

RELIAS

Company Handbook

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WELCOME

Hello Relian! Our official Relias Employee Handbook outlines our policy for paid-time-off (PTO), our 401(k) plan, and what you should do if you ever need to take a short-term leave. You can find all this and some of the more basic policies like work hours and payroll policies, all here in the employee handbook.

We want Relias to be a challenging, safe and fun place for you to grow in your career. We also want you to have a resource to check for all day-to-day policies that enable you to work worry-free at Relias. Please take a few minutes and review this Handbook, and if you have any questions, our HR team is always happy to help.

Thank you for being part of the Relias team and for making a difference in the lives of the most vulnerable and the people that care for them.

Kay Krafft
Chief Executive Officer

INTRODUCTION

This Handbook was designed to acquaint you with Relias (“the Company”) and provide you with an overview of Relias, our culture, expectations and policies for employees. We ask that you read, acknowledge and comply with all provisions of the Handbook.

These policies are intended to comply with federal, state and/or local law and where state and/or local laws dictate, additional or different policies for a particular location will apply.

No employee handbook can anticipate every circumstance or question about policy. As the Company continues to grow, the need may arise, and the Company reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of changes to the Handbook as they occur.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Company and any of its employees for any specific duration. No policy is intended as a guarantee of continuation of employment, benefits or rights. Employment is at-will and there is no promise of continued employment for a specified period of time and this handbook and the policies within do not alter the at-will nature or your employment with Relias.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Chief Executive Officer.

EMPLOYMENT POLICIES

The Bertelsmann Essentials are based on the core values of partnership, entrepreneurship, creativity and citizenship. These values provide a foundation on which our Company's employees, executives and shareholders can work together.

Code of Employer & Employee Relations

Additional Information found at:

https://benet.bertelsmann.com/benet/fs/en/basics/values/essentials_1/index_Essentials.jsp

Along with the core values of the Bertelsmann organization, it is the philosophy and approach of Relias to promote positive employer and employee relations, where all people are treated with dignity and respect. Thus, the Company strives to:

- + Implement fair and effective policies and practices that support employees to do their best while ensuring the best interests of the Company are preserved
- + Provide compensation and benefits commensurate with the work performed
- + Establish reasonable hours of work based on the Company's production and service needs
- + Monitor and comply with applicable federal, state and local laws and regulations concerning employee welfare and safety
- + Offer training opportunities for those whose talents or needs justify the training Be receptive to constructive suggestions about job duties, working conditions or personnel policies
- + Establish appropriate means for employees to discuss matters of concern with their immediate supervisors or department head

The Company, as part of its commitment to providing clients with excellent products and services and to creating a productive work environment, expects all employees to conduct themselves in a professional manner by adhering to rules of conduct such as:

- + Conducting themselves in a professional manner, both within the Company as well as when dealing with clients and suppliers
- + Maintaining and protecting the confidentiality of Company and client data
- + Representing the Company in a positive, ethical and honest manner
- + Performing assigned tasks efficiently, competently and timely
- + Demonstrating a considerate, friendly and constructive attitude toward fellow employees
- + Following the policies adopted by the Company

The Company retains the sole discretion to exercise managerial functions, including but not limited to the rights to:

- + Hire, assign, supervise, discipline and dismiss employees
- + Transfer employees within departments or into other departments and other employment classifications
- + Determine and change the size and qualifications of the workforce
- + Determine and change methods by which its operations are to be carried out
- + Determine and change the nature, location, product offerings, services rendered and continued operations of the business
- + Assign duties to employees in accordance with the Company's needs and requirements and to carry out all ordinary administrative and management functions

Business Ethics and Conduct

The successful business operations and reputation of the Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Company is dependent upon our clients' trust, and we are dedicated to preserving that trust. Employees have a duty to the Company and its clients to act in a way that will merit the continued trust and confidence of the public.

The Company will comply with all applicable laws and regulations and expects its management, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct in all relationships, including those with clients, suppliers, the public and among employees.



In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with your immediate supervisor and, if necessary, senior management for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Company employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

Additionally, the Company adheres to the Bertelsmann Code of Conduct and its principles and requirements contained therein. The Bertelsmann Code of Conduct is provided to every employee during Corporate Boot Camp onboarding process and is required reading for every new hire. The Code of Conduct can also be found on the Bertelsmann Ethics & Compliance website at: <http://benet.bertelsmann.com/ethics/fs/en/>.



At-Will Employment

All employment with the Company is “at-will” unless otherwise specified in a written employment agreement signed by the Company CEO. Employment with the Company is voluntarily entered into and the employee is free to resign at any time, with or without cause. Similarly, the Company may terminate the employment relationship at will at any time, with or without notice or cause. Relias will comply with all state and local at-will laws.

The Company may utilize any type of disciplinary action it deems appropriate under the circumstance for violation of Company policy or employment-related concern.

Good Standing

All employees are considered to be in good standing, unless otherwise noted. Employees on active performance improvement plans or progressive discipline will be considered not in good standing, for a period of time commensurate with their level of disciplinary action. For employees not in good standing, they will not be able to apply for internal job vacancies or be eligible for any type of bonus.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Company will be based on merit, qualifications, and abilities. The Company promotes equal employment opportunity for all employees and applicants regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, marital or veteran status, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that an individual has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Employees with questions or concerns about discrimination in the work environment are encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports in good faith without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Immigration Compliance

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Company will be based on merit, qualifications, and abilities.

Conflicts of Interest

To ensure that the Company's interests and reputation are not compromised, employees must avoid both actual conflicts of interest and any appearance of a conflict of interest. Employees must not allow any situation or personal interest to prevent them from exercising independent judgment or from acting solely in the best interests of the Company. Additionally, employees must not engage in conduct or activity that may raise questions as to the Company's honesty, reputation or otherwise cause embarrassment to the Company. Any employee who allows an actual or perceived conflict of interest to arise or who fails to act in the best interests of the Company may be subject to disciplinary action, up to and including termination.

A conflict of interest is a situation in which an employee's personal interests (or those of the employee's friends or family) are inconsistent with the interests of the Company, so that the employee's ability to act solely in the best interests of the Company is placed in doubt. Activities and conduct away from the job must not compete, conflict with or compromise the Company's interests or adversely affect your job performance and the ability to fulfill all your responsibilities to the Company.

Employees have an affirmative obligation to disclose all interests and relationships that may raise a potential conflict of interest. You are not permitted to perform services, that are normally performed by the Company, on your personal time and for your personal gain. Finally, you are prohibited from any association with another business that might result in a conflict with the purposes or goals of the Company.



If you are involved in any of the types of relationships or situations described in this policy, immediately and fully disclose the relevant circumstances to a member of management for a determination about whether a potential or actual conflict exists. If an actual or potential conflict exists, the Company may take appropriate corrective action. Failure to disclose facts may constitute grounds for disciplinary action, up to and including termination.

While you may accept gifts of modest value (under \$100) that are tokens of business friendship or respect, you may not accept gifts, favors or hospitality that might influence your decisions in Company business decisions regardless of value.

For gifts valued at more than \$100, the respective supervisor's approval is required.

Insider Trading Policy

The Company's policy prohibiting insider trading is designed to promote compliance with the federal securities laws and protect the Company and its employees from the serious liabilities and penalties that can result from violations of these laws.

All employees are strictly prohibited from purchasing or selling securities or disclosing such information about a Company client, prospective client, or vendor while in possession of material non-public information concerning the client/vendor, until such information becomes a matter of public knowledge. No employee shall advise or assist any other person with respect to the purchase or sale (directly or indirectly) of any securities based on material non-public information obtained during the course of employment which could be considered important by a reasonable investor. Trading on material nonpublic information or the transmission of such information to unauthorized persons is a violation of federal law which may subject the violator to criminal and civil penalties.

Foreign Corrupt Practices Act

The protection of confidential business information and trade secrets is vital to the interests and the success of the Company. Such confidential information includes, but is not limited to, the following:

- + Business results
- + Business strategies, forecasts and plans
- + Computer processes
- + Computer programs and codes
- + Client data
- + Client/partner lists
- + Client preferences
- + Financial information
- + Know-how, formulae, logic design, schematics and other technical information
- + Marketing strategies
- + New materials research
- + Pending projects and proposals
- + Personnel data and salary information
- + Proprietary production processes Research
- + Development strategies Technological
- + Data
- + Technological prototypes
- + ANY other information that is of a secret, confidential, proprietary or private nature

Due to the nature of our business, and as a condition of employment, all employees will be required to sign a non-disclosure agreement. Any employee who improperly uses or discloses trade secrets or confidential business information may be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if the employee does not actually benefit from the disclosed information. In addition, the Company is often responsible for maintaining the confidentiality of information provided by third parties in their business relationships with us. Employees are required to protect that information with the same care that is applied to the Company's own information. Any questions regarding these policies should be directed to Human Resources.

Employees are to handle in strict confidence all information regarding the business and its clients. Employees with access to client data may only discuss this information with other Company employees on a need-to-know basis, avoiding inadvertent disclosure in public areas or in front of other employees. Every effort must be made to safeguard all records and to prevent access by unauthorized persons. Additionally, employees may not divulge client information to media personnel unless in a position authorized to do so.



Press and Media Policy

Employees are required to forward all inquiries from the press and media to the designated public relations representative within the Marketing department. Examples of requests include:

- + Information on a product, partnership, initiative or how the Company is doing (past, present or future)
- + Endorsement, reference or a quote for a press release or news article “Inside information” on the Company or one of our partners
- + Contact details or information on an employee
- + Interviews to comment on the Company or related information
- + Requests may come from a member of the press, an industry analyst, a company or partner preparing a press release, a company, consultant or partner asking for participation in an informal meeting to discuss experience with their product, etc.

In accordance with this policy do not respond to a press inquiry, provide a vendor with a reference quote for a press release, or otherwise interact with the media without prior authorization.

Anti-Harassment Policy

The Company is committed to providing a work environment free of unlawful discrimination and harassment. The Company strongly disapproves of, and will not tolerate, unlawful harassment, including sexual harassment. This policy applies to conduct occurring in the workplace and/or in other work-related settings, such as business trips, and business-related parties and social events. All persons are expected to refrain from engaging in conduct which may be construed as unlawful harassment or sexual harassment. Likewise, each person is expected to take the necessary steps to prevent and eliminate its occurrence.

This policy prohibits unlawful harassment in any form, including sexual harassment, harassment related to race, color, age, ethnicity, religion, disability, genetic information, sexual orientation, and any other legally protected characteristic.

Sexual harassment includes unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature when (i) submission or rejection of such conduct is a term or condition of employment or is a basis for employment decisions, or (ii) such conduct has the purpose or effect of unreasonably interfering with an individual's working conditions or performance by creating an intimidating, hostile, humiliating or offensive work environment.

While in some cases individuals may make comments, jokes or personal advances without intending harm, such action can be unwanted, threatening and perceived as harassment. Stopping harassment in its many forms requires an increased awareness by everyone of the impact that such actions may have on others. Following is a partial list of unwelcome behavior that may be considered harassment:

- + Verbal conduct such as racial or ethnic epithets, derogatory jokes or comments, slurs, sexual innuendo, sexually suggestive "kidding or teasing," jokes about gender-specific traits, unwanted sexual overtures or comments, inquiries or discussions concerning one's sexual experiences, comments on an individual's body;
 - + Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
 - + Physical conduct such as unwanted touching, hugging, kissing, intentional brushing up against the body of another employee;
 - + Threats or demands to submit to sexual requests as a condition of continued employment or to avoid a loss of benefits, or offers of benefits in return for sexual favors; and
 - + Retaliation for having reported or threatened to report harassment.
 - + Verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of one's race, color, religion, sex, sexual orientation, gender identity or expression,
- national origin, age, disability, marital status citizenship, genetic information, or any other characteristic protected by law, or that's one's relatives, friends or associates, and that
- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment,
 - b) has the purpose or effect of unreasonably interfering with an individual's work performance, or
 - c) otherwise adversely affects an individual's employment opportunities.

Following is a partial list of behaviors that may be considered harassment:

- + epithets, slurs or negative stereotyping;
- + threatening, intimidating or hostile acts;
- + denigrating jokes;
- + written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Whenever possible, any person who is experiencing unwelcome conduct of the type generally described above should inform the person engaging in the conduct that it is unwelcome and request that it stop. The complainant may choose to pursue this option alone, or may ask a supervisor or human resources representative to be present or serve as an intermediary.

In any case, a person who believes that they have been harassed by a co-worker, supervisor, customer, vendor or other business visitor, or who has witnessed such harassment, is strongly encouraged to report the facts of the incident or incidents in accordance with the procedure set forth below. All persons are urged to come forward with information about allegations of unlawful harassment. Retaliation for making a complaint or cooperating in an investigation of alleged harassment is strictly prohibited.

Anti-Harassment Reporting Procedure

Reports of harassment should be directed to your supervisor, another supervisor or manager or a Human Resources representative as soon as possible after an incident. The report should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. To ensure an appropriate investigation and response, supervisors shall discuss all harassment complaints with Human Resources.

Upon notification of a complaint, a prompt, thorough and objective investigation will be conducted under the direction of Human Resources. All information will be handled with the highest degree of confidentiality possible under the circumstances and with due regard for the rights and wishes of all parties.

If the investigation produces evidence that Company policy was violated, appropriate action will be taken to correct and remedy the problem. Such actions may include, for example, counseling, training, written or verbal warnings, transfer, and termination of employment. The results of the investigation will be disclosed to the person making the report and the person alleged to have violated Company policy. In the case of harassment by a customer, vendor or other non-employee of the Company, possible remedial action may include letters of objection discussing the issue and requesting that the conduct cease, or refusal to continue the business relationship.

Every employee and consultant is expected to support and carry out the policy. Any manager or supervisor observing or knowing of a harassing situation shall take immediate action to stop it. Supervisory and Human Resources personnel who receive reports of harassment shall seriously consider all such complaints and take immediate steps to implement this policy in accordance with its provisions.

The Company strongly encourages all employees to bring concerns and complaints about harassment to the attention of management. A prompt internal investigation will allow the Company to fulfill its commitment to ensure a workplace free of harassment and discrimination.

Safety in the Company's Office

The Company is committed to maintaining a safe work environment and to preventing violence in the Company's office. All employees, as well as contractors, vendors, visitors and other members of the public, should be treated with courtesy and respect at all times.

All employees are responsible for their own safety, as well as that of others in the work environment. To help us maintain a safe work environment, everyone must be safety-conscious at all times. If on Company premises, be aware of persons loitering for no apparent reason in or around buildings or parking area, and report any suspicious persons or activities immediately. Employees must clear workspaces at the end of the day, including logging off the network and taking all materials. When away from the work area for an extended length of time, do not leave valuable and/or personal articles that may be accessible.

Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others and report all work-related injuries or illnesses immediately to management.

Under no circumstances are the following items permitted on Company property, including parking areas (state law will override): all types of firearms; switchblade knives and knives with a blade longer than four (4) inches; dangerous chemicals; explosives including blasting caps, chains and other objects used for the purpose of injuring and/or intimidating.

Conduct that threatens, intimidates, or coerces another employee, a client, or a member of the public will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to any member of management. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

Disciplinary action, up to and including discharge, will be taken against any employee engaging in threats directed at other employees or behavior of a threatening or intimidating nature.

American with Disabilities Act

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship to the Company would result. Whether you are an employee or applicant, if you require an accommodation to perform the essential functions of the job, notify Human Resources to request an accommodation. If an employee requires a workplace accommodation, the Company will work with the employee to identify possible accommodations, if any, which will help eliminate the limitation. Your physician may be required to provide a written statement outlining the need for an accommodation and any limitations you may have within the job. If the accommodation is reasonable and will not impose an undue hardship, the Company will work with your department to make the accommodation.



Genetics Information Nondiscrimination Act

In connection with certain benefit programs and/or leaves of absence, you may be asked to provide certain medical information to the Company. In these situations, be advised that the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, employees should not provide any genetic information when responding to requests for medical information. "Genetic Information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Non-Retaliation Policy

The Company is committed to providing a work environment conducive to open discussion of its business practices. It is our policy to protect employees who make reports, in good faith, of potential violations of our Code of Conduct, the policies in this Employee Handbook, other Company policies or applicable law, as described herein. In addition, it is the Company's policy to comply with all applicable laws that protect employees against unlawful discrimination or retaliation by their employer as a result of lawfully reporting information regarding corporate fraud or other violations of law by the Company or its employees.

Any employee who retaliates against another employee for reporting problems will be subject to disciplinary action, which may include termination of employment. If an employee believes that they have been subjected to any action that violates this Non-Retaliation Policy, the employee should notify their supervisor or Human Resources.

This Non-Retaliation Policy applies even if an allegation that was made in good faith ultimately turns out to be groundless. However, employees who file reports or provide evidence that they know to be false or without a good faith belief in the truth of such information will not be protected by this Non-Retaliation Policy and may be subject to disciplinary action.



Communication and Open Door Policy

Relias encourages an open channel of communication for employees to make suggestions and voice any concerns. Therefore, you are encouraged to discuss concerns or suggestions with your immediate manager as they are usually in the best position to assist, or submit suggestions through the anonymous Employee Suggestion Box.

In addition to suggestions and issues related directly to your job, the open door policy also allows employees to raise concerns on topics including, but not limited to, the following:

- + Theft
- + Harassment
- + Fraud
- + Unethical/illegal behavior Dishonesty
- + Safety hazards Discrimination

If your manager is unable to resolve the issue or if the situation involves your manager, you are encouraged to speak with another manager or Human Resources. All discussions will be handled in as timely and confidential manner as possible.

The Company believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of retaliation.

EMPLOYEE CONDUCT AND WORK RULES

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the Company. This list is not exhaustive and other conduct that threatens the security, personal safety, the welfare of employees and the Company's operations will not be tolerated.

- + Falsifying employment records, employment information, expense reports, or other Company records
- + Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or client
- + Violating Company policies as documented in the Employee Handbook Removing or borrowing Company property without prior authorization Unauthorized use of Company equipment, time, materials, or facilities Carrying firearms or any other dangerous weapons on Company premises at any time
- + Engaging in criminal conduct whether or not related to job performance Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a manager or Company Officers
- + The use of abusive or threatening language within the workplace toward a manager, Company Officers, other employees or clients
- + Failing to notify a manager when unable to report to work
- + Failing to provide a physician's certificate when requested or required to do so
- + Violating any safety, health, security or Company policy, rule, or procedure Committing a fraudulent act or a breach of trust under any circumstances Commitment of or involvement in any act of unlawful harassment of another individual

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Both you and the Company remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Personal Relationships and Nepotism

Situations and relationships within the workplace between two employees can create perceived or actual conflicts of interest. Therefore, when appropriate, the Company may take an employee's relationship with another employee into account and certain guidelines, as outlined below, are provided to limit the potential for a conflict of interest.

An employee may not be in a supervisory relationship with another employee who is a relative (husband, wife, domestic partner, brother, sister, mother, father, children, grandparents, in-laws), unless specifically approved in advance by the Company. Supervisors are to avoid real or perceived opportunities for favoritism or conflicts of interest regarding the employment of relatives.

Anyone with people management responsibilities must not date or form special social relationships with an employee directly or indirectly under his or her supervision. If such a relationship arises, the supervisor must promptly inform Human Resources of the circumstances so that appropriate steps can be taken to avoid the appearance of favoritism or conflicts of interest. Employees must also complete the Personal Relationship Agreement form and submit to Human Resources if they are involved in a romantic or non-familial relationship.

The Company reserves the right to take appropriate action, up to and including reassignment of duties or removal from a job, in the event a personal relationship between employees creates a real or perceived conflicts of interest and/or impacts the safety, security or morale at the Company.

Outside Employment

As an employee, your first loyalty is to the Company, so outside employment is strongly discouraged. In the event that an employee finds it necessary to seek additional employment, a written request must be submitted and approved by both legal and human resources in advance. Such outside work may not include working with or consulting for a competitor or client and must not be the type of work the employee performs for the Company in their current role.

Before considering outside employment or consulting, review section seven (7) the Company's Confidentiality, Invention Assignment, Non-Solicit, Non-Compete and Arbitration Agreement (CINNAA), as well as the Conflicts of Interest policy. Before requesting written approval, be certain that you will be able to uphold your responsibilities to the Company throughout your additional employment. Avoid situations that might lead to poor job performance, absenteeism, tardiness, or inability to undertake work that may require travel or overtime.

If the Company determines that an employee's outside work interferes with their job performance, prevents them from meeting the requirements of their position, or constitutes a conflict of interest, the employee may be asked to terminate the outside employment in order to remain employed by the Company.

YOUR EMPLOYMENT STATUS

Internal Hiring Process

The Company is dedicated to assisting employees in reaching their professional goals through internal promotion and transfer opportunities. All open positions are posted on our career page, <http://hrjobcenter.com/relias/>.



To apply for an opening, employee must meet the following eligibility requirements:

- + You are a current, regular full- or part-time Relias employee
- + You have been in your current position for at least one year (Exceptions to this one-year requirement can be initiated by your current supervisor and require approval from the recruiting manager)
- + You are an employee in good standing, and have not been on a Performance Improvement Plan for your current position
- + You meet the qualifications listed for the position in the job posting

To apply for an open position:

- + Obtain written approval and a recommendation from your manager to be considered for other positions within the company
- + Complete an application in the Tracking System (ATS)
 - o Attach an updated resume
 - o List the Source as Current Employee

If your skills and qualifications closely match the job requirements, you will be contacted for an interview with the hiring manager and be considered with other candidates for the role.

Please feel free to contact one of our recruiters at recruitment@relias.com should you have any questions.

Your Job Performance at the Company

As an employee of the Company, you are expected to meet and maintain the requirements for job performance and behavior. All employees are subject to a 90-day Initial Employment Period. At the end of the 90 days, the employee and manager will meet to complete review of the employee's performance against goals outlined at the start of employment. During the 90-day Initial Employment Period, if it is deemed that an employee is not a good fit for the role or Company, or performance is not meeting expectations as expected from the 30-60-90 day plan, you may be released from your role without progressive discipline or a Performance Improvement Plan (PIP).

Individual performance feedback is a continuous process intended to improve and/or optimize employee performance and development, thus ultimately resulting in improved business results. Performance reviews are conducted to provide feedback for both employees and managers. Each employee is evaluated based on expectations for his or her job requirements and on individual goals mutually agreed upon with their manager. Annual Evaluations will take place in Q1 each year, in written form.

Your Total Cash Compensation at the Company

Salary bands are published on the Company Intranet and reviewed annually. Pay is regularly reviewed and eligible employees receive an annual monetary adjustment referred to as a Cost of Living Adjustment (COLA). While it is called COLA, this number is not reflective of the government COLA rate nor is it directly tied to inflation. This adjustment will happen annually, effective in July. More information on this topic can be found within our Compensation Philosophy on the Intranet. Employees on variable pay plans are not eligible for COLA and should refer to their annual compensation plans for additional detail on their OTE/TCC. Some employees may be eligible to earn annual bonuses. No bonus is deemed earned until it is paid, and employees must be active and in good standing to receive a bonus. Unless otherwise specified, annual bonus payments are made in Q1.

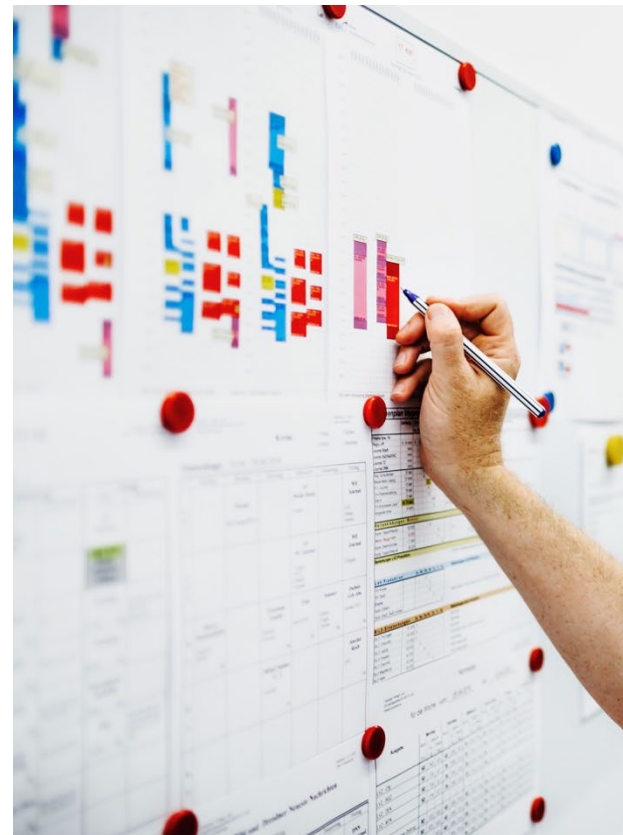


Relias believes it is important to balance the business needs of the Company with providing employees an opportunity to correct performance-related problems and/or misconduct. If your performance or conduct falls below a level acceptable to the Company, HR/Management will identify the appropriate steps to address performance issues with the intent to bring performance within expected levels. Management will use its discretion to determine the appropriate steps to take to address employee performance, including:

- + Additional instruction or training
- + Verbal warning
- + Written warning
- + Performance improvement plan

How the Company chooses to administer employee performance counseling or discipline in no way alters or limits the “at will” employment relationship defined in this handbook. The Company may choose to exercise its discretion to use forms of discipline that are less severe than dismissal, depending on the circumstances. The Company may or may not adhere to a "progressive" series of performance management or disciplinary actions and will use discretion to use the form of corrective action it believes is appropriate under the circumstances.

Additionally, the Company recognizes that in certain instances the interests of the Company require immediate action that precludes a performance management process. In these cases, the manager, in conjunction with senior management and Human Resources, may determine that immediate termination is warranted.





Employment Status

Various employment statuses exist and are tied to number of working hours per week and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time and for any reason is retained by both the employee and the Company.

Full-time employees are those who are regularly scheduled to work a minimum of 40 hours per week and are eligible to participate in Company health, dental, vision, life, and disability insurances and other benefits made available by the Company to employees. Employees in this category are also eligible for PTO and holiday pay, and the Company 401(k) match in accordance with Company guidelines.

Part-time benefit-eligible employees are those employees who are regularly scheduled to work at least 30 hours per week on a consistent basis. Part-time employees in this category are eligible to participate in Company health, dental, vision, life, and disability insurance and other benefits made available by the Company to employees. Employees in this category are also eligible for PTO and holiday pay, and the Company 401(k) match in accordance with Company guidelines.

Part-time non-benefit-eligible employees defined as employees who are regularly scheduled to work less than 30 hours per week on a consistent schedule. Part-time employees in this category are not eligible for health insurance benefits, nor are they eligible for PTO or holiday pay. Employees in this category are eligible to contribute to a 401(k); however, they will not be eligible for the Company 401(k) match until they meet a threshold of 1,000 worked hours.



Temporary or Occasional employees work in jobs established for a specific project or time period. Temporary or occasional employees are not eligible for Company insurance benefits, PTO or holidays.

Interns are employed for a temporary period of time, typically 10-12 weeks, and hold positions that provide the individual opportunity to gain on-the-job experience. These positions are not benefit eligible.

Inactive employees are those employees who are on any type of leave of absence, work-related or nonwork-related, including FMLA. Decisions to retain an employee on inactive status will be based on the totality of the circumstances, including the business circumstances of the Company and applicable federal and state regulations. Where applicable employees may continue benefits through continuing their monthly payments. Inactive employees will not have access to company email and applications.

FLSA Classifications

The Fair Labor Standards Act (FLSA) and applicable state law require that all jobs be classified as either “Exempt” or “non- exempt” from overtime pay requirements based on the nature of the work and essential functions of the job. Jobs classified as non- exempt are eligible for overtime pay at the rate of one and one-half times their regular hourly rate for hours worked in excess of forty (40) in an actively worked workweek. The Company will make classification determinations applying the appropriate criteria developed by the Department of Labor.

Separation of Employment

Since employment with the Company is based on mutual consent, both the employee and the Company have the right to terminate the employment relationship, at will, with or without cause or notice, at any time. Certain situations may result in the termination of employment. It is the Company’s intent that employees receive fair and equitable treatment and that termination actions comply with federal, state, and local laws.

Voluntary Termination. If you resign, you are encouraged to give a minimum of two (2) weeks’ written notice to your manager of your intent to resign. You are expected to work during your notice period, and your termination date will be the last day you actually work. You may not use PTO or holidays to extend the resignation date past the last date worked. The Company reserves the right to accelerate the notice period and last day worked of any resigning employee.

In addition to providing notice, any of the following actions may be considered a voluntary resignation: (1) remaining absent for three (3) consecutive working days without notifying the Company; or, (2) failure to return or report for work at the end of an approved leave of absence; or (3) failure to comply with terms and conditions of employment within a specified period of time.

Involuntary Termination. A manager may follow a performance management process prior to terminating an employee for performance or conduct inadequacies. However, each situation will be dealt with on its own merits. In circumstances involving employee misconduct, for example, immediate termination may be appropriate without following a corrective counseling process.

Reduction in Force. Reductions in force may occur due to changing operational requirements, budgetary restrictions, or reorganizations. Prior to a reduction, effort will be made to identify suitable opportunities for an employee internally in another position that uses the employee's skills and abilities, if such position is open.

Return of Company Property. Employees must return all Company property immediately upon request or as noted in termination documentation. Company property includes, but is not limited to: equipment, computers, software, passwords, cell phones/smart phones, keys, forms, supplies, written materials, lists, or other work products produced while employed by the Company. Where permitted by applicable law, the Company may withhold from an employee's check or final paycheck the cost of any Company property that is not returned when required. The Company may also take legal action deemed appropriate to recover or protect its property.

Managers of a departing employee are responsible for ensuring Human Resources is notified immediately of all resignations and pending separations. Human Resources is responsible for issuing a separation alert. Helpdesk is responsible ensuring that company property has been accounted for or returned.

Confidentiality Agreement. The obligations of the Company's employee confidentiality and non-compete requirements continue throughout employment as well as after the employee leaves the Company.

Final Pay. The Company will provide the departing employee with their final paycheck per state regulations, and it will generally occur on the next scheduled pay day.

Final pay will include pay for actual time worked through the date of separation. Employees are not entitled to any PTO payout at termination since the Company has a flexible PTO program.

PTO or holidays may not be used to extend an employee's resignation date past the last date worked.

The employee will receive information regarding the status of current benefits, benefits continuation and conversion privileges, repayment of outstanding debts to the Company, return of company-owned property, and any other issues relating to separation from employment.

Personal Data and Files

It is each employee's responsibility to ensure the Company has accurate and complete personal information on record and must promptly notify the Company of any changes in personal information, including mailing address, telephone numbers, number and names of dependents and emergency contacts. Employees should notify Human Resources of any changes.

Access to Personnel Files

The Company maintains a personnel file for each employee in accordance with federal and state requirements. Information maintained in the personnel file will not be released except with the employee's written consent, to meet legal requirements, or, as appropriate, to the employee's manager or a Company Officer.

Written requests require a signed release of information form from the employee or former employee for whom the information is requested. Telephone requests will be limited to confirmation of information stated by the external party and is restricted to job title and dates of employment.

Active employees may inspect their personnel files in a private area during working hours only. A representative of senior management may be present for the inspection. The file may not be removed from the area, and the employee may not remove information from the file or alter the information in the file in any way. If the employee disputes the accuracy, completeness, truthfulness, or relevance of any particular document in the personnel file, they will be given the opportunity to place a brief statement to be attached to the document in question and retained in the file. The employee may request copies of papers in the file that bear their signature.

Former employee access to personnel files will be allowable according to state allowances and requirements.



YOUR WORK SCHEDULE AND PAY

Work Hours and Work Week

The workday (a consecutive 24-hour period) begins at 12:01AM and ends at midnight. The workweek begins on Saturday and ends on Friday.

Relias offers a flexible start between 7AM and 9AM unless determined by your department. Staffing needs and operation demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Managers will set and approve work schedules for staff.



Meal and Rest Periods for Non-Exempt Employees

Non-exempt employees are provided with an off-duty meal period of at least 30 minutes whenever five (5) or more hours are worked in a day. Meal periods are not working time and are therefore unpaid. Employees are required to record meal periods in the Company's time-keeping system. All employees working at least 30 hours per week are encouraged to take a meal period. If work duties are performed during a meal break, that time is considered working time and should be recorded as such on the employee's timecard.

Employees are permitted to take rest breaks of 10 minutes for every four hours worked. Rest breaks are paid and employees do not need to record this time away from work.

Where state law provides a more generous benefit than provided by the Company, the state law will supersede. An employee's regular work location determines which state law applies.



Timekeeping

Federal and state wage/hour laws require that a record be kept of the working hours for non-exempt employees. Your timekeeping record needs to be filled out daily using the time-keeping system and your time will be rounded to the nearest quarter of an hour. Accurate time records will ensure that you are paid promptly and accurately. If you are a non-exempt employee, you should not report to work more than 15 minutes before your scheduled starting time or leave more than 15 minutes after your scheduled stopping time unless you have been authorized to work overtime by your supervisor. Any hours worked other than your normal work schedule must have prior supervisory approval.

Non-Exempt Employees and Overtime

When operating requirements or other needs cannot be met during a non-exempt employee's regular working hours, the employee may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Failure to obtain advance authorization may result in disciplinary action.

Overtime will be paid in 15-minute increments. Non-exempt employees are required to track their arrival, departure, and meal times each day in the Company's electronic time-keeping system.

Overtime for non-exempt employees falls under federal law when no other state law exists. Federal law provides time and one half (regular hourly rate) for all hours worked more than forty (40) in one workweek. Paid time off (including PTO, sick PTO, holidays, jury duty, etc.) is not included as time worked for purposes of calculating overtime pay. Only actual hours worked in a workweek can apply in calculating overtime.

California employees only: Overtime is paid at one and one-half times the regular hourly rate for hours in excess of 8 per day or 40 hours per week. The employee will be paid at double the regular hourly rate for hours in excess of 12 hours in a workday. If an employee works 7 consecutive days in a workweek, overtime for work on the 7th day will be paid at one and one-half times the regular rate up to and including 8 hours of work and at double the regular hourly rate for all hours worked in excess of 8 hours. Paid time off (including PTO, holidays, jury duty, etc.) is not included as time worked for the purpose of calculating overtime pay. Only actual hours worked in a given workweek can apply in calculating overtime.

Non-Exempt Travel Pay

There may be instances in which a non-exempt employee is expected to travel for Company related business. The chart below outlines what constitutes compensable travel time under the Fair Labor Standards Act (FLSA). Employees are required to accurately record all time worked, including compensable travel time, on their timesheets.

TYPE OF TRAVEL	TREATMENT FOR PAY PURPOSES
One-day special assignment in another city	When an employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day, all time spent traveling to and returning from the other city is considered work time except for the employee's normal commute time.
Travel as part of regular work duty	Time spent by an employee in travel as part of their principal work activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked, but does not include normal commute time to and from work. When an employee is required to drive for Company business, the employee will be paid for all travel time.
Travel away from home community	Travel that keeps an employee away from home overnight is travel away from home for the purpose of FLSA and it is considered compensable work time when it cuts across the employee's normal work schedule regardless of the day of the week.
Exceptions	Travel from and to home before and after the regular workday is ordinary home to work travel, which is not compensable. Travel time outside of regular working hours Monday through Friday as a passenger on an airplane, train, bus or automobile is not considered work time, unless work is being performed while in route, e.g. supervisor approved time to respond to e-mails. Regular meal periods of 30 minutes or more may be excluded from time worked, if an employee is completely relieved of all duties.

Pay Periods

Employees are paid regular pay bi-weekly on Thursday, unless otherwise specified by the Company. The payday for a two-week period occurs one week after the end of the pay cycle. If the pay date falls on a banking holiday, payroll and direct deposits will be made the day prior.

Automatic Payroll Deposit

Employees are paid via direct deposit and may access itemized pay statements within the Company's time-keeping system. The employee's first paycheck may be a live check and direct deposit should begin with the employee's second paycheck unless there is an issue with the employee's banking information.



Pay Deductions and Payback Obligations

The law requires that the Company make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes as well as federal or state ordered liens, garnishments, or child support payments. The Company also deducts Social Security taxes on each employee's earnings up to the specified limit that is called the Social Security "wage base." If an employee resides in an area where local taxes are applicable, the employee is responsible for notifying the Payroll department to ensure that proper withholding occurs.

Income tax deductions are based on the information provided on federal and state withholding forms completed by the employee. Employees may complete new withholding forms at any time in order to change the number of exemptions, marital status or inform the Company of a move to another state. Federal and state withholding forms can be obtained from the Company intranet.

The Company offers programs and benefits beyond those required by law. Eligible employees may voluntarily agree to participate in these programs and authorize deductions from their paychecks to cover the costs associated with the programs.

The Company reserves the right to deduct an unfulfilled debt or obligation to the Company from an employee's paycheck to the extent permitted by applicable state law.

Payment of Commissions and Bonuses

Payment of commissions and bonuses will be made per the terms of the applicable compensation plan(s), if any. Compensation plans cover specific periods of time, and the Company reserves the right to change the plans at any time. To earn and be eligible to receive commissions or bonuses for any specified period of time (such as a quarter or year), an employee must be continuously employed throughout the entire specified period unless otherwise stated in the specific compensation plan.

Bonus eligible employees hired before November 1 of the calendar year will be eligible for that year's bonus plan. Bonus payout will be prorated based on time employed with the Company for that calendar year. To receive bonus payout, you must be actively employed and have not resigned your position during the time of payout.

WORK ENVIRONMENT, SAFETY AND SECURITY

Building Access

Remote and non-local employees may be issued a badge or assigned a temporary badge, depending on business need. Building access badges are required to access all points of entry into our workspace.

All badges are the property of the Company and must be returned at time of termination. If a card is lost, stolen or damaged, the employee is responsible for a \$10 replacement fee deducted from the next paycheck. Cards not returned on an employee's last day of employment with the Company may also incur a replacement fee to be withheld from the employee's final paycheck.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as the Café and pantries are expected to keep them sanitary. Please clean up after meals and dispose of trash, recycling, and compost properly. Employees working remotely are expected to maintain a clean and safe workspace free of potential hazards.

Lactation Accommodation

Relias would like to ensure that our employees who choose to breast feed feel comfortable doing so in the workplace. Therefore, following are some guidelines to assist with this process:

Relias has provided a space on each floor of the building for employees to express milk in private. Relias will provide badge access on each floor. Areas such as restrooms are not considered appropriate spaces for lactation purposes. Rooms are equipped with the ability to work while expressing milk. The time may run concurrently with an employee's paid break time. The Company may make separate time available if it is not possible for the lactation time to run concurrently with the employee's existing break time. This will be unpaid for non-exempt employees. In providing this time it is the request of the Company that an employee be sensitive to the time away from the job to ensure that Company operations will not be seriously disrupted.

At the time you return from a leave, Human Resources will provide access to the lactation room. Once access is no longer needed, please inform Human Resources.

Nursing Mothers Required to Travel

If a nursing mother is required to travel for business for 3 days or more, Relias will cover the expense of sending milking home via Milkstork or a similar company for each three (3) days of travel. The milk will be batched every two (2) days. International travel is excluded.



Smoking, Vaping, and Chewing

Smoking is not allowed within the Company office. For purposes of this policy, smoking includes all cigarettes, cigars, e-cigs, vapes (including non-tobacco “vaping”), chewing tobacco or any type of tobacco products. Observe and obey all building non-smoking ordinances. Employees working remotely are not affected by this policy; however, they are expected to maintain a safe work space if smoking is conducted in their work environment.

Drug and Alcohol Use

It is the Company’s desire to provide a drug-free, healthy, and safe work environment. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Company premises, working remotely, and/or while conducting business-related activities off Company premises, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work environment. Employees who are taking prescribed medication that may in any way affect their ability to perform their jobs safely or effectively, must notify their supervisors immediately as well as provide a physician’s note identifying the medication and its possible side effects. The Company reserves the right to reassign or change the work assignment during the period prescribed medications are being taken.

During business hours, no employee may consume or be under the influence of alcohol unless at a company sponsored event. At Company or client- sponsored events where alcohol may be served, employees are expected to exercise restraint, to act responsibly, and to comply with all laws regarding the service and consumption of alcohol. Any exceptions of the policy must be approved in advance by the CEO.

Violations of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program as a condition to continued employment. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the work environment may raise their concerns with their manager without fear of retaliation

WORK AND LIFE BENEFITS

Holiday Schedule

The Company grants 11 paid holidays (eight company holidays, two floating holidays and one employee birthday holiday) per year to eligible employees. Eligible employees receive full pay for the normal hours they would have been scheduled to work on the holiday or a reasonable approximation of the usual daily hours worked during the pay period. Company holidays that fall on a Saturday will be observed on a Friday, and company holidays that fall on a Sunday will be observed on a Monday, unless otherwise noted.

- + New Year's Day
- + Memorial Day
- + Independence Day
- + Labor Day
- + Thanksgiving Day
- + The day after Thanksgiving Day
- + Christmas Eve
- + Christmas Day
- + Employee's Birthday

Employees are granted two Floating holidays to use at their discretion and with advance approval from their manager.

Days that can be used for Floating holidays are:

- + Martin Luther King Jr. Day
- + President's Day
- + Columbus Day
- + Veteran's Day
- + Juneteenth
- + Any day adjacent to the above recognized
- + Relias holidays
- + Any religious holiday you observe
- + Any holiday of a country you are affiliated with

Regular full-time employees receive their regular rate of pay for each holiday. Employees on a leave of absence and/or receiving disability benefits are not entitled to receive holiday pay.

The Company reserves the right to alter the holiday schedule as business needs arise. Holidays are not an accrued benefit.

Paid Time Off (PTO)

The purpose of Paid Time Off is to provide you with the opportunity for rest, relaxation and rejuvenation necessary for you to live a well-balanced life and to give your best while you are at work.

Our PTO policy allows you to take an unrestricted reasonable number of scheduled days off work, provided such time off does not interfere with your job duties or the needs of the business. All PTO must be taken with advance approval of your supervisor and submitted through the timekeeping system.

Additional Information

Flexible PTO requests are approved on a first-come, first-serve basis to ensure that departments maintain adequate staffing levels to support business' needs. Each manager is responsible for determining the maximum number of team members that may be out at one time, and may deny requests based on that determination.

- + Flexible PTO should be requested as far in advance as possible. This will provide the greatest opportunity for your team to cover your work while you're out. Flexible PTO can be taken in half or full day increments. A best practice for PTO requests greater than one week is to request at least a month out; for 10+ days, two months in advance.
- + PTO can only be taken in half day or full day increments according to your regular scheduled work hours. For example, hourly/non-exempt employees, if you leave early at 4PM but you are scheduled until 5:30PM, you cannot use PTO to supplement the time off.
- + PTO requests over two (2) weeks at a time requires Senior Management pre-approval. Pre- approvals should be sent to HR@relias.com when request is approved.
- + This policy is intended to provide employees with the time off necessary to do their best while at work. If an employee's performance declines due to abuse of this policy, management has the right to decline future requests, if appropriate.

Sick PTO

For unexpected absences and other unscheduled absences will be limited to a maximum of nine (9) days per year. Sick PTO also includes regular medical visits such as doctor or dentist visits, as well as a personal illness or family member. Sick PTO can be taken in 2-hour intervals. Additional sick days will be unpaid, unless they are covered by another benefit, i.e. short-term disability, and the employee has provided a physician's certification for the time off.

If you are sick, you may be required to provide a doctor's note for the absence or any subsequent sick absences. The Company will request a doctor's note when it deems appropriate and in its discretion.

Time off in excess of 3 days due to extended illness and/or injury or leaves of absence such as those covered under Family and Medical Leave are handled separately by Short-Term Disability. Employees must contact Human Resources when their time off exceeds business days.

Sick PTO will need to be tracked and entered through the timekeeping system.

If you are recording time off because you were sick, you are required to enter time in the timekeeping system using the "Sick PTO" code.

Any instances of unapproved absence (no-call/no-show) may be unpaid unless there are mitigating circumstances to warrant pay as approved by the manager and human resources.

Mental Health PTO

Mental well-being is a crucial part of your employee experience at Relias. Because of that, and to increase engagement, productivity and job satisfaction, Relias offers each employee three (3) Mental Health PTO days each year.

Mental Health PTO can be taken with one day notice, and is intended to allow employees to take a break for their mental health when needed.

Volunteer Days

Relias offers you two (2) volunteer days during the calendar year to show your Passion for our Mission in your community. Volunteer days can be used in half day or full day increments. Additionally, volunteer days apply towards the work week (Monday – Friday), and do not include weekends or company recognized holidays.

Flexible Work Policy

We recognize that our employees value flexibility. Our Flex Work Program has been established to meet the evolving and unique needs of our employees and to help employees manage the demands of balancing professional and personal responsibilities, while ensuring business needs and expectation are met. Employees in North Carolina have the option to work from Morrisville HQ or their home offices except when designated as essential, in which case, they may be required to report to the office on a regular schedule.

The number of hours worked from home offices will vary from employee to employee depending on job responsibilities, department structure, level of client interaction, performance, and any other factors specific to the position. For additional information, please reference the Flexible Work Policy.

Bereavement

Regular, full-time employees may take up to four (4) weeks of paid bereavement leave due to the death of a child or spouse. Additional unpaid time beyond four (4) weeks may be granted at the manager's discretion.

Regular, full-time employees may take up to three (3) days of paid bereavement leave due to the death of an immediate family member not specified above, parent, sibling, parent-in-law, grandparent, etc. Paid time off will be prorated for part-time employees.

Employees may take up to five (5) days of paid bereavement leave following pregnancy loss prior to 24 weeks for themselves or their partner. In the event of pregnancy loss after 24 weeks, bereavement will be available for up to four (4) weeks and would run concurrently with Short-Term Disability, if applicable.

Following the death of others not specified above, employees are allowed a one (1) day absence. Additional time off will be considered on an individual basis as approved by the manager.

For non-exempt employees, pay for bereavement leave is computed at the regular hourly rate to a maximum of eight hours for one day. Time off granted in accordance with this policy will not be credited as time worked for the purposes of computing overtime.

An employee needing bereavement leave should notify his or her manager as soon as practical. Bereavement should be recorded using the bereavement code in our time-keeping system.

LEAVES OF ABSENCE

The Company recognizes there are occasions that may require more time off from work than provided in the PTO or holiday policies. In certain situations, the Company may grant you additional time off appropriate to the circumstances. Outlined below are leaves of absence available should you need additional time off from work.

All leaves of absence are subject to approval by the Company. The Company may require a doctor's certification for medical leaves. No payment will be made for holidays if they occur during a leave of absence. Group health benefit coverage may be continued under the provisions of the specific leave policy and dependent upon the employee's length of service. Pay changes that occur during a leave of absence will be effective upon returning to work.

Family and Medical Leave

A leave of absence may qualify under the Family & Medical Leave Act ("FMLA") if the employee has been employed by the Company for at least 12 months, has worked at least 1,250 hours in the 12 months immediately preceding the start of the leave.

The FMLA requires covered employers to provide unpaid, job-protected leave to eligible employees for certain family and medical reasons, described below:

- + incapacity due to pregnancy, prenatal medical care or child birth;
- + To care for the employee's child after birth, or placement for adoption or foster care;
- + To care for the employee's spouse, domestic partner, son or daughter, or parent, who has a serious health condition; or
- + For a serious health condition that makes the employee unable to perform the employee's job
- + Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings
- + FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list

Definition of Serious Health Condition

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider, or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

In most circumstances, an employee is entitled to no more than 12 weeks of FMLA leave in a rolling 12-month period measured forward from the initial date of an employee's first FMLA leave event begins.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Married employee couples will be limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is used.) Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Requesting and Reporting Leave

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal absence reporting procedures.

An employee applying for FMLA must complete a Leave of Absence Request Form and speak to Human Resources for additional information. A Certificate of Health Care Provider verifying the need for leave will be required (subject to the requirements described the Genetics Information Nondiscrimination Act policy). The employee will receive conditional approval of the request for leave, contingent upon the employee's return of all necessary paperwork within 15 days of receiving it.

An employee on Intermittent FMLA leave must advise his manager of the time (hours and/or days) taken as Intermittent FMLA on the same or next business day of the time missed and must also follow the Company's normal absence reporting procedures, absent unusual circumstances.

Substitution of Paid Leave for Unpaid Leave

FMLA leave is unpaid leave. Employees will not receive holiday pay during FMLA. Employees requesting FMLA should consult Human Resources for additional information regarding disability benefits during FMLA leave, if applicable.

Benefits While on Leave

While on FMLA leave, an employee may maintain current benefits, provided any required employee contributions continue to be made in a timely manner. In some instances, the Company may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave. Benefit premiums for medical, dental, vision, and life insurance will be deducted from our third party vendor, if applicable. Employees on unpaid leave will be billed for their benefit premiums.

Unless otherwise prohibited by law, FMLA leave will run concurrently with all other forms of applicable leave, including but not limited to worker's compensation and state or local leave programs. Employees on FMLA leave may also be eligible for short- or long-term disability benefits (refer to policy in Employee Handbook); FMLA will run concurrently with any period of disability under the Company's plans.

While on FMLA leave, the Company will maintain the employee's position or an equivalent position as required by law. In certain circumstances, the Company may not be required to return the employee to his or her

position. One example would be an organizational change that results in the elimination of the employee's position.

Working While on Leave

Employees are prohibited from working while on an approved leave of absence. As a condition of continued employment with the Company, the employee agrees that he or she will not seek or obtain gainful employment elsewhere during leave and agrees to return at the expiration of the authorized leave of absence, unless otherwise mutually agreed upon in writing by the Company and the employee. If the employee does not meet these conditions, or fails to provide adequate substantiation for the leave in a timely manner, he or she will be considered to have voluntarily resigned from employment.

Interpretation of this Policy

This policy is intended to be interpreted and applied consistently with the Family and Medical Leave Act and its regulations. In locations where state or local law provides additional leave entitlements, the Company and its employees will be subject to those laws and regulations, as applicable.

Returning from a Leave of Absence

For an employee's return to work to be properly scheduled, an employee on leave is requested to provide the Company with at least two (2) weeks' advance notice of the date the employee intends to return to work. If the employee has been on leave because of a personal medical issue, the employee must provide Human Resources with a physician's certification releasing them to work and setting forth any limitations/accommodations the physician deems to be medically necessary prior to or upon returning to work.

If the employee is unable to return to work within the prescribed timeframe of the leave, the Company may place the employee on a Personal Leave of Absence up to thirty (30) days. If following 30 days, there is no suitable position available for the employee, the Company may terminate employment excluding any extenuating medical circumstances. If the employee is unable to return to work after 12 weeks, employment may be terminated unless

additional leave is required as a reasonable accommodation under applicable law.

Questions and Additional Information

Additional information regarding rights and responsibilities under the FMLA can be found in the Department of Labor FMLA bulletin. Any questions regarding this policy should be addressed to Human Resources.

Personal Leave

The Company may grant a personal leave of absence to employees having important personal reasons for being absent that do not qualify under other Company leave programs. Personal leave is unpaid and without the benefit of job protection during the leave.

An employee on authorized personal leave is at the sole discretion of the Company and must be approved by the HR. A personal leave may be a minimum of four (4) weeks and may not exceed twelve (12) weeks in total.

A Leave of Absence Request for a personal leave must be submitted at least 30 days prior to the desired date of the leave, or as soon as practical. When requesting a personal leave of absence, supporting documentation may be required for approval.

In making a determination to grant a personal leave, several factors will be considered. These include, but are not limited to:

- + The urgency of the situation creating the need for personal leave; The impact of the employee's absence upon the Company;
- + The department's ability to meet client and performance expectations during the employee's period of leave; and
- + The employee's prior performance, conduct, and tenure with the Company.

An employee may maintain current benefits provided that any required employee contributions continue to be made in a timely manner. Failure to pay benefit premiums after thirty (30) days may result in cancellation of benefits. Benefit premiums can be paid to the Company via personal check or bank wire. The Company may require the employee to reimburse employee's portion of the premiums the Company paid to maintain health coverage for an employee who fails to return to work

from personal leave of absence. The employee will not receive holiday pay during a personal leave of absence.

An employee on approved personal leave is asked to remain accessible in the event that the Company may need to contact him/her. The Company may request periodic re-confirmation of the need for continuing personal leave. In the event, the employee's anticipated return to work date changes, HR must be notified at minimum two weeks prior to the initial return to work date.

Personal leave may not be granted to pursue other employment opportunities, this will result in immediate termination of employment.

If the employee does not meet these conditions or fails to provide adequate substantiation for leave continuation in a timely manner, they will be considered to have voluntarily resigned from employment.

Parental Leave

To support parents in the start or growth of their families, the Company allows eligible employees to take up to eight (8) consecutive weeks of paid leave due to the birth or adoption of a child, or newly placed foster child. This benefit does not replace short-term disability benefits in relation to pregnancy and may be used once those benefits end.

Employees are eligible for unpaid leave under the Family and Medical Leave Act as well as for paid parental leave and must use the two leaves concurrently. Employees on commission plans are eligible for Quota Relief.

Employees are eligible for parental leave if at the time of birth, they have completed 12 months of service with the company, are currently full-time or part-time working at least 30 hours per week. Interns and temporary employees are not eligible.

Should an employee choose not to return to work once their parental leave is completed, the parental leave benefit must be paid back in full. Likewise, if an employee returns to work, but subsequently chooses to

leave the Company within eight (8) weeks of their return from leave, the benefit must also be paid back in full.

Phase Back Plan

Birthing and non-birthing parents that meet the eligibility requirements for Parental Leave will also be eligible to participate in the Phase Back Plan. The Phase Back Plan is a voluntary four (4) week plan that assists parents in transitioning back to full-time employment after parental leave.

This plan allows for an additional two (2) weeks of total leave used in the following way:

- Initial two (2) weeks post return from leave employee will work 2 days per week
- Subsequent two (2) weeks, employee will work three (3) days per week.
- At the conclusion of the 4-week period, the employee will resume full-time work (40 hours/week).

Days worked are agreed upon between the employee and a manager prior to the beginning of leave (pre-birth of child).

Employees must use the Phase Back Plan immediately following Parental Leave or forfeit the ability to participate. If an employee resigns or separates during the Phase Back Plan, repayment requirements from the Parental Leave Policy will apply.

Domestic Violence Leave

Employees who are victims of domestic violence are eligible for unpaid leave. The employee may request leave if they are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure the health, safety, or welfare of the employee, or that of their child.

The employee must provide notice and certification of the need to take leave under this policy. Certification may be sufficiently provided by any of the following:

A police report indicating that the employee was a victim of domestic violence;

A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

The Company will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid domestic violence leave an employee may take is limited up to 12 weeks. Additional time off will be considered on an individual basis as approved by the manager in conjunction with HR.



Military Leave

The Company complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. Employees are entitled to reinstatement upon completion of military service, provided the employees return or apply for reinstatement within the time allowed by law.

The Company will pay up to two (2) weeks of an employee's base salary per calendar year for required annual training for the U.S. military. If an employee's orders are beyond 2 weeks, Relias will provide gap pay for up to four (4) weeks. Employees should notify their manager and Human Resources in writing in advance of the leave and include a copy of their orders. Leave extending beyond six (6) weeks will be unpaid. All pay statements received while on leave must be provided to HR within 90 days of returning to work for gap pay to be processed on the following pay date.

For further information on USERRA, go to <https://www.dol.gov/agencies/vets/programs/userra/aboutuserra>

Workers' Compensation Leave of Absence

If injured at work, employees are entitled to take leaves of absence for an occupational illness or injury, generally for a period equal to the duration of the temporary disability. Employees must notify their manager immediately if a workplace injury occurs, if incapacitated, their manager needs to notify HR. If the employee is on a leave of absence for a work-related medical disability, they must be examined by a health care provider and certified to be temporarily disabled.

The leave of absence will end as soon as the health care provider certifies that the employee can safely return to work and perform all of the essential functions of their job, with or without reasonable accommodation. If the Company receives medical evidence that the employee will be permanently unable to perform all of the essential functions of their job, with or without reasonable accommodation, and if reassignment to a vacant position is not possible, the employee's employment may be terminated. The employee may be eligible for vocational rehabilitation benefits from the Company's workers' compensation insurance carrier.

The employee will be reinstated to their former position when a health care provider certifies that the employee can safely perform all of the essential functions of the job, with or without reasonable accommodation. The exceptions to this rule are as follows:

- + When the employee directly or indirectly indicates to the Company that they do not intend to return to work;
- + When the former position no longer exists;
- + When the position had to be replaced as a business necessity; When the employee no longer qualifies for the former job; or
- + When, consistent with applicable law, the employee cannot return to their former job without posing a direct threat to their own health or safety or to the health and safety of another employee.

During a Workers' Compensation leave, the Company will continue to pay the Company's portion of the monthly premium for the employee and for dependent coverage under its group medical, dental and vision care insurance plan. The employee must arrange with the Company to self-pay their portion of the coverage so that the coverage continues.

The law requires the Company to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes, or causes to be made, any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. Depending on the state in which the fraud occurred, violation of this law is punishable by imprisonment, or by fines not exceeding \$150,000 or up to five times the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

Time Off for Voting

Employees may be eligible to take paid time off to vote. If an employee does not have sufficient time outside working hours to vote, they must contact their manager to arrange to take a half-day of flexible PTO at the beginning or the end of the working day to vote. Where possible, the employee is to give the supervisor at least two (2) days' notice that time off to vote is needed. In states where early voting is allowed, employees are encouraged to vote early.





Jury Duty and Witness Duty Leave

The Company will allow an employee to serve on jury duty or respond to a summons for witness duty. If employees are called to serve on jury duty, they should notify their manager immediately. All employees will be on paid status while on jury duty for up to two (2) weeks in the aggregate per calendar year. At the discretion of Human Resources, more time may be allowed. A copy of the jury summons must be turned in to the employee's supervisor for the employee to receive pay. A staff member who is dismissed early by the court is expected to return to work for the balance of the working day, if practical.

Georgia: employees working in Georgia will be paid for the entire duration of their jury duty leave per state law.

School Activity Leave

An employee who is the parent, legal guardian, or grandparent having legal custody of one or more children in licensed day care facilities, kindergarten, or grades 1 through 12, will be allowed unpaid time off for participating in school activities. The employee may be required to provide documentation from the school as verification that the employee participated in the school activity on the specific date and time. The employee is requested to schedule the time off in advance with their manager. Employees may use Flexible PTO for school activity leave and the amount of time granted will be consistent with state law as outlined below.

California	Up to 40 hours per year, but no more than 8 hours per month, to participate in children's educational activities. An employee who is the parent or guardian of a child who has been suspended from school will be allowed time off if requested to appear at the school about that suspension.
Colorado	The Colorado Small Necessities Leave allows employees who are the parents or legal guardians of children in grades K-12 to take up to 6 hours of unpaid leave in any month, up to a total of 18 hours in any school year, to attend school-related activities or parent teacher conferences.
Illinois	Up to 8 hours per school year, but no more than 4 hours on any day to attend a child's school activities, and only when no other type of employee leave is available.
Louisiana	Up to 16 hours per year to participate in children's educational activities.
Massachusetts	Up to 24 hours per year leave to participate in children's educational activities or accompany a child, spouse, or elderly relative to routine medical appointments, under the Small Necessities Leave Act.
Minnesota	Up to 16 hours per year to participate in children's educational activities. The employee must have worked for the employer for at least 12 consecutive months immediately preceding the request.

Nevada	Up to 4 hours per year for employees to attend school activities.
North Carolina	Up to 4 hours per year to participate in children's educational activities.
Rhode Island	Up to 10 hours per year to participate in children's educational activities.
Vermont	Employees may take time away from work for school activities up to 4 hours in a 30-day period, not to exceed 24 hours in 12 months. The employee must provide at least seven days' notice, except in the case of an emergency, and the employee must make a reasonable attempt to schedule appointments outside of regular work hours.
Washington, D.C.	Up to 24 hours per year to participate in children's educational activities. Employees must provide at least 10 days advance notice, unless the need for time off is not foreseeable.

California Employee Leave Provisions

Employees will not be eligible to receive holiday pay while on leave.

If the employee's position was eliminated during the leave and no comparable position is available, the employment relationship will be terminated. The employee has no greater right to reinstatement than if they had been continuously employed.

During a leave under PFL, group medical plan coverage for eligible employees and their dependents will be maintained at the level and under the conditions coverage would have been provided if the employee had remained continuously employed.

Leave for Literacy Assistance

If an employee reveals to the Company that they have a problem with reading and writing, and requests assistance in enrolling in an adult literacy program, the Company will attempt to assist the employee. This assistance may, depending on the circumstances, include providing the employee with the locations of local literacy education programs or arranging for a literacy education provider to visit the employee at work. The Company does not, however, provide paid time off for participation in an adult literacy education program. Reasonable notice must be given to the Company for each absence from work under this policy. To request leave for literacy assistance, complete and submit to the Company an Application for Leave of Absence form.

Any employee who reveals a problem with illiteracy and who satisfactorily performs his or her work will not be subject to termination of employment because of the disclosure.



Leave for Volunteer Firefighting

Employees who are official volunteer firefighters must notify their managers that they may have to take time off for emergency duty. When taking time off for emergency duty, the employee is obligated to alert their manager and HR before doing so. The employee will not be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Leave time and pay may vary by state, please coordinate with HR for your state specific leave policy. Employees are also eligible for unpaid leave for required training.



BENEFITS

Health and Related Insurance Coverage

The Company offers regular, full-time employees health and related insurance which may include medical, dental, vision, life and disability coverage. The Company shares the cost for employee and dependent coverage, to be determined at the beginning of the insurance plan year. The amount of Company paid insurance benefits is subject to change. Please see the Human Resources Manager for further details.

Disability Benefits

Relias offers company-sponsored (i.e., Relias pays 100% of the premiums) Short-Term Disability and Long-Term Disability benefits. To qualify for these benefits, acceptable medical proof of your disability will be required by Cigna, our disability administrator. For the duration of time an employee is on Short-Term or Long-Term Disability, the Company will continue to pay the Company's portion of the monthly premium for the employee and for dependent coverage under its group medical, dental, and vision care insurance plan. The employee must arrange with the Company to self-pay their portion of the coverage so that their coverage continues. If the Company covers the employee portion at any point during the Short-Term or Long-Term Disability period, the employee is responsible for reimbursing the Company these costs.

Short-Term Disability

Relias provides a Short-Term Disability (STD) benefit to all eligible employees at no additional cost to you. STD coverage replaces a portion of your income in the event of injury or illness where you are unable to work for an extended period of time, typically greater than five (5) business days. STD pays 60% of your base earnings up to \$1,500/week for less than 1 year of tenure, and up to 100% of your base earnings up to \$2,500/week for more than 1 year of tenure. If you are out of the office for five (5) consecutive business days or seven (7) calendar days as a result of an illness or injury, you must apply for STD in accordance with the Company's plan, if applicable, to the maximum extent permitted by applicable law. Please notify your manager and contact Human Resources for further information. Flexible PTO cannot be used for extended absences due to injury or illness.

Note: *Employees in California, New York and Rhode Island may be eligible for State Disability Insurance as provided for by specific state law. If you have questions about receiving state disability insurance, please see Human Resources.*

Long-Term Disability

Relias provides a Long-Term Disability (LTD) benefit to all eligible employees at no additional cost to you. In the event you are unable to work due to an accident or illness, you may qualify for this benefit. LTD benefits begin after a 90-day elimination period of continuous disability from the date your disabling condition occurs. The maximum monthly benefit is 60% of your base earnings up to \$6,000.

401 (K) Plan

Eligible employees may participate in the Company's 401(k) plan the first of the month after hire date. After one year of employment and 1000 hours worked, full-time employees are eligible for a Company match. The plan is intended to encourage employees to create retirement savings and allows employees to make pre-tax contributions into the plan, up to the annual limit allowed by IRS regulations. All employee contributions are immediately 100% vested. Part-time employees are eligible to contribute to a 401k plan; however, they will not be eligible for Company match.

For information regarding eligibility, contributions, benefits and enrollment/change processes, contact Human Resources. Summary Plan Documents as well as other documents governing the 401(k) plan are available upon request.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") gives employees and their qualified dependents the opportunity to continue health insurance coverage under the Company's health plans for 18 months when a qualifying event would normally result in the loss of coverage under the terms of the plans. In some cases, the duration of coverage may be as long as 36 months. Some common qualifying events are an employee's resignation, termination of employment, or death; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting the eligibility requirements of the health plans.

Under COBRA, the employee or dependent pays the full cost of coverage at the Company's group rates plus an administrative fee. Written notice describing the health care coverage continuation rights granted under COBRA is mailed to the home address of the employee upon becoming eligible for COBRA coverage.

Dependent COBRA Eligibility

If a dependent no longer qualifies for benefits and may qualify for COBRA, it is the employee's responsibility to contact the Company within 60 days of the qualifying event to be eligible for COBRA. If the employee fails to notify the Company within the 60 days, it will result in the loss of eligibility for COBRA.

California Employees

California-based employees eligible for COBRA may have additional rights under California's Cal-COBRA provisions

Employee Referral Bonus

Relias offers an employee referral bonus of \$2,500, paid out after 90 days of continuous employment. Referrals are intended to introduce employees to Relias for the first time. To be considered for an employee referral bonus, the applicant must list your name when they submit their application, and you must complete the Employee Referral Form located in UKG. To be eligible for the Employee Referral Bonus payout, both the new hire and the referring employee must maintain active employment and be in good standing with the Company. In addition, the new hire cannot be a direct report to the referring party. VP and above, plus recruiters are not eligible. Referral bonus payouts are subject to withholdings and all applicable payroll taxes.





Tuition Reimbursement

Relias encourages you to develop the skills needed to excel on your job and grow within the company. As a benefit and to promote continuous learning, the Company contributes to the cost of job-related courses through the Tuition Reimbursement Program. Regular, active employees in good standing working 30 hours or more per week are eligible for the program after one year of employment. The Company will cover up to \$3,500 per calendar year for undergraduate or certificate studies, and up to \$5,000 per calendar year for graduate studies. Study courses for professional certifications are covered up to \$2,000. Self-study materials for professional certifications are covered up to \$500. For more information, please see the Tuition Reimbursement Policy available on the Benefits Website. Professional development in other forms may be covered departmentally.

COMPANY PROPERTY AND INFORMATION SECURITY

Acceptable Use Policy and Procedures

Overview

Relias LLC (“Company”) is committed to protecting internal and external company shareholders and the company itself from illegal or damaging actions by individuals. The Information Security department has issued this Acceptable Use Policy to enhance Relias LLC’s commitment to acceptable use.

This Acceptable Use Policy (this “Policy”) generally aligns with the information security management systems standards published regarding ISO, SOC, HiTrust, PCI DSS, etc. Implementing this Policy will therefore help Relias LLC comply with various aspects of information security, and with Bertelsmann Information Security Regulations (“IS Regs”).

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network resources and network accounts providing electronic mail, online browsing, and file transfer protocols (collectively, “Computer Systems”), are the property of Relias LLC. These systems are only to be used for business purposes in serving the interests of Relias LLC, and of Relias LLC’s clients and customers during normal operations.

Purpose

The purpose of this Policy is to outline the acceptable use of Computer Systems at Relias LLC. These rules are in place to protect Relias LLC’s information against loss or theft, unauthorized access, disclosure, copying, use, modification or destruction (each an “Information Security Incident”). Information Security Incidents can result in a broad range of negative consequences, including embarrassment, financial loss, non-compliance with standards and legislation and liability to third parties.

Scope

This Policy applies to the use of Relias LLC information and Computer Systems to conduct Relias LLC business or interact with internal networks and business systems, whether owned or leased by Relias LLC, the employee, or a third party. All Individual Users are responsible for exercising good judgment regarding appropriate use of Relias LLC information and computer systems in accordance with policies and standards, and local laws and regulation.

This Policy applies to all directors, officers and employees of Relias LLC, as well as third-party contractors and agents of Relias LLC that have access to company information or computer systems owned or leased by Relias LLC (“Individual Users” or “You”).

Policy Statements

General Use and Ownership

- Any Relias LLC proprietary information that is stored on electronic and computing devices, whether owned or leased by Company, the employee or a third party, remains the sole property of Company.
- You must ensure through legal or technical means that Relias LLC proprietary information is protected in accordance with this Policy.
- You are required to promptly report the theft, loss or unauthorized disclosure of Relias LLC proprietary information, or any other Information Security Incident. Report any information security incidents to itsecurity@relias.com.
- You may access, use or disclose Relias LLC proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- You are responsible for ensuring Relias LLC devices are only used for work related purposes needed to fulfill your job duties or those as assigned. The use of these devices must be in alignment with all Relias LLC policies and procedures and the employee handbook.
- Relias LLC does not support employee-owned devices, including printers for use with Relias LLC devices. Relias LLC does not provide printers for use outside of the Relias LLC physical offices. Devices to include keyboards, mouse, portable monitors, etc.
- Relias LLC is not responsible for any personal data stored on a device or cloud-storage provided by Relias LLC. This applies to any and all files (pictures, documents, etc.).
- For security and network maintenance purposes, authorized Relias LLC personnel may monitor equipment, systems and network traffic in accordance with the **Audit, Logging, and Monitoring, Mobile Device Security**, and **Incident Management** policies and procedures.

- Company may audit Individual Users' use of computer systems as permitted by applicable law on a periodic basis to ensure compliance with this Policy.
- Almost all tasks and functions associated with individual user's primary job duties must be performed on a Relias LLC device. Functions like checking email, responding to messages, etc may be performed on personal smartphones, tablets, etc. if they have updated operating systems, antivirus protection, and are secured by a password and automatic lock after timeout.

External, and Cloud Storage

To further enhance information security of intellectual property for Relias LLC it is necessary for all employees, contractors, etc. comply with the external and cloud storage policies listed here. This is crucial to minimize risk of Relias LLC intellectual property, and sensitive Company and/or client data.

- Copying, moving, transferring, or storing Relias LLC, or Company clients, files or data to an external storage device (ie. USB, portable hard drive, etc) is prohibited. All Company devices will be restricted to not allow external storage connections unless approval has been sought from Relias LLC's Information Security and/or Legal departments.
- OneDrive, SharePoint, and Corporate IT managed internal network shared drives are the primary tools individual users and teams have the ability to securely store and share Relias LLC related information. No other cloud storage provider, or document sharing service will be allowed unless approved by Relias LLC's Information Security and/or Legal departments.
 - Individual users who seek to use Box or Sharefile must have approval from Relias LLC's Information Security and/or Legal departments to track the usage and minimize potential risk.
 - The use of DropBox is strictly prohibited.
 - Any backup solution outside of Relias LLC approved methods is strictly prohibited.

Security and Proprietary Information

- All mobile and computing devices that connect to Relias LLC's internal network must comply with the **Access Control, Encryption, Mobile Device Security**, and **Endpoint Protection** policies and procedures.
- Only Relias LLC approved software may be installed or used on Relias LLC devices.
- System-level and user-level passwords must comply with the **Password Construction** policy and procedure. Providing access to your passwords to another individual, either deliberately or through failure to secure its access, is prohibited. If at any time a password has been compromised, or if You have reason to believe it may be compromised, immediately work with helpdesk@relias.com to update the affected password. Passwords must meet the following criteria:
 - Passwords must be changed at least every 90 days or based on the number of accesses between password changes.
 - Passwords for privileged accounts must be changed at least every 60 days.
 - All passwords shall require:
 - At least eight alphanumeric characters
 - Both upper- and lower-case letters
 - At least one number (e.g., 0–9)
 - At least one special character (e.g., !\$%^&*()_+|~-=\{}[]:~<>?,/).
 - Not based on any information someone else could easily guess or obtain using person-related information (e.g., names, telephone numbers, dates of birth, etc.)
 - Not vulnerable to dictionary attacks (i.e., they do not consist of words included in dictionaries)
 - Free of consecutive identical characters
 - No password or 50% similar password from the previous 5 cycles may be re-used.
- All mobile and computing devices with access to Relias LLC data or information (owned by Relias LLC or personally) must be secured with a password-protected screensaver that is automatically activated after 15 minutes of inactivity or less. This includes personal devices (smartphones, tablets, etc) that have Company tools installed such as Outlook, Teams, Jabber, etc. You must lock the device's screen or log off when the device is unattended. All Relias LLC owned devices will have protocols outlined by Information Security enforced by the Corporate IT group.
- If You use a Relias LLC associated email address to post to a newsgroup, forum or other group of third-party recipients, You should include a

disclaimer stating that the opinions expressed are strictly your own and not necessarily those of Company, unless the posting is made in the course of your specific job and business duties.

- You must use extreme caution when opening e-mail attachments received from unknown senders or which are otherwise not expected and suspicious, since such attachments may contain viruses and other malicious code. Compliance with the **Security Awareness Program** conducted by Relias LLC's Information Security department through various trainings and attestations will assist with educating individual users against potential malicious threats.

Unacceptable Use

The activities listed below are generally prohibited. Individual Users may be exempt from these restrictions during the course of their legitimate job responsibilities only with the Information Security and/or Legal departments written approval.

Under no circumstances is an Individual User permitted to engage in any activity that is illegal under local, state, provincial, federal or international law while using Relias LLC-owned resources or Computer Systems. The lists below are not exhaustive and only provide examples of unacceptable use.

System and Network Activities

- Violating the rights of any person or company under copyright, trade secret, patent or other intellectual property laws, such as by installing or distributing "pirated" or other software products that are not appropriately licensed for use by Relias LLC.
- Accessing Relias LLC information, Computer Systems or a user account for any purpose other than conducting Company business or as otherwise expressly permitted by Company policies and procedures.
- Importing or exporting software, technical information, encryption software or technology in violation of applicable trade laws, including export control laws. The Information Security and/or Legal departments should be consulted if You have any questions or concerns.
- Introducing malicious programs (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) to the Relias LLC network or server, or any other Computer System.
- Revealing your account password to or allowing use of your account by third parties. For example, You may not share your account/device password with family or other household members when conducting work outside of the office.

- Using any computer system to actively download or transmit material that violates sexual harassment or hostile workplace laws in the Individual User’s local jurisdiction, or otherwise violates applicable laws or regulations.
- Making fraudulent or deceptive offers of products or services originating from any Relias LLC account.
- Making statements on Relias LLC’s behalf about Company’s representations, warranties, conditions or undertakings other than those pre-approved by the Company, unless the Legal Department’s approval has been obtained.
- Causing or attempting to cause any security breaches, disruptions of network communications or Information Security Incidents. “Disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and using forged routing information for malicious purposes.
- Port scanning or security scanning unless prior approval from the Information Security Officer has been obtained.
- Executing any form of network monitoring which will intercept data not intended for the Individual User’s host except in accordance with Relias LLC policy.
- Circumventing user authentication protocols or the security of any host, network, account or other Relias LLC or third-party system.
- Introducing honeypots, honeynets, or similar technology on the Relias LLC network except in accordance with Company policy as it relates to a specific job function or duties.
- Interfering with or disabling a user’s terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, Relias LLC employees to parties outside Company.

Email and Communication Activities

Whenever Individual Users state or imply that they are affiliated with Relias LLC when emailing or communicating with third parties and such communications are not made in connection with Company business, they must clearly indicate that “the opinions expressed are my own and not necessarily those of the company”.

In addition, the following activities are prohibited:

- Sending unsolicited email or other electronic messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material.
- Engaging in any form of harassment via email, telephone or text messaging, whether through the content, frequency, or size of the messages.
- Forging email header information or otherwise including any misrepresentations or misleading information in email header information.
- Creating or forwarding chain letters or communications relating to Ponzi, pyramid or other fraudulent schemes of any type.
- Using unsolicited electronic messages originating from within Relias LLC’s networks of other Internet/Intranet/Extranet service providers to advertise any service hosted by Company or connected via Company’s network, unless specifically authorized in writing by the Legal Department.
- Posting the same or similar non-business-related messages to large numbers of Individual Users or other individuals.

Blogging and Social Media

Limited and occasional use of Relias LLC's Computer Systems to engage in blogging and social media activities ("blogging") is acceptable, provided that it is undertaken in a professional and responsible manner, complies with the Company's Social Media Policy, is not detrimental to Company's interests, and does not interfere with an Individual User's regular work duties. Blogging from Company's Computer Systems may be subject to monitoring.

In addition, the following activities are prohibited:

- Revealing any Relias LLC confidential or proprietary information, trade secrets or any other material covered by Company's Confidential Information Policy when blogging.
- Engaging in any blogging that may harm or tarnish the image, reputation and/or goodwill of Relias LLC and/or any of its employees.
- Making any discriminatory, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Relias LLC's Non-Discrimination and Anti-Harassment Policy.
- Attributing personal statements, opinions or beliefs to Relias LLC, or using Company's trademarks, logos or any other Company intellectual property without specific authorization from the Legal Department. Individual Users assume any and all risks and responsibilities associated with using Company's Computer Systems to engage in blogging in a personal capacity.
- For more information related to blogging and social media policies, best practices, and procedures reach out to marketing@relias.com.

Exceptions

Any exceptions must be requested and approved in advance by Relias LLC's Information Security and/or Legal departments.

Enforcement

All managers and supervisors are responsible for following and enforcing this policy. Employees who violate this policy are subject to corrective action, up to and including termination, in accordance with **Relias's Sanction Policy & Procedures**.

RECEIPT AND ACKNOWLEDGEMENT OF HANDBOOK

I have received my copy of the Relias Employee Handbook which outlines the policies, practices, and benefits guidelines of the Company. I understand that the Handbook is not an employment contract and that I am expected to read and abide by the policies as outlined in the handbook as an employee of Relias.

I understand that my employment is “at will” and I may resign at any time or Relias may terminate my employment at any time, with or without advance notice. I acknowledge that any assurances of continued employment, whether written, oral, or by conduct, shall not be interpreted as changing the nature of this at-will employment relationship, unless specifically acknowledged in writing by an officer of Relias.

The Company reserves the right to interpret, add, delete, or modify its policies and procedures.