaming of music unless approved by a supervisor or owner, sending or receiving many large files, and sending email messages to an excessive number of users or sending emails that are not work-related in content.
6. The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage Company computers and compromise security of Company information. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
7. Each employee is responsible for the content of all text, audio, or images that they place on Company drives or send over the Company's internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the Company's name is attached to all messages so use discretion in formulating messages.
8. Email is not guaranteed to be private or confidential. All electronic communications are Company property. Therefore, the Company reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Also, the

internet is not secure so don't assume that others cannot read or possibly alter messages.

9. Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the Company.

All Company-supplied technology including computer systems and Company-related work records belong to the Company and not the employee. The Company routinely monitors usage patterns for its email and internet communications. Although encouraged to explore the resources available on the internet, employees should use discretion in the sites that are accessed. Unacceptable usage of the internet can place the Company and others at risk.

Since all the computer systems and software, as well as the email and internet connection are Company-owned, all Company policies are in effect at all times. Any employee who abuses the privilege of Company-facilitated access to email or the internet may be denied access to the internet.

L. USE OF EMPLOYEE'S PERSONAL DEVICE AT WORK

Use of personal electronic devices for work purposes, including but not limited to smartphones, tablets, laptops and computers is allowed only when a supervisor or the Owner has provided written authorization and may be limited to certain employees or departments.

During working hours and while conducting Company business, employees must exercise the same discretion in using their personal devices as is expected for the use of Company devices. All Company policies in effect pertaining to harassment, discrimination, retaliation, proprietary information, trade secrets, confidential information, and ethics apply to the use of personal devices for and during work-related activities.

Non-exempt employees are not authorized to use their personal devices for work purposes unless they receive authorization in advance from a supervisor or the Owner. This includes but is not limited to reading, sending, or responding to work related e-mails, sending text messages, and answering or initiating phone calls.

Employees may not use their personal devices for work purposes during periods of unpaid leave without prior management authorization. The Company reserves the right to deactivate the Company's information and access on the employee's personal device during periods of unpaid leave.

To ensure the security of proprietary Company information and technology, employees who have been authorized by a supervisor or the Owner to use personal devices are required to comply with Company requirements regarding the installation of antivirus software, additional encryption software, and "remote-wipe" software. All Company-related information and applications must be stored in a way that is password-protected and secure. Cloud-based

applications or backup software programs may not be used unless authorized specifically by a supervisor or the Owner as these programs may allow Company-related information to be transferred to unsecure parties. Additionally, employees may not use unsecure internet connections.

When personal devices are being used for work purposes, employees should not expect any privacy except that which is governed by law. The Company has the right, at any time, to monitor any communications that utilize the Company's networks in any way, including data, voicemail, telephone logs, internet use, network traffic, etc. to determine proper use. The Company reserves the right to review, retain, monitor or release personal and/or Company-related data on personal devices to government agencies or third parties during an investigation or litigation. The Company may review the activity and analyze usage patterns and may choose to publicize these data to assure that the Company's resources in these areas are being utilized according to this policy. Finally, no employee may knowingly disable, tamper with, alter, or destroy any network software or system identified as a monitoring application.

Employees are expected to reasonably protect personal devices used for work-related purposes from loss, damage, and theft. If a personal device is lost or stolen the employee must notify the Company immediately. The Company may choose to remotely wipe Company-related data. The Company is not responsible for the loss or damage of other data and applications on the device when it is remotely wiped. The Company bears no responsibility for replacing or repairing personal devices that are damaged, even if that damage occurs on Company property and/or during working hours.

The employee may be asked to produce any personal device used for work purposes at any time for inspection or review of compliance with policy. When an employee resigns or is terminated, the employee must cooperate in allowing access to the personal device so that the Company can remove all Company data.

M. SOCIAL MEDIA

The Company understands that social media can be a fun and rewarding way to share an employee's life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of the Company.

1. Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in Company policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employees should keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company, or the Company's legitimate business interests may result in disciplinary action up to and including termination.

2. Know and Follow the Rules

Carefully read these guidelines, the General Conduct Guidelines, the Sexual and Other Unlawful Harassment and Abusive Conduct policies, and ensure that postings are consistent with these. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

3. Be Respectful

Employees should always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of the Company. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by consulting the Company than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, employees, or suppliers; or that might constitute harassment or abusive conduct. 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.

4. Be Honest and Accurate

Employees should make sure they are always honest and accurate when posting information or news and if they make a mistake, it should be corrected quickly and they should be open about any previous posts they have altered. The internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the Company, fellow employees, members, customers, suppliers, and people working on behalf of the Company or competitors.

5. Post Only Appropriate and Respectful Content

- i. Employees should maintain the confidentiality of Company trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures or other internal business-related confidential communications.

- ii. Employees should not create a link from their blog, website or other social networking site to a Company website without identifying themselves as a Company employee.
- iii. Only personal opinions should be expressed. Employees should never represent themselves as a spokesperson for the Company. If the Company is a subject of the content they are creating, they should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the Company, fellow employees, members, customers, suppliers or people working on behalf of the Company. If an employee does publish a blog or post online related to the work they do or subjects associated with the Company, they should make it clear that they are not speaking on behalf 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 the Company.”

6. Using Social Media at Work

Employees must refrain from using social media while on work time or on Company equipment, unless it is work-related as authorized by a manager or consistent with the Electronics Assets Usage policy. Employees may not use Company email addresses to register on social networks, blogs, or other online tools utilized for personal use.

7. Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

8. Media Contacts

Employees should not speak to the media on the Company’s behalf without contacting the Owner. All media inquiries should be directed to the Owner.

9. For More Information

If an employee has questions or needs further guidance, they should contact the Owner.

N. PERSONAL PROPERTY

The Company is not liable for lost, misplaced, or stolen personal property. Employees should take all precautions necessary to safeguard their personal possessions. While the Company does not prohibit personal items at work, work areas are to be kept as neat and organized as possible.

O. PARKING

All parking is at an employee’s own risk. It is recommended that employees and visitors lock their vehicle and take other appropriate safeguards. Employees are not to park in areas reserved for visitors.

8. LEAVES OF ABSENCE

A. GENERALLY.

While regular attendance is crucial to maintain business operations, the Company recognizes that, for a variety of reasons, employees may need time off from work. The Company has available a number of types of leaves of absence. Some of these leaves of absence are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request for leave at least four (4) weeks in advance. If the need for leave is unforeseeable, the employee must submit a request for leave as soon as is practicable. All leaves must be approved by the Company in writing.

All requests for a leave of absence will be considered in light of their effect on the Company and its work requirements, as determined by the Company, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Company will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. An employee must provide a certification from their health care provider to support a leave for medical reasons. Furthermore, an employee may be required to provide information from his or her health care provider regarding the nature, extent and severity of their disability or medical condition but only to the extent needed to allow the Company to provide reasonable accommodations.

Failure to provide the required certification and/or information to the Company in a timely manner may result in delay or denial of leave. If an employee fails to return to work on the first workday following the expiration of an authorized leave, the employee may be deemed to have voluntarily resigned from the Company and may be taken off the payroll. Should an employee require an extension of leave, he or she must request such extension and have it approved before the expiration of the currently approved leave.

While the Company will make a reasonable effort to return an employee to their former position or a comparable position following an approved leave of absence, there is no guarantee that an employee will be reinstated to their position, or any position, except as required by law.

All leaves are unpaid except those taken pursuant to the Company's Paid Sick Leave Policy. Holidays that fall during a leave of absence will not be paid. The Company reserves the right to discontinue any employee's health insurance benefits while he or she is on an unpaid leave of absence, unless otherwise required by law. If the Company and the employee agree to maintain the employee's health insurance benefits while the employee is on leave, then the employee shall continue to pay timely the employee's portion of the health insurance premiums. Failure to do so may result in the termination of the employee's health insurance. The Company also reserves the right to require an employee to exhaust their accrued and unused paid time off benefits and/or paid sick leave balance prior to commencing an unpaid leave of absence.

B. THE FAMILY MEDICAL LEAVE ACT AND THE CALIFORNIA FAMILY RIGHTS ACT

The Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”) are not currently applicable to the Company because it employs fewer than fifty (50) individuals. Similarly, the New Parent Leave Act (the “NPLA”) is not currently applicable to the Company because it employs fewer than twenty (20) individuals. As such, employees are not currently eligible to take leaves of absence pursuant to the FMLA, CFRA, or NPLA. The Company does, however, grant unpaid medical and disability leaves of absence when required by applicable state and federal laws, including the Americans with Disabilities Act, and the California Fair Employment and Housing Act. Should an employee have any questions about a leave of absence related to a disability or medical condition, please address them to the Owner.

C. PREGNANCY DISABILITY LEAVE

If an employee is disabled on account of pregnancy, childbirth or a related medical condition, she may request an unpaid leave of absence. Such leave will be granted for the period of disability, for up to a maximum of four months or as allowed by law. Time off may be requested for other pregnancy-related conditions, including, but not limited to prenatal care, severe morning sickness, doctor-ordered bed rest, gestational diabetes, pregnancy-induced hypertension, loss or end of pregnancy, childbirth and recovery from childbirth.

If an employee wishes to take a pregnancy disability leave, she must notify the Owner of the date the leave is expected to commence and the estimated duration of the leave. For all planned leaves, an employee must submit a request at least four (4) weeks in advance; and in case of an emergency, the request should be made as soon as the employee becomes aware of the need for leave. The employee must also provide a medical certification of disability. Failure to provide the required medical certification in a timely manner will result in delay or denial of leave. Before returning to work, the employee must provide a medical certification that she is able to resume her original job duties. Employees may obtain appropriate forms from the Owner.

If an employee returns to work immediately following the expiration of an approved pregnancy disability leave, she will generally be reemployed in her former position or a comparable job, as required by law.

Pregnancy disability leave is unpaid. However, an employee may apply for state disability insurance benefits. If an employee receives such benefits, they will not extend the period of the approved leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. However, if the employee normally pays all or part of the premiums for such benefits for herself and any dependents (including payment via payroll deduction), the employee must make arrangements for

continued payment of such premiums during the entire period of unpaid leave. If the employee fails to pay her insurance premium payments, the Company may discontinue the employee's health insurance benefits.

Employees who are affected by pregnancy may also be eligible to transfer to a less demanding position or perform less strenuous duties provided certain prerequisites are met. Reasonable accommodations may be requested with the advice of the employee's health care provider. In addition, lactation accommodation is also available, upon request. For more information on pregnancy disability leave or transfer and its effect on the terms, conditions or benefits of employment, please contact the Owner.

D. CALIFORNIA BENEFITS FOR PAID FAMILY LEAVE

Employees located in California who are absent from work to care for a family member (spouse, domestic partner, parent or child, siblings, grandparents, grandchildren, parents-in-law) or bond with a new child, may apply for paid family leave benefits with the California Employment Development Department ("EDD").

Employees are responsible for filing their claims and other forms promptly and accurately with the EDD. A claim form may be obtained from any office of the EDD by telephone, letter or in person, or employees may request a form from the EDD's website. Please keep in mind that eligibility to receive paid family leave benefits from the state does not guarantee an employee's eligibility for a leave of absence or a reduced work schedule. Employees must follow the procedures in the leave of absence policy to request a leave.

If an employee plans an extended absence to care for a family member or bond with a new child, please notify the Owner so that the Company may provide the employee with further information regarding this benefit.

E. PERSONAL LEAVES

Personal leaves are available, at the Company's discretion, to employees who need time off and have no other leave available to them. This type of leave is without pay or benefits and may be used for personal business, illness of the employee or family members who need the employee's assistance, and other special reasons. The Company reserves the right to discontinue any employee's health insurance benefits while the employee is on a personal leave of absence upon prior notice to the employee. In deciding whether to grant leave, the Company will consider factors such as an employee's length of service, performance, responsibility level, discipline record, reason for the request, length of time off requested, other leave time taken and operating requirements.

A personal leave without pay may be granted for a reasonable period of time, generally up to 4 weeks in a 12-month period. If the leave has been taken for the employee's own illness or injury, requests for extensions of leave beyond this timeframe will be considered on a case-by-case basis. All time off granted within the preceding 12-month period will be considered in

determining the amount of time off granted. Upon completion of an approved personal leave, there is no guarantee that an employee will be reinstated to their former position, or any position, except as required by law.

Requests for a personal leave of absence must be submitted in writing and approved by the Owner. When leave is due to an illness or injury, employees must provide a certification from the health care provider, or an authorization that allows the health care provider to release the necessary information to the Company that supports the leave request. Before returning to work from a personal leave due to an employee's own illness or injury, he or she must provide a health care provider's certification that he or she is able to return to work or authorize the health care provider to release the same to the Company. Failure to provide the required certifications and/or authorizations in a timely manner will result in a delay or denial of the leave.

F. JURY DUTY

United States citizens have a civic obligation to provide jury duty service when called. An employee will be granted a leave of absence without pay for this purpose. Employees may use accrued PTO for jury duty if the employee wishes to do so. Employees must provide the Owner and the employee's supervisor with reasonable advance notice of jury duty. Employees should bring in a jury duty notice as soon as they receive it so that appropriate arrangements can be made to cover their duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required. Different compensation rules may apply for exempt employees. For further information, contact the Owner.

G. OTHER LEAVES

The Company will provide time off for various other reasons to the extent required by law. Other types of leave include but are not limited to leave for victims of crime, school visitation, voting, and military service. Please refer to Section 9A of this Handbook for applicable conditions of the Leaves of Absence. Should an employee need a leave of absence, or have any questions concerning other protected leaves of absence, please contact the Owner for more information.

9. EMPLOYMENT SEPARATION

A. RESIGNATION

Employees are requested to provide a minimum of two weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the Company should be submitted to their supervisor or the Owner. An exit interview may be requested.

B. TERMINATION

All employment with the Company is “at will” employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with the Company or the Company can terminate the employment relationship at any time, with or without cause, and with or without prior notice. An employee’s at-will employment status cannot be changed by any oral modifications.

C. PERSONAL POSSESSIONS & RETURN OF COMPANY PROPERTY

Any Company property issued to employees, such as computer equipment, keys, tools, or Company credit cards must be returned to the Company at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from all Company property.

ACKNOWLEDGEMENT

I acknowledge receipt of the Employee Handbook for A Clear Path, LLC (“Handbook”). I agree to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of the Company. I understand that any violation of the policies in this Handbook could result in disciplinary action, up to and including termination of employment.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by the Company or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with the Company only under certain circumstances or after certain events.

I am aware that the contents of the Handbook are presented as a matter of information and that except for the at-will provisions, the Handbook can be amended at any time. I realize that nothing in this Handbook is intended to infringe upon my rights under Section Seven of the National Labor Relations Act (NLRA). Additionally, I am hereby made aware that under the Defend Trade Secrets Act I may not be held criminally or civilly liable under federal or state trade secret laws if I disclose a trade secret to a government official or attorney solely for the purpose of reporting or investigating a violation of law, or in a complaint or document filed in a lawsuit, if that filing is made under seal.

I understand and agree that the Handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and the Company. I also understand that neither the Handbook nor any policy of the Company is a guarantee or promise of employment or continuing employment. I am aware that Company policy requires employees to be hired at-will and this policy cannot be changed by any oral modifications. My at-will employment status with the Company has been fully explained and I have been given an opportunity to ask questions regarding Company policies and my at-will employment status.

Dated

Signature

Print Name