



Outside Work Policy and Procedure

Raft recognizes that some employees may want to hold additional jobs outside their employment with Raft ("outside work").¹ Raft is enacting this policy to avoid conflicts of interest ("conflicts")² and to ensure that employees understand time allocation and the importance of separating work done on a Raft Contract from outside work. Raft applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations.

Policy

Employees of Raft are permitted to engage in outside work, subject to certain restrictions based on reasonable business concerns,³ after following the procedure detailed below.

The following rules for outside employment apply to all employees:

- Outside work must not compete with, conflict with or compromise Raft's interests or adversely affect job performance and the ability to fulfill all responsibilities to Raft. Outside work will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.
- Raft employees may not solicit or conduct any outside work during work time for Raft. Raft employees may not use Company tools or equipment for outside work and are prohibited from performing any services for Raft customers that are normally performed by Raft.
- Employees are prohibited from performing any services for customers of Raft that are normally performed by Raft.

Procedure

A Raft employee who intends to pursue any outside work must notify the Director of Operations in writing and obtain written approval from same before accepting or engaging in outside work (email is the preferred method). The written notification must include: the name and address of the prospective employer or party with whom you intend to work, the nature of the organization's business, and the employee's anticipated job function (to include work schedule).

If approval is given to engage in outside work, the employee will have an ongoing responsibility to inform the Director of Operations promptly of any change in work assignment or anything else related to or arising out of the employee's work which might pose a conflict. It is the employee's responsibility to consult with the Director of Operations regarding the types of circumstances that might pose a conflict.

¹ Outside employment or work includes being available for temporary agency assignments, performing gig work or engaging in a "self-employed" business, regardless of the amount of any compensation.

² Conflicts include actual or potential conflicts of interest, an undue risk to confidentiality, a conflict with the employee's ability to perform assigned duties at Raft, or a disruption of Raft's operations or business interests.

³ Raft reserves the right to limit or disallow outside work which conflicts with the interests of the Company. If, at any time, Raft concludes that the outside work presents a conflict, the employee will be notified promptly and given the option of declining and/or terminating the other position or terminating employment with Raft.