



TEAM MEMBER HANDBOOK



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WELCOME TO OUR TEAM!

We are so excited to have you here at Centare. We are building a company that is truly special, so we need talented people like you to help pave the way for our success and growth!

Over 14 years ago, our founders set out to build a company with amazing employees who work on the coolest projects with the best clients. Over the years, we've stuck to this vision and have managed to do some truly great things. We've built a culture and environment at Centare that allows us to attract the right people to join our team. Likewise, our approach and service offerings are constantly in development, but always focused on engaging the right kinds of clients with the right kind of work.

Ultimately, everything that we do here at Centare is focused on one thing: improving lives.

So with that in mind, we can't wait to get to know you better. We want to hear your ideas, insights, and feedback. While we're proud of how far we've come and what we've accomplished over the years, we will always continue to improve and evolve into a better company. Now onward!

Jacob Scherrer

President, Centare Holdings, Inc.



The Purpose of Our Handbook

We created this handbook to express our company's mission and values, as well as to provide you with various resources and policy information you need to be a happy, productive team member! We intend for you to read this handbook in its entirety and incorporate this information in your day-to-day work. We want this handbook to truly reflect our values and environment, so if you have any ideas on how we can improve it, please let us know!

Your Human Resources Manager

We are happy to have a Human Resources Manager, Joni Schlicht, available to you to answer any questions you might have. Joni can be reached at joni.schlicht@centare.com or 262.827.1010 x1019.

WHO WE ARE

We believe in starting with the “why.” This section describes some basic information about who we are and why this handbook exists.

Our Mission

The mission of Centare is our reason for being. As a company it contains principles that lead and guide us in how we partner with and work alongside our clients, our fellow team members, and the communities we live and work in.

Centare’s mission is to improve lives by helping our clients build better products and better organizations.

- **Improved Lives:** Improving lives is why we do what we do. The “why” matters more than the “how” or the “what.” This principle is applicable for Centarians and our clients.
- **Better Organizations:** Generally speaking, lives are improved as things get better. Everything from an organization’s culture to its processes can and should be continuously improved upon and changing for the better.
- **Better Products:** When cultures and processes get better, so do organizations. As organizations get better, products get better. Why? So lives are improved. That’s where we begin and end.

Our Values

Our values are tied to our brand in that they are “personality traits” that define who we are, what we want to be known for, and how we are perceived.

- **Integrity:** Integrity means that we are who we say we are and who we appear to be – even when no one is looking. Being a company and people of integrity should flow naturally and inevitably into all the values we hold.
- **Transformative:** Every individual and organization can be better. We seek to continually make ourselves better and to equip others with the tools to do the same.
- **Innovative:** In being innovative, we creatively and wisely craft solutions that exceed client expectations and set pathways for the future.
- **People-centric:** We endeavor to achieve high team member and customer satisfaction as we model a people-centric culture and equip, teach, and encourage our clients to do the same.

Our Culture

Over the years we've developed a unique culture, thanks to our team members, Centarians. We value autonomy, mastery and purpose. We know that finding balance between personal and professional life is highly important to being a healthy, happy, productive team member. We believe in being positive advocates for not just our company but also for ourselves.

Continuous personal growth, learning, and professional development are encouraged and supported at every turn. We accept individuals for who they are and appreciate authenticity. We think that having fun and enjoying the people you work with is just as important as the work itself. We genuinely believe that we can make a difference and improve lives in many ways, like through our work with clients or by volunteering in the community.

We're not striving to be the biggest technology company in the world, but impressive growth is part of our culture, and it provides the variety, challenges and opportunities that Centarians crave.

So what does it mean to be a Centarian? It's what we do and who we are. We're passionate and multidimensional. We live and breathe technology. We don't just help our clients build software; we help them build it better. We're part of the team. We're real people with real lives outside work—fathers, mothers, and siblings. We believe everyone has knowledge to share. And we believe everyone has a few things to learn.

Our History

Centare was founded in 1999 as Centare Group, Ltd. by Dave and Becky Glyzewski. They soon brought on a third partner, their good friend Ed Chaltry. At the beginning, we focused on Java development projects, primarily completed in a staff augmentation mode.

Over time, we dabbled in additional service offerings outside of Java development: project management, quality assurance, business analysis (plus a few others here and there). In 2005, we completed our first .Net development project. In 2008, we started to build an in-house product development team, now known as our Dev Center. In 2009, we began establishing what is now our agile transformation service offering and landed our first training and coaching engagement. In 2012, we expanded geographically by opening offices in Madison and Chicago.

In 2013, the founders decided to step away from the business to enjoy the bliss that is retirement. They sold Centare to 4 members of the leadership team (Jacob Scherrer, Dave Rice, Tim Eiring, and Amy Fallucca) and Hadley Capital, a private equity firm. The company was reestablished as Centare Holdings, Inc., and continues to operate as usual with the existing leadership team plus a few new additions.

WORKING AT CENTARE

This section provides you with information about working at Centare – from how you'll be paid to our philosophy on performance management.

Employee Classifications

The following employment classifications are used throughout this handbook for purposes of salary administration and eligibility for overtime payments and employee benefits.

- **Regular Full-Time Employee.** An employee, who works on a full-time basis, normally defined as averaging 40 hours or more per week for an undefined period of time. Full time employees are generally eligible for insurance benefits. Such employees may be "exempt" or "non-exempt" as defined below.
- **Regular Part-Time Employee.** An employee, who works less than 30 hours per week for an undefined period of time. Part Time employees are not eligible for insurance benefits or paid time off. Such employees may be "exempt" or "non-exempt" as defined below.
- **Temporary / Limited Term Employee.** An employee who is hired either on a full-time or part-time basis to work for a specified period of time. Such employees may be "non-exempt" or "exempt" as defined below and may be full time or part time. Temporary employees are not eligible for insurance benefits or paid time off.
- **W2 Employee.** An employee who works in a billing capacity generally at a client site and is paid hourly wages (not salary). W2 employees are offered different benefit options than regular full-time employees.

Employees are also classified according to Fair Labor Standards Act (FLSA) status as one of the following.

- **Non-Exempt Employee.** An employee whose work is subject to the overtime provisions of the Fair Labor Standards Act of 1939, as amended. Non-exempt (hourly) employees are paid overtime per policy and applicable laws. Centare requires advanced manager approval for all overtime.
- **Exempt Employee.** An employee who is exempt from the overtime provisions of the Fair Labor Standards Act of 1939, as amended. Exempt (salaried) employees are paid a set amount per pay period to accomplish the job for which they are hired.

You will be informed of your initial employment classification and of your status as an exempt or non-exempt employee within your job offer and again during your orientation session. If you change positions during your employment you will be informed of any change in your exemption status.

Beyond being categorized in the above classifications, each team member falls into a department within Centare. Please note that each department may have additional policies and

practices that are unique to that group. Your offer letter outlined which functional area you fall into. If you are unsure, speak to your manager or our HR Manager.

Your Work Hours and Location

Centare takes pride in providing an environment that supports positive work/life balance and flexibility in hours and location. At the same time, we must provide coverage throughout the week to meet Centare's business needs and the business needs of our clients.

If you have any questions about your work schedule, attendance, location or workspace, please reach out to your manager.

Payday

Employees are paid on a bi-weekly basis with a direct deposit to your bank account. All team members must report their hours to Centare by 6pm on Sunday weekly. You can view our payroll schedule on the Centare calendar on our Company Intranet. A copy of your pay confirmation showing the amount deposited to your account is available to you on via our payroll provider link, which can be found on the Company Intranet. For Illinois residents, in lieu of direct deposit, checks are cash is available upon request.

If you will be on vacation or out of town, it is your responsibility to submit the information early or contact management in advance.

In case of an error in your pay, including overpayments, contact our HR Manager immediately to review the possible error. Except in emergencies, payroll adjustments will appear in the next issued pay deposit.

It is your responsibility to notify our HR Manager of changes to contact information and withholding information.

Payroll Deductions

Your paycheck reflects your total earning for the pay period, as well as any mandatory or voluntary deductions from your paycheck. Mandatory deductions are deductions that we are legally required to take. Such deductions include federal income tax, social security tax (FICA), and state taxes. Voluntary deductions are deductions that you have authorized, such as 401k contributions or health insurance premiums.

If you have any questions about your deductions, or wish to change your federal withholding form (Form W-4), contact our HR Manager.

Wage Garnishments

A wage garnishment is an order from a court of government agency directing us to withhold a certain amount of money from an employee's paycheck and send it to a legal representative or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit. If we are

instructed to garnish your wages, you will be notified at once. We are legally required to comply with these orders.

Overtime

On occasion, we may request you to work beyond your regular hours based on client needs. We will try to minimize these requests and give you advance notice when overtime work is necessary.

Exempt workers will not be paid for working beyond their regular hours.

Nonexempt employees are entitled to payment for overtime worked that is approved by their Team Leader. For purposes of calculating how many hours an employee has worked in a week period, our workweek begins on Sunday at 12:01am and ends at midnight on Saturday. Nonexempt employees will be paid 1.5 times their regular hourly rate of pay for every hour worked in excess of 40.

Bonuses

Opportunities for bonuses or additional compensation are defined in your employment offer letter. For any questions regarding individual or team bonus options, please refer to your manager.

Employee Referral Bonus Program

Hiring the best team members is essential to the success of our company. We encourage our team members to share ideas about what we can do to find and recruit talented individuals who will thrive in our environment. One of the ways you can help is to refer external candidates for our open positions. If we hire your referral, we will pay you a referral bonus of \$1,500. This bonus will be paid in the pay period following the referred hire's 90th day of employment. To find out more about the program or to refer a candidate, please contact your recruiter or Amy Fallucca, Vice President of Human Resources.

Please note that the following positions and departments are not eligible for this bonus program: Directors, Vice Presidents, President, Human Resources and Talent Acquisition.

Sales Referral Bonus Program

You can help us grow! We encourage team members to seek out potential business opportunities for Centare. If you send along a lead that results in billable work, you will be paid 1% of the revenue earned from the project. The bonus may be paid throughout the life of the engagement or following receipt of payment from the client.

Please note that the following positions and departments are not eligible for this bonus program: Directors, Vice Presidents, President, Human Resources and Talent Acquisition.

Reimbursement for Expenses, Travel and Mileage

The timely reimbursement of your business expenses is important to both you and the Company. All expense reports are due the 1st of every month. Employees will not be reimbursed for expenses over 30 days old at the time of the submission. A step by step guide to calculating and submitting expenses can be found on our Company Intranet.

Remember that when you are spending our Company's money to pay for expenses, you are essentially spending *your* money. We expect you to use your best judgment and save money whenever possible.

Education Reimbursement

Centare cares about the intellectual and professional growth of our team members. For this reason, we provide reimbursement for certain educational expenses such as books, registration fees for educational events, certifications, seminars, workshops, training courses and other things that are job-related. Please seek pre-approval from your manager for expenses so that we can plan our budgets accordingly.

If you're not sure whether an expense is job-related or qualifies for reimbursement, just check with your manager!

Our Philosophy on Performance Management

People come first. We believe in creating an environment where employees have the autonomy needed to do their best work and managers provide support, guidance, and remove roadblocks. Managers don't create performance in individuals; they create the environment in which individuals can perform. This level of autonomy requires individuals to be dedicated to their job, and always focused on mastering their craft. We believe this starts with our highly selective hiring process and continues with the ongoing training, coaching, and mentorship that happens daily at Centare.

We believe this arrangement leads to the best possible individual, team and company performance. It also requires investment from both the employee and from Centare.

Our Performance Management Framework

What you can expect from your manager:

- Clear, mutually agreed upon expectations upon hire and as the position evolves
- Ongoing feedback – positive and negative
- Ongoing mentoring, coaching and training support
- Frequent discussions with managers (such as weekly one on one meetings) to check in, provide more formal feedback, discuss goals, and talk about the future

What your manager can expect from you:

- Willingness to receive feedback, positive and negative

- Responsibility for your own personal skill set and mastering your craft
- Ability and drive to improve yourself

We give managers autonomy in how they manage this framework and their relationships with Centarians. We want to create a framework that works for you and for Centare.

If you are unclear about expectations in your current role or have concerns about this framework, please speak with your manager or HR.

Performance Issues

The abundance of feedback and open discussion between managers and employees is intended to facilitate every employee's success and prevent performance issues from escalating. However, when managers need additional help with a performance issue, they contact HR or their manager for advice. The steps from there vary based on the situation. Most of the time it's having a very direct conversation about the concerns and what steps need to be taken to get back on course. Sometimes it's creating a written, formal Performance Improvement Plan (PIP).

When performance issues exist, we want employees to be aware of:

- What the issue is
- What needs to change, how, and the expected timeline
- What happens if things don't improve

We want you to be awesome at your job, and we will do everything we can to help you. Depending on factors like severity of the issue, what progress has been made, and the impact of these issues to the business, this process may progress over an extended period of time (many months), or it may be over a shorter period of time (a few weeks). Some severe cases may result in immediate termination. A few examples include fraud, insubordination, and willful threat/violence.

We try to do everything we can to coach and support employees when expectations are not being met, while still making the best decisions possible for the individual involved, for the teams and for the business. When we do have to resort to termination, it is usually due to the inability to meet expectations within the needed time frame or an active disengagement or disregard for remedying the issue(s). Termination decisions are always very difficult and not taken lightly.

It is important to respect the privacy and reputation of employees so details of performance issues and terminations will be kept confidential. Therefore, we understand that terminations may seem abrupt to peers.

What you can expect from us:

- You can count on our discretion as related to performance issues.
- Managers will respect your privacy, and hold serious discussions regarding performance in private.
- Managers will not reveal the substance or duration of performance issues to your peers.

Job Mobility within Centare

Internal job mobility is an important tool for engaging and retaining our talented team. It allows employees the opportunity to grow and develop their skills within Centare. We post job openings on our [company website](#). We encourage you to review them frequently, and if you see a position that interests you, please let your manager know.

Employee Events

We host and facilitate a variety of employee events to create a fun social environment and to encourage ongoing learning, collaboration and knowledge sharing. Check out the calendar on our intranet to view upcoming events!

Impact Awards

We believe in creating a culture of appreciation where team members thank and recognize each other for a job well done! Centare's Impact Awards are peer-nominated and intended to recognize employees who have gone above and beyond to help out Centare, a peer, or a client.

All team members are eligible to receive Impact Awards. We share the award nominees and winner at our quarterly meetings. The team member contribution could be for an action or accomplishment that is beyond the scope of the employee's regular day-to-day activities and assignments. For example, the award could be for an employee who uses initiative and creativity to solve a challenging problem. It could also be for a one-time exceptional achievement that might not be otherwise noticed, such as volunteering for extra assignments during critical times while fulfilling all of the team member's ongoing work duties.

We encourage all team members to vote for your colleagues' contributions by using the link on our Intranet. Vote early and vote often!

BENEFITS

As part of our commitment to our team members and their well-being, Centare provides employees with a variety of benefits, which we will introduce you to here. Detailed summary plan descriptions of all of our plans are available on our Company Intranet or from our HR Manager.

Group Insurance Benefits

Full-time regular employees who work a regular schedule of at least 30 hours per week are eligible to receive and enjoy group insurance benefits by enrolling in a timely manner. New employees are eligible on the first day of the month following 30 days of full-time employment. For example if you begin work on February 15 your insurance enrollments would be effective on April 1.

These group benefits include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance

The cost of your group benefits is shared between you and Centare as shown in the Benefits Guide document. To save you money, your portion of the group premiums may be deducted on a pre-tax basis through the FSA 125 Plan.

Centare is committed to sponsoring a comprehensive benefits program for all eligible employees. The benefits program described in our Employee Handbook represents a large investment by our Company.

Medical Insurance

On the first day of the month following 30 days of employment, all qualified employees, spouses and dependents are eligible for medical insurance. New employees will be required to complete an enrollment process with our HR Manager within this 30-day period. If enrollment is not completed within this time, coverage will not be effective until January 1st (plan anniversary date). An employee also has a 30-day period from the time of a new birth or marriage to add a new dependent to his/her policy. Coverage of a newborn child takes effect at birth. Inform our HR Manager immediately of any changes in your marital or dependent status.

The actual terms and conditions of this coverage are explained in the plan documents provided to you on our Intranet. Currently a portion of the premium is paid for by the Company.

Dental Insurance

On the first day of the month following 30 days of employment, all qualified employees, spouses and dependents are eligible for dental insurance. The entire premium for this plan is paid for by the employee. The actual terms and conditions of this coverage are explained in the plan documents available for your review on our Intranet.

Vision Insurance

On the first of the month following 30 days of employment, all qualified employees, spouses and dependents are eligible for vision insurance. The entire premium for this plan is paid for by the employee. The actual terms and conditions of this coverage are explained in the plan documents available for your review on our Intranet.

Disability Insurance

If you are a full-time, regular employee, you will be enrolled in our company-paid long-term and short-term disability plans. Disability insurance is designed to assist you with your income should you become partially or totally disabled and are unable to perform the essential functions of your job. Each qualified employee is eligible for participation after the first of the month following 30 days of employment. The actual terms and conditions of coverage are in the plan documents available on our Intranet.

Voluntary Benefits

In addition to the group plans you are eligible to participate in, you also have voluntary benefits you may elect. These voluntary benefits include:

- Supplemental Term Life Insurance - you may purchase portable Term Life Insurance for yourself, your spouse and your dependents.
- Flexible Spending Accounts (Section 125 Medical, Dependent Care, Limited FSA; and Section 132 Parking/Transit)
- Health Savings Account for qualifying HDHP plans
- AFLAC Supplemental Plans: Accident Indemnity; Hospital Advantage; Critical Care & Recovery; and Cancer Care.

Pre-tax Deductions

Centare maintains an Internal Revenue Service sanctioned Section 125 Flexible Spending Account program. By enrolling in this benefit program, you are able to pay qualified medical and dependent care (daycare) expenses, Centare Group Medical, Life insurance (up the IRS allowed limits), Dental Insurance and Vision Insurance premium expenses with pre-tax dollars; which saves you money.

Flexible Spending — 125 Plan

For the benefit of its employees, Centare has established a Section 125 Plan. Employees are eligible to participate on the first of the month following their date of hire. This plan enables an

employee to set aside pre-tax dollars from their paycheck to cover certain out-of-pocket Medical/Dental/Vision and Dependent Care expenses. There is a maximum dollar allowed annually for each type of expense. Any money deducted within a calendar year, and not used by the employee by that calendar year-end, is forfeited by the employee.

An employee may change his/her contribution only on January 1st of each year, except as specified in the plan document. The actual terms and conditions of the 125 Plan are contained in the summary plan description and other plan documents provided to you.

FSA balances can be used before they are earned, but if an employee ends their employment relationship for any reason, they will be expected to pay back any used, but unearned FSA reimbursements associated with the Company contribution.

Health Savings Account Participation

Employees who elect one of our HSA-qualified medical plans may choose to open a health savings account at a bank of their choice in order to set aside money on a pre-tax basis to pay for out-of-pocket medical, dental and vision expenses. This is an account in the team member's own name and therefore can be moved from employer to employer should the employee change jobs.

Currently Centare also makes contributions into your HSA account if you elect to participate in one of the qualifying medical plans to help offset some of the out-of-pocket costs of high deductible health plans.

Save receipts for qualified medical expenses when you use money from your HSA. For more information regarding HSA and for a list of qualified medical expenses visit the IRS (Internal Revenue Service) website.

Section 132 Parking and Transit Plan

Centare maintains an Internal Revenue Service sanctioned Section 132 Flexible Spending Account program. By enrolling in this benefit program, you are able to pay qualified parking and transit expenses with pretax dollars, which saves you money. If your position or geographic location qualifies you for parking expense reimbursement, you may use this program to pay for the difference between the full cost of parking and your reimbursement with pre-tax money.

Company Contribution to FSA, HSA or Dependent Care

In addition to paying a generous portion of the group medical insurance premiums, Centare also assists benefit-eligible employees in paying for out-of-pocket medical or day care costs. Flexible Spending Account = FSA.

The current Centare contribution is per year is listed in our annual Benefits Guide. Employees may decide if they would like this money contributed into a medical FSA, dependent care flex spending account, limited FSA or a health savings account. Centare follows IRS regulations and limitations with regard to company contributions.

This amount is elected by January 1st of each year and is prorated based on start date for new employees, and requires timely enrollment. This benefit is considered part of compensation and thus will be earned throughout the year. W-2 Hourly Billable Consultants, Limited Term, and Part-Time employees who are regularly scheduled to work less than 30 hours per week are not eligible for this benefit.

401(k) Retirement Plan

Centare maintains and administers a 401(k) Retirement Plan to provide you with an opportunity to accumulate retirement savings benefits. Your 401(k) plan investment, when combined with Social Security benefits and personal savings, is intended to assist you in providing financial security when you retire.

Safe Harbor Contribution Election: when you sign up for the 401(k) Retirement Plan, you invest a percentage of your earnings in tax-advantaged (traditional 401k) and/or after-tax (Roth 401k). In order to maintain “safe harbor” status, we as your employer, will make a safe harbor matching contribution equal to 100% of your salary deferrals that do not exceed 4% of your compensation, on a per payroll basis. This safe harbor matching contribution is 100% vested.

Upon signing up for the plan, you may make investment choices from among several different investment funds. The plan allows you to change the percentage of earnings you contribute, and at any time, to monitor and change your investments and investment elections.

Once you are eligible for the plan, you may enroll at the beginning of any month. For details about eligibility and Company contributions to the plan, if any, please refer to the 401(k) Retirement Plan Summary Plan Description on our Intranet or contact our HR Manager.

Employee Assistance Program (EAP)

We recognize that family, marital, alcohol, drug, financial and emotional problems can often be addressed through professional, confidential assistance. The Company also realizes that a team member’s job performance may also be affected when a family member is experiencing personal problems. Therefore, all full-time benefit eligible employees and their dependents are eligible for EAP services provided by an independent vendor. Information regarding accessing EAP services will be distributed to team members when hired, is available on our Intranet and will be regularly publicized.

Participation in the Employee Assistance Program is voluntary. However, team members may be encouraged to seek assistance if personal problems are thought to be contributing to unsatisfactory performance.

Practices, policies, work rules, standards of conduct applicable to job performance, and application of corrective action for performance problems will not be compromised by the employee’s use of, or failure to use the EAP.

Workers' Compensation

Centare provides Workers' Compensation Insurance if you sustain an injury while at work or suffer a work-related illness. Workers Compensation Insurance provides certain benefits such as medical benefits to cover your medical bills associated with the injury and disability benefits to cover your absence from work. If you are injured at work and require medical attention, contact your Team Leader or anyone else in management immediately and seek medical attention. Also, contact our HR Manager as soon as possible. By doing so, Centare can process your Workers' Compensation claim and file the necessary documents with the state and insurance carrier. Failure to notify Centare of any work-related injuries in a timely fashion can jeopardize and/or delay your receipt of Workers' Compensation benefits.

Unemployment Insurance

If you become unemployed at Centare through no fault of your own, you may be eligible to receive unemployment compensation through Centare's unemployment fund. To make a claim for unemployment compensation, you need to notify your local state unemployment compensation office.

Group Health Continuation Rights Under COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act) is offered by Centare to employees and former employees under specific circumstances called qualifying events. COBRA requires that most employers sponsoring group health plans offer covered employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") in certain events where coverage under the plan would otherwise end.

Qualifying events include voluntary or involuntary termination for reasons other than for gross misconduct, reduction in hours worked to below the minimum requirement to participate in the Company's plan, entitlement to Medicare, labor strike, leave of absence, military leave, death, divorce, and a loss of coverage due to the inability to meet the criteria for dependent status.

Upon enrolling into the group health plan, you will receive an initial notice that explains all your rights and responsibilities under COBRA. Additionally, this notice is posted on our Company Intranet.

Instead of enrolling in COBRA continuation coverage, there may be other more affordable coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage.

It is the employee's responsibility to be timely and accurate in COBRA enrollment and that failure to accept coverage constitutes a waiver.

Perks

We offer a variety of perks and discounts to our team members. For information on these, please visit our Company Intranet.

Benefit Offerings May Change

All benefit offerings, including those listed above, may be added, changed or eliminated based on such factors as availability, cost, marketplace changes and other conditions as determined solely by Centare at any time.

TIME OFF

Paid Time Off (PTO)

PTO is an all-purpose time-off policy for regular full-time employees to use for vacation, sick leave, holidays, and personal business. It combines the traditional 5 days of sick leave, 16 days of vacation and 7 holidays into one flexible, paid time-off bank.

W-2 Hourly, Temporary/Limited Term, and Part-Time employees who are regularly scheduled to work less than 30 hours per week are not eligible for PTO.

How Does PTO Accumulate?

- Beginning on day 1 of employment, full-time employees earn PTO at a rate of 4.31 hours per week (Up to 28 days per year).
- Beginning on day 1 of employment, part-time employees who are regularly scheduled to work between 30 and 39 hours per week earn a pro-rated amount of PTO.

How do I request PTO?

- Use the timesheet software application system for requesting time off.
- Please make your request with as much advance notice as possible. We will make every attempt to approve all PTO, with the understanding that meeting our business needs is a top priority.
- If you are requesting more than 40 hours of PTO, please seek prior approval from your manager and the client when applicable.
- Employees who have an unexpected need to be away from work should notify their manager as soon as they are aware they will not be in, as well as report all PTO taken in our time-reporting system.
- PTO is always paid at the base or hourly rate of the employee at the time it is taken. Additional compensation of any type is not included in the PTO rate of pay.

Can I borrow and/or roll over PTO?

- You may take up to 40 hours of time not yet earned in the current calendar year.
- Employees may roll over up to 40 hours into the next calendar year.

Will my PTO be paid out?

- Since we believe work/life balance is important for our employees and their families, we encourage you to use all your PTO each year.
- Employees will not be paid out any remaining balances at the end of the year.

Holidays

Centare offices are officially closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

Unpaid Time Off

If you have exhausted all your PTO earned for the year and would like to ask for additional time off (unpaid), please make a written request to your manager. Depending upon the department and company business needs, we may be able to accommodate special requests for unpaid time off on a case-by-case basis.

Discounted PTO

Some billable employees may find themselves 'unassigned' or 'on the bench' when between client engagements or when between Centare internal project work. When unassigned, Centare may offer Discounted PTO. Contact your manager for more information.

Volunteer Time Off (VTO)

In support of our mission to improve lives, from time to time, Centare may dedicate paid days for employee community service through volunteer work.

Parental Leave (Maternity & Paternity)

Centare provides up to 5 days of maternity/paternity leave pay to regular full-time employees to care for the birth or adoption of a child. This time must be used within 90 days of the birth or adoption.

Bereavement Leave

Centare provides up to 3 days of bereavement pay to regular full-time employees who need to take time off to grieve or to attend to family matters due to the death of an "immediate family" member. For the purposes of this policy, Centare defines "immediate family" as: the employee's spouse, domestic partner, parent, child, sibling, step-parents, step-children, grandparents or grandchildren; and the employee's child's spouse; the employee's spouse's parent, child, or sibling. If you would like bereavement leave for deaths outside of those parameters, please consult your manager. If possible, approval should be obtained prior to the time off being taken.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Team members may, with their manager's approval, use any available PTO for additional time off as necessary. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. The Company reserves the right to request documentation of the death, and/or the relationship of the deceased to the employee and/or the employee's attendance at the funeral or memorial service.

W-2 Hourly Billable Consultants, Temp/Limited Term, and Part-Time employees who are regularly scheduled to work less than 30 hours per week are not eligible for Bereavement Pay.

Jury Duty and Court Appearances

Centare encourages team members to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to our HR Manager and their Team Leader as soon as possible so that the Team Leader may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

All regular full-time employees are eligible to receive payment for the difference between their regular wages (no bonuses) and their jury duty compensation for up to two (2) weeks of duty in a calendar year. Any additional time taken beyond two weeks will be unpaid.

Documentation from the court is required to submit for Jury Duty pay. If documentation is not provided by the day we need to process payroll, we will allocate PTO and re-categorize the time when documentation is provided. You will only receive Jury Duty pay for the number of hours provided in your court documentation. The difference between the hour assigned hours and the hours you miss will be paid as PTO.

All non-exempt employees will be given unpaid time off to appear in court as a witness if they are subpoenaed.

W-2 Hourly Billable Consultants, Temp/Limited Term, and Part-Time employees who are regularly scheduled to work less than 30 hours per week are not eligible for Jury Duty Pay.

EMPLOYEE CONDUCT

Creating a safe, productive and positive work environment is of primary importance to Centare. Below are some guidelines for employees to follow to help us reach this goal.

Anti-Harassment Policy and Procedure

Centare is committed to a professional work environment in which all our team members are treated with respect and dignity. Our expectation is that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Centare encourages reporting of all perceived incidents of discrimination or harassment. We will promptly and thoroughly investigate such reports. The company prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment: sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this handbook, sexual harassment is defined like the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, family status, veteran status, citizenship, genetic information or any other characteristic protected by law or that of his/her 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.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility

or aversion toward an individual or group and that is placed on walls or elsewhere on our premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

This anti-harassment policy applies to all staff, whether related to conduct engaged in by fellow employees or someone not directly connected to Centare (e.g., an outside vendor, consultant, third party or client). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

We encourage individuals who believe they are being subjected to such conduct to promptly advise the offender, when possible that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Centare recognizes, however, that an employee may prefer to pursue the matter through complaint procedures.

Complaint Process: individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with our HR Manager or our VP of HR (who are the assigned EEO Review Officers). We encourage the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by one or both of the EEO Review Officers. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is not acceptable.

Conduct & Working Environment

It is Centare's intent that team members maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among our team members and is free from all forms of harassment and violence. This section identifies the respective responsibilities of the Company and its employees regarding conduct and our environment.

Team members will follow conduct themselves in an appropriate manner as judged by a reasonable person. It is expected that you will conduct yourself in accordance with federal, state, and local laws/codes.

The Company encourages a congenial work environment of respect and professionalism. Therefore, the Company prohibits employees from harming or threatening to harm other employees, clients, vendors, visitors or property belonging to any of these parties. This includes but is not limited to:

- Physically harming others
- Verbally abusing others
- Using intimidation tactics and making threats
- Sabotaging another's work
- Stalking others
- Making malicious, false and harmful statements about others
- Publicly disclosing another's private information

Team members are responsible for maintaining their work area in a neat and professional manner.

Team members are responsible for assuring the security of Company confidential/proprietary material in their possession and similarly maintaining the security of the Company-provided equipment. Team members concerned for the security of their work area or equipment should inform their Team Leader.

The Company may request a search of personal property or locked company equipment assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein.

Personal Appearance

Centare's office attire is casual. That said, when representing the company, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position. This is particularly true if your job involves dealing with clients or visitors in person. Any clothing that has words, terms, or pictures that may be offensive to other employees is not appropriate. Those employees who are working at a client site should dress according to the client's dress code.

Electronic Communication and Internet

The following guidelines have been established for using the Internet, cell phones and e-mail in a professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Centare or be contrary to our best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Internal and external e-mails are company records and may be subject to review at any time for any business need or lawful use. Be aware of this possibility when sending e-mail within and outside the company.
- Centare prohibits the sharing of login and password information.
- When employment terminates for any reason, an employee who uses their personal electronics for company-related business must delete all Centare-owned information, confidential documents and company software on or prior to the date of separation.

All company-supplied technology and company-related work records belong to the company and not to the employee.

Social Media

As a sensible practice, our team members should not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants. Employees should not post obscenities, slurs or personal attacks that would damage the reputation of our company, clients, employees or applicants.

Substance Abuse

Team members are the most valuable part of Centare and, for that reason, your health and safety are paramount to us. You are not permitted to report to work under the influence of alcohol or illegal drugs. You are not permitted to possess, dispense, or use illegal drugs during work hours or on work premises. You are not permitted to possess, dispense, or use alcohol during work hours or on work premises, absent prior permission from your supervisor. The illegal or unauthorized use of prescription and non-prescription drugs during work hours, on work premises, or outside of work such that you report to work under the influence is also prohibited. This policy does not prohibit employees from the lawful use and possession of non-prescription and prescription medications. You are responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with your performance or behavior at work. Employees who violate this policy may be excluded from

their office or work area and subject to disciplinary action up to and including termination of employment.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, Centare may decide to close its offices for a period of time. You will be notified as soon as possible by your manager or an authorized company representative.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your Team Leader if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires.

Driver's License and Driver's Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record. Any changes in your driving record must be reported to our HR Manager immediately.

Safety While Driving

Safety should come before all other concerns so under no circumstances should you place yourself, a client, or others at risk to fulfill business or personal needs while driving. For this reason, we ask that you do not work, take phone calls, send text messages or participate in meetings while you are driving. You are responsible for any traffic violations, including those resulting from the use of a phone while driving.

Confidentiality

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate manager.

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

All inquiries from the media should be referred to our Marketing Team.

Conflict of Interest

Centare recognizes and respects your right to engage in activities outside your employment. However, Centare management reserves the right to determine if an employee's outside activities create a conflict with the interests of Centare and/or its clients and to take whatever action it deems necessary to resolve the conflict.

Team members must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Centare may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a client, competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Centare.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.

Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, team members should seek review from their manager.

Resignation and Termination

Given the nature of the professional services we provide to our clients, should you decide to end your employment with Centare, we would appreciate a written resignation with at least 2 weeks' notice. Depending on business needs, we may or may not have you remain on the job for the full 2 weeks. On your final day of work, you will be required to return all building, office and desk keys in addition to any other property of Centare or Centare clients.

Upon resignation or termination, remaining PTO balances will be paid out up to 40 hours. All property must be returned in a timely manner and in appropriate condition in order to qualify to be paid out PTO. The company reserves the right to deduct negative PTO balances from your final check.

THE IMPORTANT LEGAL STUFF

This section covers policies related to your legal rights as an employee.

Equal Opportunity Employer

Centare believes that all people are entitled to equal employment opportunity. It is the policy of Centare to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, family status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This relates to all phases of employment, including but not limited to recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored team member activities.

At-Will Policy

Your employment here at Centare is at-will. This means that you are free to resign at any time, for any reason, just as we are free to terminate your employment at any time, for any reason-with or without cause. Policies in our handbook are not intended to create contractual obligations of any kind or imply a contract of employment between Centare and any of our employees.

Immigration Law Compliance

Centare does not unlawfully discriminate on the basis of citizenship or national origin but, at the same time is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with Centare within the past three years or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact our HR Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Affordable Care Act (ACA)

The Affordable Care Act (ACA), or Health Care Reform law, is federal legislation passed in 2010. This new law is complex, multi-faceted and has an impact on both employers and individuals.

Employer impact

In general, the new law requires that employers with 50 or more full-time employees not offering medical insurance will have to pay a penalty to the IRS. Currently, the ACA defines a

"full-time employee" as an employee who works 30 hours or more per week. As stated in our Benefits Guide, Centare offers medical insurance to full-time benefit-eligible employees who work 30 hours or more per week.

The ACA has requirements with various implementation dates, Centare has significant responsibilities under the law, and we have developed our policies and practices that ensure our compliance accordingly.

Individual impact

The law requires that most Americans have medical insurance they can afford—whether they get it from an employer, an insurance company or from the government. People who are not covered by medical insurance beginning in 2014 may have to pay a tax penalty.

You can access information about the ACA at www.healthcare.gov.

Family and Medical Leave Act (FMLA)

The Family & Medical Leave Act (FMLA) provides employees certain protected leave for eligible circumstances including serious health condition, birth, adoption/foster care placement and/or qualifying military exigency. Centare provides FMLA leave to its employees in compliance with applicable federal and state law. At the time of this handbook release, to be eligible for FMLA leave under federal regulations, an employee must have been employed for at least 12 months, have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave, and be employed at a worksite with at least 50 employees within 75 miles of that worksite.

To be eligible for leave under Wisconsin regulations, eligible employees have worked at least 1,000 hours in the preceding 52 weeks and for 52 consecutive weeks. Other conditions apply including but not limited to the total employment of the company.

FMLA, both federal and state, is under constant review and subject to change. If you believe you may qualify for FMLA leave, it is your responsibility to request the leave and to fully comply with the employee responsibilities. Such employee responsibilities include but are not limited to timely written request, medical and/or military certification and ongoing timely communications with your manager and our HR Manager. Failure to do so jeopardizes FMLA rights. A full and current policy is available from our HR Manager. FMLA rights and responsibilities are also included in the labor law postings for employees. It is the employee's responsibility to provide timely and appropriately channeled FMLA requests, to comply with all FMLA responsibilities and to seek an up-to-date FMLA notice of rights and responsibilities from our HR Manager.

Where an employee has PTO available at time of FMLA request, the Company reserves the right to require or allow PTO substitution for unpaid FMLA as approved by management in accordance with law.

Victims Economic Security and Safety Leave

The Illinois Victims Economic Security and Safety Act (VESSA) is designed to promote commitment to reducing domestic violence, dating violence, sexual assault, and stalking by enabling victims of domestic or sexual violence to maintain the financial independence necessary to leave abusive situations, achieve safety, and minimize the physical and emotional injuries from domestic or sexual violence, and to reduce the devastating economic consequences of domestic or sexual violence to employees. It gives employees the right to 12 weeks unpaid leave for each consecutive 12-month period for which eligibility criteria have been met.

Employees are entitled, on return from leave, to be restored to the position held by the employee when the leave commenced or to an equivalent position with equal pay, benefits, and other conditions of employment.

VESSA leave can be requested for the following reasons:

- To seek medical help and recover from physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member.
- To obtain victim's services, psychological or other counseling, and legal assistance or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.
- To participate in safety planning, temporarily or permanently relocating, or taking other actions to increase health and safety, or to ensure economic safety of covered persons.

Approval and Documentation

When leave is foreseeable, employees should provide our HR Manager with not less than 48 hours' notice before the leave is to begin. If not foreseeable, the employee should provide notice as is practicable.

To apply for VESSA leave contact our HR Manager.

Uniformed Services Employment and Re-employment Rights Act (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. Centare complies with all federal and state laws related to uniformed services personnel.

Reemployment rights: you have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services and you have performed the following:

- You ensure that your Company receives advance written or verbal notice of your service.
- You have five years or less of cumulative service in the uniformed services while with the Company.

- You return to work or apply for reemployment in a timely manner after conclusion of services, and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

No discrimination or retaliation: if you are a past or present member, have applied for or are obligated to serve in the uniformed services, Centare may not deny you any of the following:

- Initial employment
- Reemployment
- Retention in employment
- Promotion
- Or any benefit of employment

Health Insurance Protection

If you leave your job to perform uniformed service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed.

Nursing Mother's Break Accommodations

Centare provides reasonable break time(s) for new moms to express milk for their babies for up to 1 year after the birth of each child. Team members will want to notify our HR Manager for the need to take breaks for this purpose. We will provide a private room (if available) for this. Appropriate signs will be posted on the door or designated area so our team member is shielded from view and free from disruption.

Americans with Disabilities Act (ADA) / ADA Amendments Act (ADAAA)

The ADA and the ADAAA are federal laws that prohibit discriminating against applicants and individuals with disabilities, and that when needed, provide reasonable accommodations to employees who are qualified for a job so that they may perform the essential job duties of the position.

Centare will act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). We do not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Our company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job. It is the employee's responsibility to request timely accommodation and to provide appropriate certification.

Health Insurance Portability and Accountability Act (HIPAA)

Title II of HIPAA defines policies, procedures and guidelines for maintaining the privacy and security of individually identifiable health information. All employee health-related information is kept confidential and locked in our HR office and wherever applicable via electronic security practices. In addition, Centare works with clients in the healthcare industry who handle Protected Health Information (PHI, or ePHI when electronic). The adoption of electronic health records is making PHI more susceptible than ever to exposure, loss, or theft. Individually identifiable health info can be linked to a particular person. It can relate to:

- Common identifiers of health information including names, social security numbers, addresses, and birth dates
- The individual's past, present or future physical or mental health or condition
- The past, present, or future payment for the provision of health care to the individual

The Company and our team members are required to take appropriate measures to safeguard PHI and ePHI internally and with clients at all times, on all forms of documentation and electronic devices.

Employment Verification and References

Centare provides employment verification on current or former employees. We will generally only release the title of last position held and dates of employment. References should be channeled to our HR Manager.

Changes to the Handbook

Centare will update you periodically about changes to our handbook and we have the option to amend, modify, delete, or otherwise revise its rules, regulations, policies and benefit plans. Additionally, our handbook contains policies and procedures in accordance with federal law. State law may vary. For questions about specific employment regulations in your state, please contact our HR Manager.

ACKNOWLEDGEMENTS

Receipt of Employee Handbook

I have received a copy of the Centare Holdings Inc. ("Centare") Employee Handbook dated January 2015. I understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with Centare. I understand that it is my responsibility to read the Employee Handbook and to abide by the policies and procedures set forth in this document and to ask questions if anything is unclear.

I understand that I may access the contents of the electronic handbook at any time on the Company Intranet.

I understand that nothing contained in this document is intended as a guarantee of indefinite employment or extension of benefits and that I can terminate my employment arrangement at any time for any reason. Similarly, Centare is free to terminate my employment at any time, with or without cause or notice. I understand this to mean that my employment with Centare is "at-will." I also understand that no manager or employee has the authority to enter into an employment agreement – express or implied – providing for employment other than at-will without the written approval of the President of Centare.

I understand that Centare reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing; no oral statements or representations can change the provisions of this Employee Handbook.

Employee Name:

Employee Signature:

Date:

Anti-Harassment & Anti-Discrimination Policy

I acknowledge that I received Centare's policy regarding the prevention of harassment or discrimination of any kind. I agree to abide by the principles that were outlined in this policy. I understand that if I have any questions that were not addressed in this policy or if I encounter any problems, I can contact my manager or our HR Manager.

Employee Name:

Employee Signature:

Date: