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DISCLAIMER

This New Jersey Employee Policy Manual ("Manual") is not intended to create, nor is it to be construed as, an express or implied contract of employment or agreement of any type between Sunny Days Early Childhood Developmental Services, Inc. and you and should not be construed as a guarantee of continued employment or any form of employment. Receipt of the Manual does not grant a legal right or privilege of any type. The employment relationship between Sunny Days Early Childhood Developmental Services, Inc. and you is strictly “at-will”, which means you may quit your job or be terminated by Sunny Days Early Childhood Developmental Services, Inc. at any time for any lawful reason or no reason at all, with or without notice. If at any time during your employment relationship with Sunny Days Early Childhood Developmental Services, Inc., a manager, supervisor or anyone else makes an oral or written statement that is inconsistent with any policy contained in this Manual, the Manual shall govern. Notwithstanding the above, if any terms or conditions in this Manual are inconsistent with the terms contained in your employment notification letter, your employment notification letter shall govern.

This New Jersey Employee Policy Manual is intended for distribution only to (and is applicable only to) our New Jersey employees.
Mission Statement, Introduction and Welcome

Dear Colleague:

Sunny Days Early Childhood Developmental Services, Inc. (hereinafter referred to as “Sunny Days”) is a For-Profit statewide agency which provides quality pediatric evaluation and therapeutic early childhood intervention services. Our family-centered philosophy addresses a family’s priorities and needs, which emphasizes family and professional collaboration. Recognizing the needs and cultural diversity of each family, our services are tailored to accommodate these needs by offering families options while respecting their individuality.

Sunny Days was founded in March of 1994. We consider each employee to be a member of our team. As a member of the team, each person has a responsibility to assure that our clients are well served. When our clients are satisfied, Sunny Days as a whole will be successful.

This New Jersey Employee Policy Manual (the “Manual”) provides our New Jersey employees with an overview of Sunny Days and summarizes some of the policies, procedures and benefits offered while working at or with Sunny Days. Obviously, Sunny Days could not begin to list and explain every policy, procedure or benefit in this Manual. Therefore, this Manual is merely a reference tool to guide and assist you in better understanding what you can expect from working at or with Sunny Days, and what Sunny Days expects from you. Please be sure to review this Manual carefully and refer to it whenever questions arise. If at any time you have any questions about this Manual for which you cannot find an answer, contact your Regional Administrator, Manager or a Director (HR, Program, or Benefits).

THE POLICIES, PROCEDURES AND BENEFITS DESCRIBED IN THIS MANUAL ARE NOT TO BE CONSIDERED CONDITIONS OF EMPLOYMENT. WHILE SUNNY DAYS EXPECTS TO CONTINUE ITS POLICIES, PROCEDURES AND BENEFITS, SUNNY DAYS RESERVES THE UNCONDITIONAL RIGHT TO MODIFY, REVOKE, SUSPEND, TERMINATE OR CHANGE ANY OR ALL SUCH POLICIES, PROCEDURES AND BENEFITS AT ANY TIME AND WITHOUT NOTICE. THIS MANUAL SUPERSEDES ANY AND ALL OTHER MANUALS OR POLICIES DISTRIBUTED OR POSTED IN THE PAST BY SUNNY DAYS. THIS MANUAL IS NOT INTENDED TO CREATE, NOR IS IT TO BE CONSTRUED AS, AN EMPLOYMENT AGREEMENT.

While we hope to have a long and mutually beneficial working relationship together, regardless of anything that appears in this Manual or in any other Sunny Days publication, policy, statement or practice, the relationship between Sunny Days and you is “at-will,” and thus may be terminated by either you or Sunny Days at any time for any lawful reason or no reason at all, with or without notice.

Sunny Days recognizes that to a great extent, its existence and growth is dependent on you. We hope that you will enjoy working with us and that we will have a mutually satisfactory relationship.

SUNNY DAYS EARLY CHILDHOOD DEVELOPMENTAL SERVICES, INC.

BY:  
Donna Maher, CO-CEO

BY:  
Joyce Salzberg, CO-CEO

November, 2016
SECTION 1

EMPLOYMENT POLICIES
EMPLOYMENT POLICIES

Equal Employment Opportunity ("EEO") Policy

Sunny Days is committed to ensuring that all current and prospective employees are afforded equal opportunities and treatment and a harassment-free work environment. Sunny Days provides equal employment opportunities in accordance with all federal, state and local laws for all without regard to race, color, religion, sex, sexual preference, gender identity or expression, political beliefs or activities, atypical hereditary cellular or blood trait, HIV/AIDS, genetic characteristic ancestry, national origin, age, marital and family status, pregnancy, nursing/breastfeeding, domestic partnership, veteran status, disabilities (mental and/or physical), smoker status, or any other protected category. Sunny Days complies with any and all affirmative action requirements (if applicable), pursuant to any state, federal or administrative law, a court order, or other binding agreement, if any. It is also the policy of Sunny Days to prohibit any form of unlawful harassment in or around the workplace by any person. Sunny Days will ensure that employment-related decisions (including, but not limited to recruitment, advertising, hiring, layoffs, termination, placements, compensation, benefits, promotion, demotion, training, and Sunny Days-sponsored educational, social and recreational programs and events) are made and administered in a non-discriminatory manner. Any conduct of any employee in violation of this policy will result in disciplinary action, up to and including termination of employment.

It is the policy of Sunny Days to ensure that all persons receive equal employment opportunities solely on the basis of their skills, abilities, job-related qualifications, education, training and experience, competence and job performance.

Sunny Days complies with the law regarding reasonable accommodation for handicapped and disabled employees. It is the policy of Sunny Days to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and any applicable state and local law pertaining to a disability. Sunny Days will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Sunny Days will also endeavor to make a reasonable accommodation wherever appropriate for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations do not impose an undue hardship on Sunny Days.

Sunny Days Anti-Harassment Policy, Including Sexual Harassment

Consistent with Sunny Days’ EEO policy, it is the policy and practice of Sunny Days to recognize and respect each person as an individual. As part of this policy, all employees are responsible for insuring that the workplace is free from any form of harassment, including sexual or gender related harassment. Such behavior in any form will not be tolerated. Sunny Days expects that all relationships among persons in and out of the office will be businesslike and free of bias, prejudice and harassment. Sunny Days recognizes that its employees may be subjected to harassment by non-Sunny Days personnel, such as clients or others who conduct business with...
Sunny Days. In these circumstances, Sunny Days acknowledges its responsibility to support and assist the individual allegedly subjected to such harassment.

Sunny Days encourages reporting all incidents of harassment, regardless of whom the offender may be. Sunny Days prohibits retaliation in any way against anyone who has stated any concern about harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. A violation of this policy will subject the violator to disciplinary action, which may include, among other things, termination of the employment relationship.

For the purposes of this policy, harassment (including sexual harassment) is defined as unwelcome comments, actions or sexual advances, requests for sexual favors, or other severe or pervasive verbal or physical acts when, for example:

A. Submission to or acceptance of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment relationship;

B. Rejection of such conduct by an individual is used as the basis for employment-related decisions negatively affecting such 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.

Harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender, color, race, national origin, religion, etc. Depending on the circumstances, Sunny Days considers the following conduct to represent some, but certainly not all, of the types of acts which may be deemed as harassment and thus, are prohibited:

A. Physical Assault of a Sexual Nature, such as:

Intentional physical conduct which is sexual in nature. Depending upon the circumstances, this may include touching, pinching, patting, grabbing, brushing against or poking another’s body. Also, any kind of sexual battery or attempt to commit this type of assault is also prohibited.

B. Unwanted Sexual Advances, Propositions or Other Sexual Comments, such as:

i. Sexually oriented gestures, noises, whistling, remarks, jokes, or comments about a person’s sexuality or sexual experience or directed at or made in the presence of any employee;

ii. Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
iii. Subjecting, or threatening to subject an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of gender.

C. Discriminatory Comments, Displays or Publications in the Workplace, such as:

i. Verbal or written communications that could be interpreted as slurs, slang words, threats or insults directed toward a particular individual or group of individuals;

ii. Displaying, bringing in or possessing in the workplace pictures, posters, calendars, cartoons, cards, graffiti, objects, promotional materials, reading materials, or other materials that are threatening, demeaning, insulting, hostile, sexually suggestive, or pornographic; and

iii. Displaying signs or other materials purporting to identify or segregate an employee or consultant by race, color, national origin, age, religion, gender (other than restrooms or locker rooms) etc., in any area of the workplace.

D. Retaliation for Harassment Complaints, such as:

i. Disciplining, changing work assignments, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that person has complained about or resisted harassment, discrimination or retaliation; and

ii. Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up any conduct such as that described in any item above.

E. Other Acts.

i. A-D above are not to be construed as an all-inclusive list of prohibited acts under this policy. The behavior illustrated as examples above is unacceptable in the workplace and anywhere else as a result of employment responsibilities or employment relationships, including but not limited to overnight business trips, business conducted in other offices or a client’s home, business conferences or training sessions, during work-related travel, business-related social events, over the telephone or voice mail, through regular mail or facsimile machine, or by electronic communications [e.g. e-mail, Internet, texting, instant messaging, etc.];

ii. It is also essential to understand that consenting romantic and sexual relations between any employee in a senior or managerial position, and a less senior or lower level employee may lead to unforeseen complications. The respect and trust accorded a more senior/managerial person by a lower level employee, as well as the power held by that person in
evaluating or otherwise supervising the lower level employee could diminish the extent to which the lower level employee really feels free to choose. Therefore, everyone should be aware of the possible risks of even an apparently consensual sexual relationship. One who enters into a sexual relationship with another, where there exists a difference in seniority or power between the individuals involved, should be aware that if a complaint of sexual harassment is subsequently made, it could be exceedingly difficult to prove non-liability on the grounds of mutual consent. With this in mind, Sunny Days strongly recommends against romantic relationships between managers and subordinate individuals, or those in other power differentiated relationships. Sunny Days may reassign or rearrange reporting functions or other roles of parties engaged in a consensual relationship to avoid potential problems in this regard.

Harassment and Retaliation Complaint Procedures.

Sunny Days encourages reporting of all perceived incidents of harassment, regardless of the offender’s identity or position. Individuals who believe they have been the victim of harassment should follow the complaint procedure below.

In addition, and if appropriate, Sunny Days encourages individuals who believe they are being harassed to advise the offender that his or her behavior is unwelcome and request that it be discontinued immediately. Often this action alone will resolve the problem.

A. Complaint Procedure.

Individuals who believe they have been the victims of harassment or believe they have witnessed harassment should immediately discuss their concerns with their manager or the Directors. At that time, the alleged victim will be asked to provide specific information about the alleged harassment and requested to sign a written statement to that effect. While a written statement is preferred, allegations supported only by a verbal complaint will also be taken seriously and investigated. Sunny Days encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment or misconduct.

Upon receipt of a complaint alleging harassment, Sunny Days shall take all appropriate steps to prevent the alleged misconduct from continuing pending completion of the investigation. If one of the persons indicated above is approached by an alleged victim with a complaint, a report of the incident must then be made to your manager or the Director of Human Resources within one (1) business day. Sunny Days will determine what steps to take by balancing the rights of the alleged victim, including the severity of the alleged conduct, and the rights of the alleged harasser. Sunny Days will maintain a written record of each complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate.
B. Investigation Procedure.

Any and all reported complaints of harassment will be investigated promptly. The investigation may include initial preliminary individual interviews by the Director of Human Resources (or another person appointed by the Director), with the parties involved and, where necessary and appropriate, with individuals who may have observed the alleged conduct or may have relevant knowledge. Thereafter, at the exclusive discretion of the Director of Human Resources (or another person appointed by the Director), an external investigator may be retained to fully investigate the complaint and report on the allegations. A file will be maintained of the original charge and any follow-up investigation. The investigation will be undertaken utilizing any notes, recordings, photographs, physical evidence or other documentation regarding the alleged harassment, which have been provided by the alleged victim. The investigation will include confrontation of the alleged harasser by the individual(s) assigned to the investigation. In no case will the alleged victim be required to confront the alleged harasser face-to-face, nor be required to discuss the allegations in the presence of the harasser. Efforts will be made to keep the alleged victim’s identity confidential from the alleged harasser. However, because the primary objective of the investigation is to discover and eliminate harassment, the alleged victim may be identified on an “as needed” basis.

The allegations and the investigation will be handled with sensitivity and will be kept confidential throughout the investigatory process to the extent practical and appropriate under the circumstances, in light of the important privacy interests of all concerned. All interviews will be conducted in private quarters. The information obtained will be shared on a “need-to-know” basis only, in order to protect the identities and knowledge of all persons involved. Those involved in an investigation of workplace harassment, either as the accuser, the accused, the investigator, or as a witness, must keep all information about the investigation strictly confidential, both within and outside of the workplace, except where necessary, such as reporting to a governmental agency.

The alleged harasser will be given the opportunity to explain his or her recollection of the events, to identify any potential witnesses or produce any relevant documents for a defense and offer any additional information to the individual investigating the claim. At the conclusion of the investigation, a written report will be produced by the investigator, summarizing the evidence obtained and the factual conclusions reached. Both the alleged victim and the accused will be advised as to the outcome of the investigation, although not necessarily advised of all of the details of the investigation.

Retaliation against an individual for reporting workplace harassment or assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated.

Subsequent alleged offenses of harassment against an individual, whether complained of by the alleged victim or another person, will be fully investigated and appropriate action will be immediately taken. Sunny Days will make efforts to monitor behavior and will follow-up with the alleged victim to verify that inappropriate behavior has not continued. Moreover, if the alleged harasser and the alleged victim are working in the same area, the alleged victim, with
consent, may be reassigned or alternatively the alleged harasser may be reassigned, as appropriate, in order to keep the two individuals physically apart.

C. Cooperation.

An effective anti-harassment policy requires the support and cooperation of everyone. Those who engage in harassment or retaliation or who fail to cooperate with Sunny Days-sponsored investigations may be subject to disciplinary action. In addition, those in authority who refuse to implement remedial measures, obstruct the remedial efforts of others, and/or retaliate against either an alleged victim or witness may be subject to immediate disciplinary action.

Disciplinary Procedures.

In the event misconduct constituting either harassment or other inappropriate behavior has been determined after a thorough and impartial investigation has been completed, immediate responsive and remedial action will be taken. Such responsive action as Sunny Days may believe appropriate under the circumstances may include, but is certainly not limited to, sensitivity training, referral to outside counseling, warnings, reprimands, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustments, or termination. If the investigation determines that the complaint is false and malicious, disciplinary action will be taken against the fabricating person. However, complaints made in good faith, even if erroneous, will not be treated as a fabrication and, thus, will not be subject to disciplinary action.

Modifications.

Sunny Days reserves the right to alter, abolish, modify or amend this policy at any time at its sole discretion, with or without individual notice to employees or consultants.

Sunny Days wants all employees to know that they are not required to endure insulting, degrading or any other treatment that may be deemed as harassment. Sunny Days requires that each person exhibit, in his or her conduct and communications, sound judgment and respect for the feelings and sensibilities of all others in Sunny Days. Sunny Days has developed this policy to insure that all its employees can work in an environment free from harassment, including sexual harassment. Sunny Days will make every reasonable effort to insure that its entire population is familiar with this policy and is aware that any complaint received will be investigated and resolved promptly and appropriately.

Anyone who has any questions or concerns about this policy should speak with your manager or the Director of Human Resources.

Finally, this policy should not, and may not, be used as a basis for excluding or separating individuals from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of inadvertently engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Sunny Days prohibit disparate treatment with regard to the terms, conditions, privileges and
perquisites of employment. The proscription of harassment is intended to complement and further that policy, not to form the basis of an exception to it.

With everyone’s cooperation, Sunny Days will maintain a professional atmosphere and collegial working environment by promoting equal opportunities and prohibiting discriminatory practices.

**Conscientious Employee Protection Act**
*(i.e. Whistleblower Law)*

New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:

a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;

b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or

c. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:

   (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;

   (2) is fraudulent or criminal; or

   (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

Sunny Days has designated the following contact person to answer your questions or provide additional information regarding your rights and responsibilities under this Act:

Name: Elise Bass, Director of Human Resources
Address: 300 Corporate Center Drive, Manalapan, NJ 07726
Telephone Number: 732-761-0088
Email Address: ebass@Sunnydays.com
New Jersey’s Pregnant Worker’s Fairness Act

Sunny Days will reasonably accommodate any New Jersey pregnant employee or any New Jersey employee who has given birth to enable her to satisfy the essential requisites of the job while maintaining a healthy pregnancy and recovering from childbirth. Such accommodations may include, but are not limited to, bathroom breaks, leave for a period of disability arising from childbirth (which leave would run concurrently with leave under the FMLA (if eligible), any other leave of absence required by law or any other leave approved by Sunny Days), breaks to facilitate increased water intake, periodic rest for those who stand for long periods of time and a modification of strenuous job duties and/or assistance with manual labor.

Employees should be aware that, in accordance with applicable law, Sunny Days may elect not to provide an accommodation where (i) despite the accommodation, the employee is unable to perform the essential requisites of the job, and/or (ii) provision of the accommodation would cause undue hardship to Sunny Days.

Any employee requiring such an accommodation should make a request to the Director of Human Resources. If the need for an accommodation is foreseeable, Sunny Days requests that the employee provide as much advance notice as practicable. Depending on the nature of the accommodation sought, Sunny Days may request additional information to evaluate the feasibility of a particular accommodation and whether such accommodation will enable the employee to perform the essential requisites of the job.

Classifications & Definitions

At the commencement of employment, you will be advised as to your employment classification, defined as follows:

“Exempt” are those employees that receive a salary or are compensated on a fee basis and, based upon the nature of their duties, are exempt from the minimum wage and overtime provisions of federal and applicable state wage and hour laws. Salaried or fee basis employees that engage in professional, executive or managerial duties are typically exempt. Exempt employees are not eligible for overtime pay as outlined in applicable state and federal wage and hour laws.

“Non-Exempt” are those employees that are covered by the minimum wage and overtime requirements of federal and applicable state wage and hour laws and are eligible for overtime pay as outlined in applicable state and federal wage and hour laws.

“Full-Time employees” are those employees (excluding New Hires, as defined below) who are regularly scheduled to work a minimum of thirty-five (35) hours per week. Full-Time employees may be eligible for all employee benefits.

“Regular Part-Time employees” are those employees (excluding New Hires) who are regularly scheduled to work between thirty (30) and thirty-four (34) hours per week. Regular
Part-Time employees are eligible for employee benefits as outlined either in this Manual or as provided by law.

"Part-Time employees" are those employees (excluding New Hires) who are regularly scheduled to work less than thirty (30) hours per week. Part-Time employees are not eligible for benefits other than those provided by law or as outlined in this Manual.

"Temporary employees" are those employees that are hired on a temporary basis. Temporary employees are not eligible for any benefits other than those provided by law.

"New Hires" are those employees who have worked less than 90 consecutive days. New Hires are not eligible to receive any benefits other than what is provided by law.

"Direct Service employees" are those employees that provide face to face services with children/families. Direct Service employees are eligible for benefits based on their Full-Time, Regular Part-Time, Part-Time or Temporary status, as set forth above.

**Layoffs**

It is Sunny Days’ policy to attempt to provide employment. However, if Sunny Days must reduce the number of its employees or the number of hours of work per week because of adverse economic or other conditions, layoffs or such reduction in work hours may be made based upon the individual’s experience, ability to perform the work, efficiency and past service performance.
SECTION 2

EMPLOYEE BENEFITS
EMPLOYEE BENEFITS

Holidays

Depending on how each day falls during the calendar year, Sunny Days may observe as many as 10 paid holidays per year. Each year Sunny Days will notify employees of each year’s paid holidays.

At the sole and exclusive discretion of Sunny Days, when any holiday falls on a Saturday, the holiday may be observed on the preceding Friday. When a holiday falls on a Sunday, it may be observed the following Monday. A list of the exact holiday dates is published and distributed at the beginning of each calendar year.

Only Full-Time and Regular Part-Time employees are eligible for holiday pay. Further, to receive holiday pay the Full-Time or Regular Part-Time employee must be regularly scheduled to work on the day that the holiday is observed by Sunny Days. Holiday pay is based on the eligible employee’s regular hourly rate for the number of hours that he/she is regularly scheduled to work on the day that the holiday is observed, or base salary for a full day, as applicable.

Employees must use their PTO (see below) for observance of other cultural, religious or other personal time-off.

Paid Time Off (“PTO”)

Sunny Days provides paid time off (PTO) to its Full-Time and Regular Part-Time employees. New-Hires, Part-Time employees and Temporary employees are not eligible for PTO.

PTO for each year will begin to accrue on January 1 of each year, based on your completed years of service prior to that year as detailed more fully below. Employees will not be permitted to borrow PTO from the next year. Employees may carry over up to five (5) accrued yet unused days to the following year (pro-rated accordingly for both Full-Time employees who are not scheduled to work the regular 5 day work week and for Regular Part-Time employees), provided that such carried over days must be used by the end of the 1st Quarter of that next year. Any carryover days from the preceding year that are not used by the end of the immediately following 1st Quarter shall be forfeited. In addition, employees will be required to submit PTO requests for the end of the year by December 15th. Employees will not receive pay in lieu of any accrued yet unused PTO. In the event PTO days are taken by an employee that are not yet allotted and/or accrued, Sunny Days reserves the right to correct the payroll error of providing pay for such un-accrued days via a payroll deduction as permitted by applicable law and/or requiring the employee to repay Sunny Days for the overpaid amount.

Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, appointments, emergencies, inclement weather days or other needs that require personal time off from work. Sunny Days has provided PTO to employees as one of the many ways in which we show our appreciation for
your loyalty and continued service. Every effort will be made to grant you your PTO at the time you desire. However, PTO cannot interfere with office administration. All paid time off requests must be submitted and approved by your manager. Paid time off requests must be made as soon as possible for scheduling purposes. If any conflicts arise with requests for paid time off, preference will ordinarily be given to the employee who requests the time off first. If PTO is used for illness, and an employee is out for at least three (3) consecutive days, the employee must provide a physician’s note to return to work.

Employees may take their PTO in either single days, half days, or two hour increments, but no more than two (2) weeks at a time. If a holiday observed by Sunny Days occurs during an employee’s PTO, that day will not be considered a PTO day.

Eligibility for paid time off is based upon continuous length of service. Full-Time and Regular Part-Time employees are eligible to use accrued paid time off only after working for Sunny Days for ninety (90) continuous days. For example: If an employee is hired in July, he/she will be eligible for pro-rated PTO in October.

A breakdown of the PTO accrual schedule for Full-Time employees scheduled to work the regular 5 day work week is outlined below:

Paid Time Off:

1st Year - 20 days – Time accumulates 1.67 days per month (1.67 days/month x 12 months = 20 PTO days).

2nd Year and thereafter- 25 days – Time accumulates 2.08 days per month (2.08 days/month x 12 months = 25 PTO days).

For Full-Time employees who do not work the regular 5 day work week, the PTO schedule above will be adjusted accordingly. Regular Part-Time employees are eligible for PTO time based on the accrual schedule above, prorated according to the number of hours and/or days that he/she is regularly scheduled to work per week. As explained above, New Hires, Part-Time employees and Temporary employees are not eligible for PTO.

PTO is accrued after the 15th of the current month. For example in the month of January, you would accrue PTO for the month of January after January 15th.

No compensation will be paid to employees for accrued yet unused time under this policy upon their resignation or termination from employment with Sunny Days, unless two (2) weeks’ notice of such resignation is provided by you. You are not permitted to use any PTO during this notice period unless authorized in writing in advance by Sunny Days. No compensation will be paid for unaccrued time under this policy upon resignation or termination. However, in the event your employment terminates for any reason, the value of any advanced and used, yet unaccrued PTO, may be deducted from your final paycheck in accordance with applicable law and/or you may be required to repay Sunny Days for the overpaid amount.

Employees are not permitted to take more than two (2) consecutive weeks of PTO at any given time unless you receive prior written approval by your manager and your Director.
If you have any questions regarding Sunny Days’ PTO policy, please speak with the Director of Human Resources. This policy may be modified at any time, with or without notice.

**Medical Insurance**

Sunny Days offers Full-Time employees and Regular Part-Time employees medical coverage at a pro-rated expense. Dependents (if applicable) of those eligible employees also have an opportunity to participate in our medical insurance program. Eligible employees who desire to participate in the insurance program contribute to the full cost of their family/dependent medical insurance coverage. The amount or percentage of the employee’s contribution for family/dependent coverage and employee coverage may be changed at Sunny Days’ exclusive discretion. If possible, notice will be provided as soon as practicable. Eligible employees who enroll in Sunny Days’ plan should discuss with the Benefits Director whether the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) applies, which in sum, limits the circumstances under which coverage may be excluded for pre-existing medical conditions.

Eligible employees who elect to participate in the medical insurance program will have deductions taken from their paycheck to pay for the premiums. Eligible employees must complete a Payroll Deduction Authorization and Release form and return it to the Human Resources Director. A copy of the form is included at the end of this Manual as Exhibit “B”. This form is your authorization that Sunny Days may deduct from your paycheck your contribution for premiums for benefits as well as other voluntary employee contributions. An employee who is on a leave of absence and desires to maintain medical coverage, but who has not had a paycheck from which to have the medical contribution deducted, must mail or hand deliver a check to the Finance office for the amount of the monthly premium by the fifth (5th) day of each month.

Specific details concerning the health plan may be found in the booklet provided by Sunny Days health insurance provider. If you have any additional questions regarding medical insurance, contact the Benefits Director. New Hires, Part-Time employees and Temporary employees are not eligible to participate in Sunny Days’ medical insurance program.

**COBRA**

In accordance with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”), whenever Sunny Days employs 20 or more employees it will offer its employees and their dependents who participate in the health plan the opportunity to continue health care coverage, at the employee’s sole cost and expense but at group rates, in certain instances where coverage otherwise would end. If an employee takes advantage of this opportunity, currently the extended coverage would continue until:

1. 18 months after termination of employment or the reduction in work hours.

2. In the case of qualified dependents, the date thirty-six (36) months after the death of the employee, divorce, legal separation or loss of qualified dependent status.
3. The date a former employee becomes covered as an employee or dependent under any other comparable group health care plan.

4. The date an employee becomes eligible for Medicare benefits.

Coverage will terminate if the employee ceases to pay the required premiums for the continued coverage. Premium payments for continued coverage shall be paid in accordance with the procedures established by Sunny Days’ health insurance providers. You will be advised of your COBRA rights by way of notices mailed to you and your beneficiaries at the last known address provided by you to Sunny Days (i) when you first become employed at Sunny Days, (ii) when you first become enrolled in Sunny Days’ Group Health Plan, (iii) when you add a spouse or beneficiary to the Group Health Plan, and (iv) when a qualifying event occurs.

**Workers’ Compensation**

Any employee who is injured or becomes ill due exclusively to a job-related incident may be eligible for benefits under the Workers’ Compensation Act. Sunny Days pays the premiums for this insurance. Where applicable, this insurance pays for medical, hospital and surgical expenses, and provides reimbursement for time lost from work.

In order to protect your own interest in case of an injury or illness that you consider to be work related, the Workers’ Compensation Act requires you to report your injury or illness at once and submit an accident report. You also have the obligation to immediately report any complications which arise in connection with your injury or illness, as soon as you become aware of the complication. Reports should be made to your manager and the Director of Human Resources.

**Unemployment Compensation**

If an employee becomes unemployed or laid off due to no fault of his or her own, he or she may be eligible to receive unemployment compensation. Sunny Days pays a premium to the appropriate governmental entity responsible for paying this benefit. Information concerning unemployment may be obtained by contacting your local unemployment insurance office.

**New Jersey Temporary Disability Benefits**

A New Jersey employee who becomes disabled as a result of an off-the job illness or injury may qualify for New Jersey Temporary Disability Benefits (“NJTDDB”). These benefits commence on the 8th consecutive calendar day of absence and continue for a maximum of 26 weeks. Benefits for the first seven (7) days of disability become payable if the period of disability extends for more than three (3) weeks. For eligible employees, NJTDDB will pay up to 66-2/3rd% of your average weekly wage, up to a maximum level of benefits.

Please consult with the Director of Human Resources for more information regarding this State-provided benefit. Please note that eligibility for such insurance benefits is determined by the New Jersey Department of Labor and Workforce Development and not by Sunny Days.
New Jersey Family Leave Insurance

New Jersey provides up to six (6) weeks of paid leave to eligible employees under the New Jersey Family Leave Insurance (“FLI”) program. Eligible employees may apply for up to six (6) weeks of paid FLI benefits when leave is taken to provide care for an ill family member or to care for a newborn or newly adopted child.

There is no employer contribution to the program. Rather, the program is financed by employee contributions. Employers are authorized to deduct the contributions from the taxable wages of each employee covered under the plan. The deductions will be made and documented in the same manner as deductions are made for unemployment compensation and short term disability insurance.

Should you have any questions concerning the FLI program, please feel free to contact the Director of Human Resources, or visit the New Jersey Department of Labor and Workforce Development website at www.nj.gov/labor.

Social Security/Medicare

Social Security (Old Age, Survivors, Disability and Medicare Hospital Insurance) is provided for all wage earners, subject to the Social Security Act. Under the Social Security Act, a percentage of an employee’s pay is deducted, with a matching amount credited to the employee through payment by Sunny Days.

401(k) Plan

Sunny Days offers to all eligible employees who work at least one year and work 1,000 hours in one calendar year with Sunny Days the opportunity to save for retirement by enrolling in a 401(k) Plan. This Plan offers eligible employees the opportunity to defer a portion of their income by permitting the investment of pre-tax dollars through payroll deductions up to the maximum amount defined by the IRS into a tax qualified plan. Under current law, any amount contributed to the 401(k) Plan and all earnings on that amount are exempt from income tax until retirement, except in the event of an early distribution. Specific details about Sunny Days’ 401(k) plan may be found in the material prepared by the 401(k) provider and can be obtained from Human Resources.
SECTION 3

EMPLOYEE DEVELOPMENT & PRACTICES
EMPLOYEE DEVELOPMENT & PRACTICES

Professional Development

Sunny Days encourages its employees to seek outside training such as educational seminars to improve their knowledge and effectiveness on the job. In order to promote such activities, for Full-Time employees, Sunny Days will grant up to three (3) professional days each calendar year and reimburse up to $500 per calendar year for registration fees and travel expenses associated with the attendance at an educational seminar.

In order for an employee to be reimbursed, the following steps must be followed:

1. The employee must be considered Full-Time (i.e., working thirty-five (35) hours or more/week). New Hires, Regular Part-Time, Part-Time and Temporary employees are not eligible for this benefit.

2. The employee must obtain prior approval from both his/her manager and the Program Director. Webinars and Tele-conferences are eligible for professional development reimbursement.

3. All receipts and certificates of attendance must be submitted with their expense report in order to be fully reimbursed.

4. Reimbursement requests may only be submitted after the completion of the seminar/course.

5. The employee must let his/her manager know in writing within 14 days of when the course was taken if the course was a productive use of time. Reimbursement will not be contingent on submitting this opinion.

New Jersey Direct Service Requirements

Direct service requirements (face to face billable hours) are in effect in order to ensure consistent implementation of billable direct services among employed staff in order to maintain salary and benefit packages.

Direct service requirements are for all NJ direct service staff employed by Sunny Days (i.e. Physical Therapists, Occupational Therapists, Speech Language Pathologists, Special Educators, Child Development Specialists, Nurses, and Social Workers).

Full-Time Direct Service staff working a 35 hour work week are expected to complete a minimum of 23.5 hrs/week and Full-Time Direct Service staff working a 40 hour work week are expected to complete a minimum of 26.5 hrs/week. Any billable hours over 23.5/week or 26.5/week respectively should be submitted as additional work (also known as a productivity bonus). Regular Part-Time and Part-Time Direct Service staff requirements are adjusted accordingly. In the event that the employee’s direct service submission reflects less than the minimum requirement, the employee is expected to:
1. Make-up missed sessions within the same calendar month and consistent with both Sunny Days and New Jersey Early Intervention System missed services policy.

2. Use accrued PTO, if eligible, to supplement direct service requirement for that calendar month.

Before an employee will receive payment for services rendered as a productivity bonus in a given month, he/she will first need to meet his/her direct billable service requirement for that same month.

The Program Director reviewing time sheets will determine compliance with each individual employee’s requirements. If the billable service completed each week is less than minimum expectations, the Regional Administrator needs to discuss with the individual employee before the end of the month, plans to supplement the timesheet with either completed make-up sessions, additional work, or, if eligible, use of PTO. If direct billable hours are consistently below the required minimum, this could be grounds for reduction of salary, reduction of work hours and/or termination of employment.

Expense Policy Guidelines

The purpose of this policy is to establish the guidelines regarding travel and business expenses for Sunny Days and to outline the procedures required in order to be reimbursed for such expenses.

It is the responsibility of the traveling or corporate office employee to be cost effective whenever traveling or purchasing any item associated with Sunny Days.

Responsibility for compliance with this policy rests solely with the individual employee incurring expenses and his/her approving manager. All employees should recognize the need to understand and comply with applicable policy and adhere to appropriate ethical standards while exercising sound business judgment in conducting the Sunny Days’ business.

All business expenses must be submitted by the 15th of the month following the month the expense was incurred. For instance, if an expense was incurred in April, then that expense must be submitted for approval by May 15th in order for it to be approved and processed.

Loss/Breakage

In case of loss, breakage or any destruction of Sunny Days’ property including, but not limited to, cell phones, ear pieces, home equipment, etc., the employee will be responsible for 100% of the replacement cost for the item(s). Payment should be made to the Director of Human Resources within 14 days of the loss/breakage of the item.
Telephones

Cell Phones

Both Regional Administrators and Direct Service employees may be supplied with a Company owned cell phone. No personal cell phone expenses will be reimbursed unless otherwise approved in writing by your manager.

A Sunny Days cell phone should not to be used for personal calls (unless it is an absolute emergency), and if used for emergent personal calls, you may be asked to reimburse Sunny Days the costs for such personal use.

Home Office Telephones

Regional Administrators may be supplied with a business office phone.

Direct Service employees will not be reimbursed for any costs associated with a personal phone unless otherwise approved in writing by your manager.

Home Office Fax Machines

Regional Administrators may be supplied a fax phone line, a fax/scanner machine and all supplies pertaining to the operation of the machine.

Direct Service employees may be supplied with a fax/phone line, fax/scan/copy machine and supplies pertaining to the operation of the machine at the written approval of the Program Director.

Use of Personal Cars

Employees using personal cars on Sunny Days-business are required to carry the damage and liability insurance minimums required by the state in which the car is registered. Traffic tickets or fines associated with traffic violations, including parking, are the sole responsibility of the individual employee and shall not be reimbursed by Sunny Days.

Full-Time and Regular Part-Time Direct Service employees:

Mileage and reimbursement for your personal car shall be paid in accordance with the following:

- Rate of reimbursement $0.50 per mile (subject to change).
- Mileage will be reimbursed only when the addresses and to/from distances traveled are fully detailed.

Full-time and Regular Part-Time Employees (excluding Direct Service employees):

November, 2016

3.4
Although ordinary commuting expenses from your home to the office are not reimbursable, Full-Time and Regular Part-Time employees (excluding Direct Service employees) are reimbursed mileage expenses for the use of their personal cars while on Sunny Days business which exceed their regular commute. Hence, Sunny Days will reimburse Full-Time and Regular Part-Time employees (other than Direct Service employees) the mileage expenses for the excess distance between their home and their normal work location, and the client or work site they are traveling to and/or from.

By way of example, let’s say a normal commute from your home to your regular Sunny Days office is 30 miles. If you are asked to travel to a different client or work site that is 45 miles from your home, and you travel directly from your home to that work or client site, you will be reimbursed the extra 15 miles of travel. If you travel back home from that same work or client site, you will be reimbursed another 15 miles. By way of another example, let’s say you travel from your home to your normal office location. Then, you are asked to travel to a work or client site from the office. You will be reimbursed the mileage expenses that you incur, traveling from the office, to that new work or client site. If you go back to your Sunny Days office after completing your work at that new site, you again will be reimbursed the mileage from the work or client site, to the office. If you travel home from the work or client site, you will be reimbursed the excess mileage from the work or client site, offset by the mileage that you ordinarily would travel commuting from the office to your home.

**Transportation**

- Bridge, road, ferry, and tunnel toll charges and parking fees are reimbursable expenses.
- Receipt, EZ Pass or other statement/invoice/proof of expense must be submitted with expense report.
- All Sunny Days business related expenses must be circled/highlighted on your statements/invoices/proof of expense.
Other Expenses

Home Office Supplies

Regional Administrators

All home office supplies for Regional Administrators will be ordered electronically by the Office Manager. Phone orders will not be approved. Supplies purchased out of this process will not be reimbursed without prior written approval by the Office Manager or Director of Human Resources.

Direct Service Employees

For Full-Time and Regular Part-time Direct Service employees, program supplies will not be reimbursed unless they are justified and pre-approved by your manager. Program supplies include, but are not limited to pens, planning calendars, paper, and locking file box.

Postage

Reimbursement of postage will be provided for delivery of case documentation to Sunny Days Program Department or Administrators only. Postage receipts must accompany monthly expense reports in order to be reimbursed.

Expense Reporting

Approvals

All expense reports must be approved in writing by your manager prior to submission to the Finance Department for reimbursement. All expenses over $500.00 will need additional approval from the Controller or CEO. Approval of travel and expense reports is not only an authorization to pay, but also a representation that the expenditures therein were truthfully accurate and made in accordance with Company policy. Any deviation from this policy requires pre-approval in writing by a Director.

Entertainment/Supplies

Entertainment, program and/or office supplies must be pre-approved by your manager. All entertainment expenses shall state the purpose of the gathering/event and the names of those in attendance.
Receipts

All receipts over $25.00 should be attached to expense reports for reimbursement purposes.

Format

A Sunny Days expense report must be completed on a Sunny Days Expense Report Form. Illegible or incomplete manual reports could result in delayed payment.

Resubmissions

Any expense report not satisfying the aforementioned criteria will be rejected and not processed until the missing documentation or required approvals are submitted and/or obtained. Upon resubmission with the complete information and/or approvals, the words “Resubmitted” must appear on the documentation in bold, prominently displayed print.
SECTION 4

LEAVES OF ABSENCE
LEAVES OF ABSENCE

Bereavement Leave

The bereavement leave policy provides paid time off to eligible employees for absences related to the death of an immediate family member. An eligible employee is either a Full-Time employee or a Regular Part-Time employee.

An employee who wishes to take time off due to the death of an immediate family member should notify his or her manager immediately.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her manager’s approval, use any available PTO for additional time off as necessary. Documentation of death may be required after an employee returns to work. Paid bereavement leave is granted according to the following schedule:

Eligible employees are allowed up to two (2) consecutive days off from regularly scheduled work with regular pay in the event of the death of the employee’s spouse, child, father, mother, brother or sister. Eligible employees are allowed up to one (1) day off from regularly scheduled work with regular pay in the event of the death of another family member/relative not listed above. Sunny Days may deviate from this policy at its own sole discretion in limited circumstances.

Domestic or Sexual Violence Leave

Sunny Days complies with all leave requirements under the NJ SAFE Act. All employees who have worked for Sunny Days at least twelve (12) months (and worked at least 1,000 hours in the preceding twelve (12) months) are entitled to up to twenty (20) days of unpaid leave in a twelve (12) month period following an incident of domestic violence or any sexually violent offense against themselves or a close family member. For purposes of this policy, a close family member is a child, parent, spouse, domestic partner, or civil union partner.

Leave can be taken consecutively or intermittently. NJ SAFE Act Leave can be used for court proceedings, legal assistance, medical treatment, counseling, safety planning, or any other permissible leave reason under the law.

You will be required to use your accrued paid time off (“PTO”) while out on NJ SAFE Act Leave. If you request leave for a reason also covered under the NJFLA and/or FMLA, leave will run concurrently under each law.

To request leave under the NJ SAFE Act, please contact the Director of Human Resources. You should provide written notice of your need for such leave as soon as practicable under the circumstances. Sunny Days may require proof of the reason for such leave, in any manner permissible under the law. All information provided will be kept confidential.
Sunny Days will not retaliate or discriminate against an employee who takes or requests leave under the NJ SAFE Act.

**Family and Medical Leave**

In accordance with either or both NJ state and federal law, family and medical leave is available for those employees who have worked with Sunny Days for twelve (12) months and for a minimum of either 1,000 hours (NJ state law) or 1,250 hours (federal law) during the twelve (12) month period immediately preceding the leave. Under federal law, employees may take leave without pay for the birth, adoption or foster care placement of a child, the employee's own serious health condition, the serious health condition of the employee's child, spouse or parent, or a qualifying exigency arising out of military service.

Under NJ state law, employees may receive paid family leave insurance for up to the first six (6) weeks of family and medical leave or intermittent leave for up to forty-two (42) days for the birth, adoption or foster care placement of a child, or a serious health condition of the employee's child, spouse or parent. (See NJ Family Leave Insurance Policy in Section 2). A serious health condition means an illness, injury, impairment, or physical or mental condition which requires inpatient care in a hospital, hospice or residential medical care facility or continuing medical treatment or continuing supervision by a health care provider.

To be eligible for this leave, the employee must provide a written request to the Director of Human Resources no less than thirty (30) days in advance, except if such notice is not practicable because of an unforeseen event. As applicable, employees requesting leave under this policy must provide to the Director of Human Resources proper documentation from a health care provider. This documentation is to provide the date on which the serious condition commenced, the probable duration of the condition, and the medical facts regarding the condition. In the event Sunny Days has reason to doubt the employee's health care provider's initial certification, Sunny Days reserves its right to seek clarification from the employee's health care provider, through its own provider, and/or require the employee to undergo a second examination by an independent, Sunny Days-designated provider, at Sunny Days expense. If a disagreement exists between the employee's and Sunny Days designated health care providers, the matter will be resolved by a third, jointly selected provider, at Sunny Day's expense, whose decision will be final and binding for that particular leave request.

To the extent that medical treatment can be planned, employees must make a reasonable effort to provide at least thirty (30) days’ notice to the Director of Human Resources and schedule the treatment so as not to unduly disrupt business operations.

Depending on the circumstances, eligible employees may be entitled to twelve (12) weeks of leave in either any twenty four (24) month period under NJ state law or any twelve (12) month period under federal law. Employees must use all accrued yet unused PTO concurrently with this leave. In cases of a covered event under FMLA and the New Jersey Family Leave Act (“NJFLA”), the leave simultaneously counts against the employee’s entitlement under both laws. In the case of a serious health condition of an employee or that employee's family member, the leave may be taken when medically necessary and properly documented, either intermittently or on a reduced work schedule whereby specific days in each week are taken off. Leave for birth,
adoption or placement of a child must commence within one (1) year after the birth, adoption or placement.

Consistent with applicable law, 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 twelve (12) week leave entitlement to address certain qualifying exigencies, which may include but not be limited to, certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA for our military also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (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 while on active duty that may render the service member medically unfit to perform his or her duties 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.

Under this policy, Sunny Days will maintain coverage under its group health plan for the duration of the leave at the level and under the conditions such coverage would have been provided if you had continued in employment continuously for such duration. Thus, employees who make contributory payments for their medical insurance coverage are required to continue to make their monthly contributions. Any employee who is on leave and who has not had a paycheck from which to have his or her medical contribution deducted must mail or personally deliver a check for the monthly contribution to the Finance Department by the fifth (5th) day of each month. If this payment is not received, Sunny Days reserves the right to terminate your health coverage. If you choose not to return to work for reasons other than a continued serious health condition, Sunny Days reserves the right to require you to reimburse Sunny Days the amount it paid for your health insurance premium, if any, during the leave.

When you timely return from your leave period, you will be restored to your pre-leave position or to an equivalent position of like seniority, status, benefits, pay, and other terms and conditions of employment. However, if you would have lost your position due to a work force reduction and/or a layoff or other legal reason during the leave period, you will not be entitled to reinstatement to your former or an equivalent position.

All employees returning to work following a leave due to their own serious medical condition must present to the Director of Human Resources, a physician's fitness-for-duty certification.

Employees on leave status do not accrue any PTO days. If special circumstances warrant, an employee may request in writing an extension of the eligible leave of absence. Approval or disapproval of the request is within Sunny Days’ exclusive discretion. Failure to return to work at the end of your leave or extension thereof will be considered as a voluntary resignation, and your position or any other position will no longer be held open for you.
While on leave, employees are requested to report in every two weeks to the Director of Human Resources regarding the status of their medical condition, and their intent to return to work.

**Jury Duty Leave**

All employees who serve as jurors on a regularly scheduled work day shall provide their manager with: (a) notice of such jury duty upon receipt from the court; (b) a copy of the Summons to “appear”; and (c) official court documentation as to the appearance and amount paid by the court.

Full-Time and Regular Part-Time employees will be paid their regular daily rate of pay for the day(s) on jury duty (up to a two (2) week maximum). Any jury duty required and served by a Full-Time or Regular Part-Time employee after the two (2) week period will be unpaid, but he/she may keep any amounts paid to him/her by the court.

Part-Time and Temporary employees will not be paid while on jury duty leave, but he/she may keep any amounts paid to him/her by the court.

All employees are expected to return to work if excused from jury duty during normal work hours which reasonably coincide with their scheduled work time. Sunny Days may, at any time, request to have an employee who has been called for jury duty relieved in any manner permitted by law.

**Military Leave**

Any employee requesting an unpaid leave of absence to meet military obligations shall be granted such leave, together with any other rights provided by law. A request for military leave must be submitted to the Director of Human Resources in writing, together with a copy of the official documentation to “appear”.

November, 2016
The following changes should be included in the Leave of Absence section. These changes are effective June 1, 2017.

DISCRETIONARY LEAVE OF ABSENCE

If (1) an employee is unable to perform the essential functions of his/her position (with or without reasonable accommodation) due to his/her own serious illness or injury or (2) other compelling circumstances arise, but, in either case, the employee is not eligible for (or has exhausted his/her entitlement to) a protected leave under the federal Family and Medical Leave Act and/or an applicable state leave law, then Sunny Days may, in its sole discretion, grant the employee a discretionary unpaid leave of absence.

Employees should submit a written request for such a leave of absence to the Director of Human Resources, together with (a) in the case of the employee’s own illness or injury, a medical certification substantiating the employee’s inability to work (with or without reasonable accommodation) due to his or her own illness or injury and indicating the anticipated duration of the need for leave or (b) in other compelling circumstances, substantiation (in form and substance satisfactory to Sunny Days) of the need for leave. These leaves will be granted in the sole discretion of Sunny Days.

If a discretionary leave is granted by Sunny Days:

- The leave will be for a stated period of time, at which point the employee is expected to return to work (unless the leave is extended in the discretion of Sunny Days).

- All accumulated PTO must be taken at the commencement of the leave. Once those days are exhausted, the balance of the leave will be without pay.

- If an employee desires to maintain insurance coverage during this leave, he/she must pay the full premium cost of such insurance coverage – that is, he/she must timely pay (on a monthly basis) the employee contribution to insurance cost that he/she paid prior to the leave and the portion of the premium that Sunny Days paid prior to the leave. Arrangements for payment of the premiums should be made with the Director of Human Resources. Premium payments are due by fifth (5th) day of each month. If premium payments are not received within thirty (30) days of the due date, Sunny Days reserves the right to terminate your insurance coverage.

- You will not accrue PTO or receive holiday pay during the leave.
A discretionary leave, if approved, will be granted with the expectation that the employee may return to a position comparable to that which was vacated, or one of like status and pay. However, there can be no guarantee of reinstatement. If, upon return to work, there is no comparable position available, the employee may be placed in another position of a different status and/or pay, or may be terminated.

You must confirm your return to active employment from a discretionary leave with the Director of Human Resources at least 5 business days before the end of the leave period. If you remain unable to return to work at the end of your approved discretionary leave, you may request in writing an extension of the leave. In the case of your own illness or injury, information from your physician indicating the anticipated duration of your continued inability to work should accompany your extension request. In the case of a discretionary leave for compelling reasons other than your own illness or injury, substantiation (in form and substance satisfactory to Sunny Days) of the need for continued leave must accompany the extension request. Approval or disapproval of the extension request is within Sunny Days’ exclusive discretion. Failure to return to work at the end of your leave or extension thereof will be considered a voluntary resignation and your employment will terminate.

In the case of a discretionary leave for an employee’s own illness or injury, prior to returning to work, you must present to the Director of Human Resources a physician’s fitness-for-duty certification.

In the event that, during your discretionary leave of absence, you become eligible for leave under the federal Family and Medical Leave Act and/or an applicable state leave law, your discretionary leave and the leave(s) for which you became eligible shall thereafter run concurrently.
HOURS AND SCHEDULE OF WORK

Punctuality and Attendance

You are expected to appear and be ready to work when scheduled. Regular attendance is important to business operations, as well as your co-workers’ job duties. If you must take a day off, under the terms of paid time off (PTO) or one of the Leave policies provided herein, you must inform your manager sufficiently ahead of time. This prior notification will assist everyone. If it is necessary for you to take a day off when advance notice has not been provided, you must notify your manager at least one-half (1/2) hour before the start of your work day.

Absence without justification or notification may result in disciplinary action. Failure to notify your manager of your absence for three (3) consecutive work days will be considered job abandonment and a voluntary resignation.

If you are going to be late, notify your manager as soon as possible. Repeated and/or unexcused tardiness may result in disciplinary action, including termination of employment. You are required to make up any time lost as a result of being late, or having to leave early.

Hours of Work

In most circumstances, working hours will be established as required by workload and the client’s needs. You are ordinarily expected to be at your work area from 9:00 a.m. to 5:00 p.m., business permitting. However, work beyond 5:00 p.m. or before 9:00 a.m. during the week and work on the weekends may be necessary to meet business needs and effectively provide for Sunny Days’ clients.

Unless otherwise indicated, the work week for most is generally Monday through Friday, beginning at 9:00 a.m. and ending at 5:00 p.m. The workweek shall consist of forty (40) hours (including the paid one-half hour lunch each work day, described in further detail below). The normal work day shall consist of eight (8) hours, including a paid one half-hour period for lunch.

Although it is expected that the above hours will be offered to each employee on a regular basis, they are not a guarantee of hours of work per day or per week.

If you have a particular scheduling need, please contact your manager. When possible, Sunny Days will make every effort to accommodate an employee’s special scheduling needs.

Employee Lunch

All Full-Time and Regular Part-Time employees will receive a one half (1/2) hour paid lunch period on each work day that he or she is scheduled to work at least 6 hours (including the lunch period, but excluding any PTO or other time off), to be taken between the hours of 11:30 a.m. and 2:30 p.m. The lunch period must be scheduled with other employees so that Sunny Days operations are always adequately staffed. Although the lunch period is paid, it is not counted as hours actually worked for purposes of calculating overtime pay. Non-exempt
employees are not permitted to work though all or a portion of their lunch period without the express prior approval (preferably in writing) of their manager.

**Employee Breaks**

1. **Full-Time employees:** All Full-Time employees will have the option of taking two fifteen (15) minute paid breaks every working day; one in the morning and one in the afternoon. These breaks are intended to provide time for employees to attend to various personal matters that come up in the morning or the afternoon, such as personal phone calls, smoking breaks. The break can be used to extend the lunch period, subject to manager approval. You may not use your break time for the first fifteen minutes or the last fifteen minutes of the day to come in late or leave early respectively.

2. **Regular Part-Time Employees:** Regular Part-Time employees are allowed one fifteen (15) minute paid break midway through the work day, but Regular Part-Time employees must work for four and a quarter (4 ¼) consecutive hours on that day to qualify for said break.

Breaks are expected to be taken in full 15-minute increments. The time for these breaks should be approved by your manager and should be scheduled so as to provide adequate coverage within your department.

**Work Station**

All employees are expected to be at their assigned office/work location and ready to work at the appropriate time -- at the start of the workday, after lunch and after breaks. To maintain operations, you are not to leave your office/work location unless you notify Sunny Days of your departure and whereabouts. It is expected that all workstations will be neat and organized.

**Timesheets**

All employees are required to complete time sheets showing daily hours worked. These timesheets currently require non-exempt employees to record when they begin and end their work day, the beginning and ending time of each meal and rest break(s), as well as any holiday time, PTO or other time off. Time sheets for each 2-week pay period must be submitted by not later than the dates established by Sunny Days from time to time.

Direct Service employees are required to provide Sunny Days with paperwork for services rendered by not later than the dates established by Sunny Days from time to time. The failure to submit this paperwork on a timely basis jeopardizes Sunny Days’ ability to be reimbursed and/or paid for services and, therefore, it critically important for Direct Service employees to comply with the paperwork submission schedule.

Under no circumstances may an employee record time falsely or record time for another employee.

As is true with respect to all Sunny Days policies, violations of this policy may result in disciplinary action, up to and including termination.
SECTION 6

WAGES
WAGES

Overtime

The nature of Sunny Days work is such that overtime work is sometimes required, and applicable employees are expected to honor requests for overtime assignments. Refusal to comply with overtime requests may be grounds for disciplinary action, including termination.

Employees who are not exempt from the overtime provisions under the law and who actually work over forty (40) hours in any work week will be compensated at one and one-half (1-1/2) times their regular hourly rate for all time actually worked in excess of forty (40) hours. Any time worked up to forty (40) hours per week is computed at the employee’s regular hourly rate. Meal periods will not be counted in determining actual hours worked for purposes of calculating overtime pay. Holidays, PTO and other time off also will not be counted in determining actual hours worked for purposes of calculating overtime pay. For purposes of calculating overtime, the Company’s work week begins at 12:01 a.m. on Monday and ends at midnight on Sunday. Non-exempt employees are employees who do not come within the federal or applicable state definition of executive, professional or supervisory personnel.

Employees who are exempt from the overtime provisions under the law are not entitled to overtime. Exempt employees are all employees who come within the federal or state definitions of executive, professional or supervisory personnel.

Before working overtime or during all or part of the lunch period, non-exempt employees must receive (preferably in writing) prior authorization from their manager. Working overtime or during all or part of the lunch period without advance approval from your manager violates Company policy and may result in disciplinary action.

If you have any question as to whether you are eligible for overtime, speak with your manager.

Payday

The pay period begins on Monday morning of each week and ends on the following Sunday at midnight. New Jersey employees are currently paid biweekly for all hours worked during the previous two weeks. If payday falls on a holiday or weekend, employees will be paid on the last business day before the holiday or weekend. Employees who do not receive their paycheck via direct deposit and are absent from work on payday may either pick up his/her check that day or upon his/her return back to work, or may request that the check be mailed to his/her home address as listed in Sunny Days’ records. No paycheck will be given to anyone other than the employee, unless the employee has provided authorization to Sunny Days to give their paycheck to a specifically designated person.

If any employee feels that their paycheck is incorrect, it will be promptly investigated.
If an employee leaves the employment of Sunny Days for any reason and was enrolled in direct deposit, he/she will receive his/her last paycheck via direct deposit. If the separated employee was not enrolled in direct deposit, then he/she can pick up his/her last paycheck on the regularly scheduled payday for that pay period between 4:00 p.m. and 5:00 p.m. from the Finance office. Employees who were not enrolled in direct deposit and do not pick up their last paycheck on the regularly scheduled payday will have their final paycheck mailed to their home address listed in Sunny Days records.

**Employee Evaluations**

While you will receive performance feedback during the normal course of doing your job, annual formal evaluations will also be conducted. Any wage or salary increase will be based in part on work performance, attitude towards your job, productivity, attendance and the salary commensurate with your job category. Wage or salary increases are not automatic; they are earned. You should always feel free to discuss with your manager about any accomplishments, as well as areas where you may feel you need improvement.
SECTION 7

GENERAL RULES AND PROVISIONS
GENERAL RULES AND PROVISIONS

Alcohol and Illegal Drugs

Sunny Days promotes a safe and healthy work environment. In order to achieve this work environment, drug and alcohol influenced performance will not be tolerated nor accepted. Employees are expected to be in such mental and physical condition as will permit them to perform their assigned tasks in a professional and competent manner and to behave in a professional fashion. To ensure compliance with this policy, Sunny Days reserves the right to test you for drug and alcohol use to determine whether you are in violation of this policy at any time, subject to applicable laws. In addition, for some positions, passing a drug test may be mandatory for consideration of employment. Anyone who appears to be unfit to work or is found to be working under the influence of such substances, or is involved in any one of the following activities, will be subject to disciplinary action, including immediate termination:

1. The use, sale, transfer, distribution, possession or working under the influence of non-prescribed drugs or controlled substances while on Sunny Days owned or controlled property, the property of clients, or while engaged in Sunny Days activities. Sunny Days reserves the right to take any and all lawful actions necessary to enforce this substance abuse policy, including, but not limited to, the inspection of one’s property, desk or office space upon the reasonable suspicion of a violation of this policy.

2. The abuse of drugs or controlled substances on Sunny Days’ time, in a manner that could affect job performance, or present a safety threat to others in the workplace, the public, or Sunny Days’ equipment or property.

3. For purposes of this policy, drugs and controlled substances include, but are not limited to, those items which are both legal and illegal under federal, state or local laws, including among others, marijuana, heroin, hashish, cocaine, hallucinogens, depressants and stimulants not prescribed for current personal treatment by an accredited physician.

Bulletin Boards

Bulletin boards are located in various places throughout the office of Sunny Days. Employees are not permitted to post or to remove materials on the bulletin boards, unless the items for posting are brought to a Director first for approval. Sunny Days reserves the right to decide the appropriateness of all items sought to be posted. Employees are encouraged to check Sunny Days bulletin boards regularly.

Cellular Telephone and Personal Digital Assistant Policy While Driving

Sunny Days strives to promote the safe use of cellular telephones and other electronic devices commonly referred to as personal digital assistants (PDA’s) or smart phones. Therefore, employees are required to observe the following guidelines pertaining to their use while conducting Sunny Days business in a vehicle.
Hand-held cellular telephones

Employees who use hand-held cellular telephones should refrain from making or answering any phone calls while driving. If it is absolutely necessary for an employee to make or receive a call while operating a vehicle, the employee must safely stop and park the vehicle before using the phone.

Hands-free cellular telephones

Employees who use hands-free cellular telephones are encouraged to keep these conversations brief in length. If the road or weather conditions become hazardous or if the conversation becomes too involved, an employee should stop the vehicle and proceed to a safe parking area in order to answer, continue or make the call on the hands-free device.

Personal Digital Assistants/Smart Phones

Employees are prohibited from using personal digital assistants/smart phones (i.e. iPad, Blackberry, Palm Pilot, iPhone, Droid, etc.) while driving. If it is absolutely necessary for an employee to utilize such a device while operating a vehicle, the employee must safely stop and park the vehicle before using the device.

Safety of an employee is Sunny Days' first priority. All employees are expected to observe all posted road signs, speed limits and common rules of the road and to exercise proper discretion at all times. Sunny Days shall not be held liable for any accident or summons, which occur while an employee is conducting Sunny Days or personal business, while using a cellular telephone or other personal digital assistant device in violation of this policy consistent with applicable law. The employee shall assume full responsibility for any damages arising from such accident and/or summons, and agrees to defend, indemnify and hold Sunny Days harmless for any claims arising out of such accident. An employee who violates this policy may be subject to discipline, up to and including termination.

Client Abuse and Neglect

Anyone who has reasonable cause to believe that a client has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of abuse, neglect or exploitation, you are required by state law to report the concern immediately to the Department of Children and Families, toll-free at (877) 652-2873, or to any Sunny Days office or to a Director. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting the Department of Children and Families, CN 717, Trenton, New Jersey 08625, (877) 652-2873.

Client Progress Notes

Direct Service employees shall complete progress notes on each child, with a copy being provided to the family. Sunny Days administrators will place a copy of the progress note in the child’s file.
Complaints and Suggestions

Sunny Days recognizes that its employees are essential to its existence and growth. Sunny Days is always concerned about improving the work environment and working conditions. One way of attaining this goal is through effective communication.

Sunny Days has an open-door policy. Employees are invited to speak with their manager or Director of Human Resources about any aspect of work, including hours of work, responsibilities under this Manual, seemingly unfair or illegal treatment, discipline, or any other employment-related concern. Sunny Days will make every effort to resolve the problem or answer the question. Remember, a problem cannot be resolved and a question cannot be answered until it is brought to our attention.

Sunny Days is always eager to receive suggestions about ways to improve job performance, safety, service, client relations, equipment and ways to save money, energy, time and materials. Please do not hesitate in communicating with us.

Conduct of Employees

It is in everyone’s best interest to perform to the best of his/her abilities and to comply with all rules and regulations. Where your conduct may endanger the safety or job performance of others, some form of discipline may become necessary. Those who fail to comply with Sunny Days’ policies and procedures, as well as federal, state and local laws and regulations, will be disciplined accordingly.

Employees shall not bring outside persons to any scheduled home visit or meeting at either a client’s home (day care centers, etc.), or at offices, when professional services are to be rendered, unless it is pre-approved by Sunny Days.

This policy includes children and other family members of employees. It is not professional, nor is it allowable, for employees to have their own children or family members accompany them on visits where professional services are being provided. This policy includes any friends or other outside persons who are not directly related to the families and children. On occasion, Sunny Days may ask either an employee or consultant to have another employee or consultant accompany them as part of training in transdisciplinary services, however this will only be done with the prior permission of the family.

Confidentiality

The confidentiality of Sunny Days’ business is essential to the present and future operations of Sunny Days. Employees must not disclose any information that affects the business interests of Sunny Days, including but not limited to information concerning Sunny Days or any clients or the client’s families, or the identity or activities of a client’s internal procedures or other personal information. The disclosure of such information compromises the integrity of Sunny Days and could have very serious legal consequences, and constitutes grounds for immediate dismissal.

November, 2016

7.4
To ensure confidentiality, information about clients and their families should not be discussed in public places, other clients' homes, or even with your own family members or friends.

Documentation containing any identifying information (name, date of birth, social security number, insurance or financial information, etc.) must be kept in a secure location.

Information concerning clients and their families may only be shared with outside agencies after written permission is received from the parent, custodian or caregiver, on a need to know basis inside Sunny Days, or as required by law or judicial process.

**Data Security Policy**

Information is an asset of Sunny Days and, as such, steps will be taken to protect it from unauthorized access, modification, reproduction, destruction, or disclosure (written, verbal or electronic transmittal), whether accidental or intentional. This includes information processed on a typewriter, by hand, mainframe, micro or personal computer utilized in Sunny Days' operations, and maintained in hard copy files, storage or on tape or disk devices.

Protecting Sunny Days' information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed.

This policy will be strictly enforced. Non-compliance is a serious matter which may result in disciplinary action.

**Electronic Information and Communication Policy**

Since technology is advancing so rapidly, this policy does not attempt to list each and every element of Sunny Days' policy on electronic information and communication usage. Rather, it is merely a reference tool, outlining Sunny Days' philosophy and general principles and prohibitions to be applied when using Sunny Days-owned electronic equipment.

If you have any doubts on a particular issue or use, check with your manager first.

The telephone system, facsimile machines, voicemail system, electronic mail system (email), computers, computer network system, the internet, cellular telephones, beepers, pagers, PDA's, any other electronic communication system, and the equipment and data stored on these systems, (Sunny Days' "electronic information and communication systems") are Sunny Days-owned property and remain so at all times. All messages and transmissions composed, sent, stored or received on Sunny Days' electronic information and communication systems are and remain the exclusive property of Sunny Days and are not to be considered private property of anyone. As Sunny Days-owned property, all messages on Sunny Days' electronic information and communication systems are subject to disclosure to law enforcement or government officials, or to other parties through subpoena or its equivalent.

Sunny Days has invested significant time and money in its electronic information and communications systems for efficiency purposes and to better serve our clients. All employees or other users of the system are required to learn how to use the systems by reading the
instructions or by asking for assistance. All users of Sunny Days’ systems must comply with all software licenses, copyright and intellectual property laws, as well as all other state, federal or local laws.

The electronic information and communication systems of Sunny Days are to be used for business purposes only. Although it is acknowledged that from time to time it may be necessary for employees to use the electronic information and communication systems for personal reasons, use of any electronic information and communication system for personal use is strongly discouraged and it is expected that if absolutely necessary, any personal use of Sunny Days equipment will not be abused. If the systems are used for personal reasons, such communications on the systems shall be treated in the same manner as all other messages in accordance with this policy.

Users of the systems should not expect privacy rights to extend to the use of Sunny Days owned equipment or supplies. From time to time, such as when an employee is on vacation, a business trip or a leave of absence, when it is suspected that a Sunny Days rule, regulation or policy is being violated, if it is suspected that Sunny Days property is being used improperly, or simply to monitor job performance, a Sunny Days representative will gain access to voicemail or e-mail or text messages, computer files, or any other Sunny Days property to better serve our clients and for other business or legal needs. For these reasons, you should not expect messages left on your voicemail, e-mail, cell phone, or any other communication device to be private. In fact, you should consider this information accessible like any other shared business file.

Although employees may have individual passwords or access codes to their voicemail, e-mail and computer network systems, communications created, stored, sent or retrieved on such systems are not confidential, as these systems are accessible at all times by Sunny Days. Even when a communication is erased or deleted, it is still stored and can be retrieved and reviewed. Sunny Days intends to review, audit, intercept, monitor, access, print and disclose all messages created, received, stored or sent over Sunny Days’ information and communication systems, if and when business purposes require, with or without notice to you.

Employees must disclose passwords or access codes that are unknown to Sunny Days if requested. All system passwords or access codes are the property of Sunny Days and must be available to Sunny Days. Employees are restricted from using passwords or access codes of others to gain access to another e-mail, voicemail, or other stored communication without prior approval from the other person or from the Directors. Employees are prohibited from “hacking” into other systems or “cracking” other passwords or access codes. No electronic communication may be created, transmitted or stored which attempts to hide the true identity of the creator or sender.

Employees are prohibited from using Sunny Days’ information and communication systems in any way that may be deemed illegal, fraudulent, embarrassing, intimidating, disruptive or offensive to others, which includes, but is not limited to the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, gender specific comments, or any other comment or message that offensively addresses someone’s age, sexual orientation, gender identity, religious or political beliefs, national origin, disability, pregnancy, veterans status, etc., or anything else that may be construed as harassing, discriminating or disparaging to or of others.
Users encountering or receiving such material should immediately report the incident to the Directors. Use of Sunny Days’ information and communication systems in violation of a Sunny Days policy, or that will damage the reputation of Sunny Days, or use for solicitations, advertisements or promotions (whether for charitable, political, religious or other reasons) is prohibited unless prior approval from Sunny Days is obtained. Users may not install software into their individual computers or the network without first receiving prior approval from Sunny Days.

Employees are prohibited from disclosing any proprietary or confidential information of Sunny Days or another without first receiving approval from Sunny Days. When authorized, employees are expected to exercise significant caution when transmitting proprietary and confidential information over an electronic communication system because of the abilities of others to “crack” the system. Any such message containing proprietary and confidential information should begin with a warning declaring that such information is confidential and proprietary to Sunny Days.

Employees are prohibited from recording a voicemail greeting or leaving an e-mail message that indicates that any message left on the system is confidential or private.

Inappropriate use of Sunny Days’ information and communication systems will result in disciplinary action. Sunny Days reserves the right to modify this policy at any time at its sole discretion. This policy applies to all employees of Sunny Days or other authorized users of Sunny Days’ systems. This policy also applies, where appropriate and in accordance with applicable laws, to any form of electronic communication device, even if it is an item of personal property, provided it is being used for Sunny Days’ business.

Consistent with Sunny Days Electronic Information and Communication Policy above, use of Sunny Days equipment for online social networking, (such as blogging, message boards, Facebook and Twitter, etc.) should be for Sunny Days’ purposes only. Any employee engaging in social networking while using Sunny Days’ equipment or while on Sunny Days’ time, shall comply with all Sunny Days policies and procedures at all times, including but not limited to Sunny Days’ policies addressing Anti-Harassment, Conduct of Employees and Confidentiality/Data Security. Moreover, employees must comply with all local, state or federal laws, including copyright and intellectual property rights laws.

Employees are urged to exercise common sense and sound judgment, professionalism and discretion with respect to any online social communications. Remember, an employee is representing Sunny Days when communicating on a social media site. An employee’s behavior in online communications will affect Sunny Days in one way or another. If in doubt as to the appropriateness or legality of a communication, if there is even the slightest possibility that such posting may negatively impact Sunny Days, err on the side of caution and do not post.

Prior to engaging in any social networking on Sunny Days equipment, an employee must first obtain the authorization from a manager. Sunny Days reserves the right to monitor any online social networking communications. Sunny Days further reserves the right to block or filter one’s access to a social media site. If an employee has any questions about this policy, do not hesitate to ask the Director of Human Resources.
A violation of this policy could result in disciplinary action, including but not limited to immediate termination.

**Employee Guidelines**

To be considered for a working relationship with Sunny Days, an employee shall possess current credentials, licensing, and/or certifications, which meet State standards. Copies of updated licenses must be mailed/faxed to Sunny Days (addressed to the Human Resources Department) prior to the expiration of the old license. If your license does lapse, disciplinary action may be taken, up to and including suspension and/or termination.

**Ethics/Conflict of Interest**

Sunny Days expects all employees and all independent contractors/consultants acting on behalf of Sunny Days, during working and non-working hours, to comply with all applicable laws and maintain the highest ethical standards in the performance of their duties. Employees and independent contractors/consultants acting on behalf of Sunny Days must also avoid any situation which may create a conflict between their personal and professional interests and the interests of Sunny Days. Even the appearance of a conflict of interest can harm Sunny Days, and is to be avoided.

This policy is designed to include, but not be limited to, any competitive activities or outside employment that interferes with the interests of Sunny Days, any acts or omissions that question your duty of loyalty to Sunny Days. This Policy requires that you maintain a professional businesslike relationship at all times with all Sunny Days employees and/or independent contractors/consultants, as well as with clients of Sunny Days, such as children receiving our services, and/or the family members of such children. Employees and independent contractors/consultants shall not engage in any conduct that may cause embarrassment or damage the business or reputation of Sunny Days.

In the event you reasonably believe that a professional or ethical standard has been jeopardized, or that a conflict of interest may exist, you are required to notify your Supervisor and/or Human Resources immediately. Your Supervisor and/or Human Resources will work with you in order to address and if possible, reasonably reduce and/or eliminate the conflict. A violation of this policy shall be grounds for disciplinary action, including immediate termination of your relationship with Sunny Days.

**Exit Interviews and Return of Property**

You may be asked to speak with someone in the Human Resources Department when you are leaving Sunny Days’ employment. Sunny Days will use this time to provide you with any benefits you may be eligible for upon your termination. This exit interview may also provide Sunny Days with additional insight, which may provide us with an opportunity to enhance the work environment.

In addition, you must return all Sunny Days property at this exit interview, including but not limited to keys, I.D. cards, company credit and gas cards, equipment, this Manual, and any other piece of Sunny Days property. All property must be returned in its entirety and in working
order. Any and all expenses incurred to replace/repair damaged/missing Sunny Days’ property are the responsibility of the employee.

**Fire Protection**

All employees are required to be aware of the location of the fire alarm boxes, fire extinguishers, emergency routes and all responsibilities you may have in case of a fire in any office or home you are working in. In case of a scheduled fire drill, everyone is required to participate.

**Inclement Weather**

It is Sunny Days’ policy to continue business operations as much as practicable despite inclement weather or other acts of nature and its consequences, such as heavy rain, snow and/or ice, storm warnings or watches, fire, floods, loss of power, or any other situation that may limit or prevent you from performing your job through no fault of your own or of Sunny Days.

If inclement weather makes it necessary for an office to have a delayed opening or early closing or not open at all (such as a declared State of Emergency or loss of power), this should only affect the employees that work at that particular location affected. In accordance with applicable laws, Sunny Days reserves the right, in its sole discretion, to determine if such time off while the office is closed will be paid or unpaid. If the main office is open but an employee in his/her own discretion feels it is not safe to report to work due to the weather, then such time shall not be paid time, unless he/she has any accrued paid time off (PTO) available, in which case that PTO will automatically be applied and used. It is the responsibility of the employee to call the applicable office number depending on which local Sunny Days office you report to (e.g. NJ, NY, PA, CA, etc.) to determine the status of the office due to inclement weather.

Similarly, Direct Service employees shall use his/her own discretion as to whether or not he/she can safely travel to perform services during inclement weather. If a Direct Service employee determines in good faith that it is not safe to travel to a client site, in accordance with applicable law, Sunny Days reserves the right, in its sole discretion, to determine if such time off will be paid or unpaid. In the event the time off is deemed unpaid, he/she may either use any accrued PTO in order to be paid during the missed time, or arrangements can be made to make up those service hours missed within the same calendar month and consistent with both Sunny Days and New Jersey Early Intervention System missed services policy.

**Infection Control Procedures**

1. **Universal Precautions**

Under Universal Precautions, blood and body fluids (feces, nasal secretions, sputum, sweat, tears, urine, vomit, semen, vaginal secretions and breast milk) of all clients, family members and employees are considered potentially infectious for human immune-deficiency virus, Hepatitis B virus and other blood borne pathogens.

2. **General Infection Control Procedures**
The aim of these procedures is to protect all individuals against invasion from potentially harmful, micro-organisms and the possible sequelae of this invasion.

A. Hand washing – Hand washing before and after physical contact with clients is the single most important means of preventing the spread of infection.

1. When to wash hands:
   a. Before and after using bathroom facilities.
   b. Before and after eating and before preparing food.
   c. Before and after contact with clients.
   d. Immediately following contact with any body fluids (i.e. sneezing, wiping nose, following covering mouth when coughing).
   e. After completing cleaning chores.

2. Hand washing technique:
   a. Remove rings before washing hands.
   b. Wet hands with water/or use an antibacterial dry soap when water isn’t available.
   c. Apply soap or antimicrobial agent.
   d. Apply friction to all surfaces of hands including between fingers for 15 seconds.
   e. Thoroughly rinse hands under running water holding fingers downward.
   f. Dry hands with a paper towel.
   g. Turn off the faucet with a paper towel.

Intellectual Property

All records, files, data, inventions, research, ideas, know-how, methods, charts, drawings, calculations, reports, resources, programs, techniques or other confidential information, materials, supplies or equipment (published or unpublished), regardless of the method of storage (hard copy, electronic or otherwise), made by an employee within the scope of his/her employment at Sunny Days, shall be and shall at all times remain, the sole and exclusive property of Sunny Days, and may not be used, disclosed, published or removed without the written permission of the CEO’s at Sunny Days.

Internet Use Policy

Sunny Days provides certain employee’s access to the Internet on its computer systems, and on some telephone systems, as a business tool to assist employees in accomplishing business goals. Good judgment must be used at all times when accessing the Internet. Use of the Internet for non-business reasons is limited to occasional incidental personal use which does not interfere with job performance. However, the following personal uses are strictly prohibited: playing games of any kind, downloading any video or audio, viewing, obtaining or distributing pornography or other discriminatory or sexually related material, engaging in other business,
engaging in any criminal activity, and downloading copyrighted software. Any incidental personal use of the Internet is subject to all the same rules and conditions outlined in this policy.

Employees do not have a privacy right to any Internet search, any download from an Internet site, or to any e-mail or other internet-based communication created, sent, received or stored on Sunny Days computer and/or telephone systems. At Sunny Days’ discretion, Internet usage will be monitored and/or audited by any feasible means including but not limited to, maintaining Internet use logs and conducting searches of browsers on Sunny Days computers and telephones. The use of private accounts or passwords for security does not alter this rule.

Sunny Days may, without permission or notice to the employee, disclose to third parties, including without limitation law enforcement officials, any information relating to employee internet use or activity, or specific identifiers such as same, password or other information associated with such use or activity. Any employee who is aware of a violation of this policy, or who reasonably suspects that the policy is being violated by any other employee, must notify the Director of Human Resources immediately.

Any employee who violates this policy or uses Sunny Days’ computer or telephone or other electronic devise or systems for any purpose deemed improper or unreasonable by Sunny Days may be subject to discipline, at the discretion of Sunny Days, up to and including termination. This policy does not apply to activities protected by Section 7 of the National Labor Relations Act.

Job Posting / Transfers

Sunny Days believes in providing eligible and qualified employees with every available opportunity to advance within Sunny Days. An employee is eligible to post for a position upon completion of 90 consecutive days of employment. Our job-posting program provides employees a means of indicating their interest in advancing themselves to other positions according to their skills and experience.

Notice of job openings generally will be posted on Sunny Days bulletin board. Each notice generally will include the following information:

- The posting date
- Job title
- Department and location
- Job description
- Applicable Fair Labor Standards Act classification

Procedure:

A. In most circumstances, internal job openings will be posted on the Sunny Days bulletin board for approximately three workdays.
B. Interested employees are encouraged to submit a resume or job posting application to the Human Resources Department and discuss their interest with their immediate manager.

C. The hiring manager of the department in which the opening exists will determine the most qualified candidates.

D. Candidates will be notified by the Human Resources Department regarding their candidacy for the job and, if appropriate, interview times will be scheduled.

E. Transfer dates should be coordinated by the department manager involved and the Human Resources Department.

Guidelines:

If an employee who has transferred to a new position later wishes to return to his/her former position, he/she may apply following the job posting/transfer policy listed above.

Medical Emergency Procedures

In the event of a medical emergency in a client’s home, all employees must comply with the following.

1. In the event of a medical emergency or first aid incident, the employee shall assist the parent/caregiver in making decisions and assessing the situation.

2. If first aid is determined by a parent to be necessary, the employee shall assist the parent in administering same (i.e. bandaging, cold packs).

3. If parent/caregiver decides that a call for a First Aid Squad is necessary, the employee can assist the parent/caregiver in calling 911 and then stand by until the First Aid Squad arrives.

4. An incident report must be completed each time you are present when a medical emergency occurs.

Meetings

All staff meetings (including the winter holiday party) are mandatory. Unless you have prior approval for paid time off (PTO), it is expected that all employees will be available to attend these meetings. If a Direct Service employee misses any of these meetings and does not use PTO, then he/she must complete 2 additional hours of direct service.

Office Security

Sunny Days’ offices are unlocked Monday through Friday from 8:00 a.m. until 5:00 p.m. The buildings remain locked at all other times, including holidays.
Personal Appearance

Attire should be conducive to a professional business environment. All employees will interact with clients, the public, and other visitors. It is expected that you will dress in appropriate attire and maintain a professional appearance while at work or away conducting Sunny Days’ business. Your professional demeanor and appearance enhances the work environment.

Personal Cell Phone Usage

This policy about personal cellular phone usage applies to any device that makes or receives phone calls, text messages, browses the internet or downloads and allows for the reading of and responding to email. While at work, employees are expected to exercise discretion in using personal cellular phones. Personal calls during work hours can interfere with employee productivity, safety and be distracting to others. All employees are to make and/or receive personal calls only during breaks and meal periods and to ensure that friends and family members are aware of the policy. Cell phones are to be turned off or set to vibrate and stored during working hours and are not to be kept on your person without specific permission from management.

Violation of this policy can lead to discipline, up to and including termination.

Personal Changes

Those who incur personal information changes, such as those who change names, have a birth or death in the immediate family, seek a change in withholding taxes, wish to make a beneficiary change in insurance coverage, have a change in marital status, change in license plate numbers, move or change their place of residence, change telephone numbers, or make any other change in personal information, are required to promptly report the new information to the Human Resources department. This information is important. For example, your prompt notification of an address change will not delay the receipt of your paycheck should it be mailed to you.

Safety Rules and Regulations

It is important to you and your co-workers that you perform your job responsibilities in a safe and efficient manner. Everyone should use the safest possible method in the performance of their duties. Any unsafe or hazardous condition observed by you must be immediately reported to your manager.

All accidents and injuries, no matter how slight, whether to you, a co-worker, a client, a visitor or another are to be reported to your manager and the Director of Human Resources as soon as possible.

A First Aid kit is located in each office. You should familiarize yourself with its location.
Safety Procedures:

1. Personal safety is discussed in our staff orientation. All staff are told to:

   (a) Always walk in well-lit areas.
   (b) Do not wear valuable jewelry.
   (c) If possible, provide the service and leave in the light.
   (d) Always be alert to the surroundings; try not to daydream when walking or waiting for the bus or other means of transportation.
   (e) When walking, do not “fumble” through your purse looking for keys, etc. (you will appear distracted).
   (f) Know where you are going before you start out.
   (g) Do not walk with too many packages in your hand.
   (h) In a parking lot, always try to park near an entrance or where there are people.
   (i) Check your car before getting into it.
   (j) If you must be out at night, carry a flashlight.
   (k) Never allow the parent/caregiver to leave the premises, leaving you alone with the child.
   (l) If taking a bus at night, plan to arrive at the bus stop only moments before it is due to arrive.

2. In cases where a client lives in an area of questionable safety, the following steps may be taken, depending on the situation:

   (a) Require an escort from your manager.
   (b) Have a building guard or another designated person accompany the staff into and out of the home.
   (c) Change the schedule to daytime.

3. If staff find themselves in an unsafe situation, they should:

   (a) Remove themselves from the situation.
   (b) Always call your manager and the police if warranted.
   (c) Alert your manager if you are unable to provide services.

4. Safety incidents should be documented and submitted promptly.

   In the event of any incident in which an employee, client, volunteer, visitor, etc. may have sustained an injury of any nature, an incident report must be completed as follows.

Policy:

- All reportable incidents shall be documented and verbally reported immediately, reviewed by a Program Director within 24 hours and submitted in writing to the Corporate Office within 72 hours following the actual occurrence within the work place or a child/family’s home during business hours.
• All incident reports shall be kept strictly confidential and stored in risk management files to ensure confidentiality is maintained.

• The prevailing state laws covering Child Abuse and Neglect shall supersede Sunny Days policy.

Definitions:

Reportable incidents shall include the following:

• Any incident which may result in child/family or Sunny Day personnel injury.

• Any incident whereby staff have reasonable cause to believe that a client has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any kind of abuse, neglect or exploitation.

• Any incident involving a call to 911 in accordance with Danielle’s Law, Megan’s Law or life threatening emergencies.

• Any incident which may result in damage to Sunny Days property.

Responsibilities:

• Clinical Educator, Regional Administrators and Administrative Department heads are responsible for reviewing policy/procedure with staff at Sunny Days orientations and staff meetings.

• All employees shall be responsible for reporting occurrences to their administrator.

• Administrators are responsible for providing an Incident Report form to staff upon report of an occurrence.

• Administrators also are responsible for documenting receipt of an Incident Report and notification to Program Director, Director of Human Resources or the CEO’s as most appropriate.

• Administrators are responsible for documenting any follow up required in response to the occurrence reported.

• Program Department staff are responsible for providing a copy of the report to the Program Director for follow up upon receipt.

• Human Resource Department staff are responsible for filing reports in risk management files to maintain confidentiality.

• Program Director is responsible for reviewing/Signing all incident reports.

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• Program Director is responsible for notification to the Human Resources Director immediately by phone of a staff injury for insurance notification as indicated.

• Program Director is responsible for immediate notification to the CEOs if police, fire or ambulance response is involved.

Procedure:

• All direct service staff, Sunny Days employees and independent consultants working through Sunny Days, shall document/report any occurrence involving injury of a child, abuse, neglect, fraud, personal injury, or professional misconduct to their manager immediately following the reportable occurrence.

• Administrator shall provide an Incident Report form to be completed by staff and returned to the corporate office within 72 hours.

• Circumstances of the incident shall include who, what, where, and when the incident occurred. The complete names of all staff present or involved must be listed. All completed reports must be signed/dated by the staff present and the manager.

• Administrator shall document any follow up action taken in response to the occurrence, i.e. anonymous report to the Department of Children and Families, call to 911.

• Administrator shall notify the Program Director, Director of Human Resources or the CEOs as most appropriate for any further follow up required by law or agency policy/procedure.

• After administrative review of the completed Incident Report, the report will be entered into the data base for tracking purposes.

• Monthly data reports may be generated and provided to the Program Director, Director of Human Resources and the CEOs for management and training purposes.

• Human Resource Department staff shall file confidential incident report in risk management file.

**Smoking**

All Sunny Days’ offices are smoke free. To provide a safer and healthier work environment, smoking and the use of all tobacco products, e-cigarettes or other vapor/smoke-free related products are prohibited in all Sunny Days’ buildings. This means smoking by employees, vendors and visitors will not be allowed in Sunny Days’ facilities. Smoking is only permitted in designated areas outside the building. Employees are expected to use their break period(s) for smoking. Please refer to page 5.3 titled ‘Employee Breaks’ for further reference.
Social Media Policy

Purpose

This policy is intended to provide employees with guidelines for appropriate online activity. Although this policy cannot address every instance of inappropriate social media use, it is intended to offer guidelines to employees, thereby helping employees to avoid potentially costly missteps online. The nature of the Internet is such that what you “say” online will be captured forever and can be transmitted endlessly without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public.

Scope

This policy applies to all employees’ use of the Internet, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves Sunny Days’ electronic equipment or other property.

“Social Media” Defined

The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media. By way of example, social media includes but is not limited to: (1) social-networking sites (i.e. Facebook, LinkedIn); (2) blogs and microblogs (i.e. Twitter, Blogger); (3) content-sharing sites (i.e. Scribd, SlideShare); and (4) image-sharing sites (i.e. Flickr, Instagram, YouTube). This list is for illustrative purposes only, however, and all online activity is governed by this policy.

Application of Other Policies

All of Sunny Days’ employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace. For example, employees’ online conduct must comply with Sunny Days’ EEO, Anti-Harassment, Confidentiality, and Conflicts of Interest policies.

Association With Sunny Days

Employees who identify themselves online as being associated with Sunny Days must comply with the rules set forth in this section. Applicable law requires that, when endorsing or promoting his or her employer, an employee must disclose his or her affiliation with (i.e., employment by), Sunny Days. Thus, although Sunny Days appreciates the loyalty and enthusiasm of its employees, employees must disclose their employment if they endorse Sunny Days online.

If you disclose your affiliation or relationship with Sunny Days, for example in your online profile, you must use an appropriate disclaimer to make clear that you are speaking only on behalf of yourself and not on behalf of or as an agent of Sunny Days. An example of an appropriate disclaimer follows:
The opinions and viewpoints expressed are those of the author and do not necessarily represent the position or opinion of the author's employer.

To ensure continuity of Sunny Days’ message, employees may not represent themselves to be speaking on behalf of Sunny Days unless expressly authorized to do so.

Prohibited Conduct

Employees are prohibited from engaging in any of the following in their online activities and posts:

- Disparaging Sunny Days’ services, clients, executive leadership, employees, or strategy;
- Making any false or misleading statements;
- Promoting or endorsing violence;
- Promoting illegal activity, including the use of illegal drugs;
- Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship, or other characteristic protected by law;
- Disclosing any confidential or proprietary information belonging to Sunny Days or obtained by the employee as a result of his employment with Sunny Days; and
- Posting, uploading, or sharing any recording or images (including audio, pictures, and videos), taken in the workplace or at any Sunny Days-sponsored event without express advance authorization.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

Duty to Report

Employees have an ongoing duty to report any violations of this policy by any other employees. Sunny Days considers the duty to report to be a critical component of its efforts to ensure the safety of its employees and to preserve Sunny Days’ reputation and goodwill in the community. Therefore, any employee who fails to report any conduct that reasonably appears to be in violation of this policy may be subject to discipline for such failure.

Questions About this Policy

Social media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this policy, you should seek the guidance of Human Resources before posting or otherwise engaging online. When in doubt, employees always should ask for guidance first because, once the information is online, it can never be deleted.
Solicitations, Distributions or Postings

Solicitations, distribution or posting of non-Sunny Days material for any reason during working time and in working areas is strictly prohibited, unless prior approval in writing is received from the Directors. This includes solicitation, distribution or postings from charity, religious, or other non-work related purposes. This policy is not intended to infringe on an employee’s rights under the National Labor Relations Act, and should not be construed as a means to discourage employees from communicating about the terms and conditions of employment.

Tape Recording

Sunny Days understands that in the course of doing your work, and in the evaluation of your performance, there will be frequent opportunities for private and confidential discussions. Sunny Days respects the privacy and confidentiality of such communications. Any surreptitious audio or video recording of these conversations by a tape recorder or similar electronic device is explicitly prohibited. Sunny Days believes that such non-consensual recording is inconsistent with an environment, which nurtures open and frank interchange.

Nothing in this policy is intended to or will be applied in a manner that limits employees’ rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

Termination

BOTH YOU AND SUNNY DAYS HAVE THE RIGHT TO TERMINATE EMPLOYMENT FOR ANY LAWFUL REASON OR NO REASON, WITH OR WITHOUT NOTICE. THE EMPLOYMENT RELATIONSHIP BETWEEN YOU AND SUNNY DAYS IS “AT-WILL”, WHICH MEANS YOU MAY QUIT YOUR JOB OR BE FIRED BY SUNNY DAYS AT ANY TIME FOR ANY REASON OR NO REASON, WITH OR WITHOUT NOTICE. Nevertheless, in the spirit of cooperation, Sunny Days requests that an employee who voluntarily resigns from Sunny Days provide adequate notice; a minimum of thirty (30) days notice would be preferred.

Any and all Sunny Days property/equipment in an employee’s possession, custody or control, must be immediately returned to Sunny Days upon a termination of employment, regardless of the reason of termination, or whether it is a voluntary or an involuntary termination.

Theft of Property

Employees’ personal belongings should be kept in a desk, closet or any other safe place. If you find that property is missing, you should immediately report the information to the Directors in person, and follow up with a written memorandum. Sunny Days is not responsible for your personal belongings.

While involved in an investigation concerning a violation of Sunny Days policy, such as theft of property, it may be necessary to search certain Sunny Days and personal areas and items, such as desks, bags, coats, etc. The determination to conduct a search is in the exclusive
discretion of Sunny Days. If practicable, advance notice of any search will be provided. Refusal to cooperate with an investigation or search may result in disciplinary action.

**Use of Sunny Days Name and/or Letterhead**

Unauthorized use or misuse of Sunny Days’ name for personal or other purposes can have very serious consequences, and is therefore strictly prohibited. A violation of this policy may be grounds for disciplinary action.

**Workplace Violence**

Sunny Days is committed to providing a safe working environment. It is expected that all employees will act or communicate in a manner so that you can get along with customers, clients, co-workers and management.

To have a safe workplace and prevent workplace violence, each employee must be familiar with his or her work environment and observant of their surroundings. For example, all entrances and exits to the office area or a client site must be kept secured at all times so that no one may enter the premises without first being authorized to do so. Doors that are intended to be locked must be kept locked and not left partially open for any reason. Propping a door open, even for a good reason, can have a devastating result.

Everyone is expected to assist Sunny Days in this safety precaution by informing visitors of this policy and by questioning any strangers as to their purpose in the office area. If you notice anyone who appears to be out of place or in a location where he or she should not be, including a client’s home, immediately notify your manager.

In addition to workplace security, we want to familiarize you with certain characteristics, which may indicate that an individual has a serious problem and is a potential threat. These signs include, but are not limited to:

1. History of violence;
2. Intimidating behavior;
3. Verbal threats of any kind;
4. Unpredictable behavior patterns and easily provoked;
5. Reports of fear from others;
6. Difficulty in controlling temper;
7. Blames performance problems on others or something external;
8. Talk(s) about weapons;
9. Destructive behavior, i.e. punches the wall when upset;
10. Evidence of drug or alcohol abuse;
11. Recent changes in behavior;
12. Signs of anxiety and irritability;
13. Depression, withdrawal and comments about suicide; and
14. Altercations with others.

No one sign is indicative of violent behavior. However, if you notice several of these signs in a visitor, client or co-worker and believe that the individual is in need of assistance or is
a threat to others, please notify the Directors immediately. It is not your responsibility to approach the individual to try to “fix” the problem or reach a conclusion as to whether or not a real problem exists. Rather, your responsibility is merely to observe the individual’s behavior and immediately report what you heard or saw. All reports will be kept confidential. Sunny Days will take all complaints seriously and respond accordingly.

Sunny Days recognizes that a safe workplace promotes good morale and work performance. Your actions will assist Sunny Days in responding to what could be a potentially serious problem before any incident occurs and provide assistance to a troubled individual. We value our staff and clients and want everyone to be safe! To achieve this goal, we must work together and daily reaffirm the commitment to health and safety.
SECTION 8

EXHIBITS
Exhibit "A-1"

EMPLOYEE COPY

Acknowledgment and Agreement

I, ___________________, acknowledge receipt of Sunny Days’ New Jersey Employee Manual. I have read it and understand its terms and provisions. I agree to be bound by the rules and regulations contained in the Manual, as well as other rules, regulations and policies that may be established in the future. I understand and agree that the Manual provides an overview of Sunny Days’ rules, regulations and policies and does not necessarily represent all such rules, regulations and policies that are in force.

I also understand that Sunny Days has the right, at its sole discretion, to review, change or terminate any or all of its benefits, policies or procedures at any time and without notice. I also agree to maintain this Manual and attach any future additions or modifications hereto.

NOTWITHSTANDING ANY INCONSISTENT TERMS OR CONDITIONS CONTAINED IN YOUR EMPLOYMENT NOTIFICATION LETTER, IN WHICH CASE, THE EMPLOYMENT NOTIFICATION LETTER SHALL GOVERN, MY UNDERSTANDING OF AND AGREEMENT IS THAT NOTHING CONTAINED IN THE MANUAL, EMPLOYMENT APPLICATIONS OR ANY OTHER SUNNY DAYS BENEFIT, RULE, REGULATION, POLICY OR PRACTICE MEANS THAT SUNNY DAYS IS PROVIDING ME EMPLOYMENT FOR A SPECIFIC PERIOD OF TIME OR THAT THERE IS AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OR AGREEMENT OF ANY TYPE BETWEEN ME AND SUNNY DAYS. I UNDERSTAND AND AGREE THAT I MAY QUIT MY JOB OR BE FIRED BY SUNNY DAYS AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE.

NAME OF EMPLOYEE ___________________________ SIGNATURE OF EMPLOYEE ___________________________

November, 2016
EXHIBIT "A-2"

COMPANY COPY

Acknowledgment and Agreement

I, ____________________, acknowledge receipt of Sunny Days’ New Jersey Employee Manual. I have read it and understand its terms and provisions. I agree to be bound by the rules and regulations contained in the Manual as well as other rules, regulations and policies that may be established in the future. I understand and agree that the Manual provides an overview of Sunny Days’ rules, regulations and policies and does not necessarily represent all such rules, regulations and policies that are in force.

I also understand that Sunny Days has the right, at its sole discretion, to review, change or terminate any or all of its benefits, policies or procedures at any time and without notice. I also agree to maintain this Manual and attach any future additions or modifications hereto.

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NAME OF EMPLOYEE ____________________ SIGNATURE OF EMPLOYEE ____________________

November, 2016

8.3
EXHIBIT B

Payroll Deduction Authorization Form

I, ________________________________, hereby authorize Sunny Days Early Childhood Developmental Services, Inc. (Sunny Days) to deduct from my paycheck the cost for the following premium deductions and voluntary employee contributions for the benefits listed below provided that such benefits are available and/or provided by Sunny Days in my state of employment. I agree that I will bear the future increased cost of these premiums and voluntary employee contributions also by payroll deduction.

Further, I hereby release Sunny Days Early Childhood Developmental Services, Inc. (Sunny Days), its officers, principals, shareholders, agents, employees, successors, assigns, subsidiaries and all related corporate entities, of and from any and all causes of action, claims and demands whatsoever arising out of deductions from my paycheck for the benefit premiums and voluntary employee contributions listed below.

Please initial by the benefit which Sunny Days is authorized to deduct premiums and voluntary employee contributions from your paycheck.

[ ] Medical Insurance
[ ] Dental Insurance
[ ] Supplemental Life Insurance
[ ] Supplemental Spousal Insurance
[ ] Child(ren) Life Insurance
[ ] 401(k) Plan
[ ] AFLAC Programs
[ ] Flexible Spending Account
[ ] Pre-Paid Legal

Name of Employee __________________________ Signature of Employee __________________________

Date: __________________________

Docs #1977385-v1

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