



C O N C I E R G E

EMPLOYEE HANDBOOK

Revised April 2021

This Handbook supersedes all previous employee manuals, employer memos, and/or handbooks issued previously regarding subjects covered by this Handbook.



Welcome to Slingshot!

We are pleased that you are part of our team at Slingshot, Inc. Whether you have just joined our staff or have been here for a while, we consider all our employees to be our most valuable resource. We value the talents and abilities of our employees and seek to foster an open, cooperative, and dynamic environment in which employees and the Company alike can thrive. Without you, we could not accomplish what we do every day.

We hope you will find your work here to be both challenging and rewarding and that you take pride in being a part of our company. To facilitate the success of our employees, this Employee Handbook is designed to answer questions frequently asked by employees and acquaint employees to our Company and its culture, mission, values and expectations.

Our goal at Slingshot is to be better today than we were the day before. As an employee, you are very important to achieving this goal because, no matter what position you hold in our Company, your work directly influences our customers' experiences. We look forward to your contributions to our success.

Sincerely,

Emily Kennedy

Employee Manager



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ABOUT THIS HANDBOOK

Slingshot, Inc., which also does business under the name S-Concierge, strives to provide a positive work environment that fosters collaboration, teamwork and continuously achieving solid business results. It is important to us that you are actively engaged in your work here, feel a part of our team and are able to use your skills to contribute to our success. To help you achieve this, we have designed this Handbook to acquaint you with Slingshot and provide you with information about working conditions, benefits, and policies affecting your employment.

The pages of this Handbook set out our basic people management philosophies and values. Slingshot is continuously growing and changing. New challenges and opportunities will require new and/or modified policies and programs. In light of that, we reserve the right to interpret, change, suspend or cancel, with or without notice, all or any part of our policies, procedures and benefits at any time. As we make changes to policies, procedures and benefits, we will make every effort to notify you. Changes will be effective on the dates determined by Slingshot, and after those dates, all previous related policies will no longer be effective. Policies in this Handbook will not be interpreted to limit an employee's right to discuss terms and conditions of employment with other employees and to otherwise engage in activities that are protected by the National Labor Relations Act.

This Handbook is intended to summarize for you many of our employment guidelines; however, neither this Handbook, nor any other company document, should not be regarded as an employment contract. Like many employers, Slingshot is an "at-will" employer. Simply stated, this means that just as you entered into our employment voluntarily, you may resign at any time for any reason or no reason. Similarly, Slingshot is free to conclude its relationship with any employee at any time for any reason or no reason, with or without prior notice.

No individual manager has the authority to change company policies at any time. Additionally, only authorized representatives of our Company may enter into an agreement for employment for a specified period of time. You should not rely on any document or statement that is contrary to the "at-will" nature of our work environment, unless it is in writing and signed by an authorized representative.

If you have questions about any of the contents of this Handbook, or about other aspects of your employment with Slingshot, we encourage you to bring them to the attention of your manager or the Director of Employee Engagement.



ABOUT SLINGSHOT

Slingshot was built on the idea of making our employees, partners, and customer's lives better for today and their futures. We accomplish this mission through our partnership with AT&T and the apartment communities we work with. Our concierge program assists residents in setting up their AT&T services through our white-glove concierge service, offering residents an experience that is a step above.

Slingshot is different than our direct competitors in many ways. The norm in our industry is to be a one man show, meaning a competitor will deploy one account manager in a market to handle all residents in their portfolio. Slingshot has developed a model that when we enter a market, we not only deploy local support, but we have an entire concierge staff of 20+ along with a marketing and operations team to assist the local representative. This allows us to not only offer our residents and partners a better service but allows us to maximize a market from a results standpoint.

Slingshot's success is built on the back of our people. Our people have created a culture that bonds us tightly together, but also drives all employees to be better at work and in their personal lives. Every week we pause our busy schedules to engage in leadership training to improve the lives of our employees. We believe if our employees are better the company will be better.



MAKING SLINGSHOT A GREAT PLACE TO WORK

Slingshot is committed to promoting and maintaining an environment in which all employees, customers, vendors and visitors are treated with respect and dignity. To achieve this, we strive to create a work environment that promotes inclusiveness, integrity, teamwork, and ongoing communication and support. The following policies are designed to encourage just that.

Internal Communications & Conflict Resolution

Communication between employees and managers and among employees is critical to our success as a company, as well as to ensure we maintain a positive and healthy work environment. All employees should be aware of new and changing policies and procedures, as well as company successes, goals, and activities. We also want to hear your ideas, suggestions, personal goals and problems as they affect your work. The responsibility for maintaining open lines of communication belongs to all employees, regardless of their position, and we encourage and expect employees to take this responsibility seriously.

How We Communicate with Employees

Slingshot strives to maintain open channels of communication at all times. To support our goals, we will use company e-mail address and GroupMe to impart important information. We expect and encourage you to regularly check your company e-mail and messages to ensure you are receiving up-to-date information about company events, policies, and expectations.

Sharing Your Thoughts

Slingshot is interested in your constructive ideas and suggestions for improving our operations. Additionally, a continuous flow of open communication between employees and their managers is essential to maintaining a good work environment and continuous improvement. For these reasons, we urge you to talk to your manager about your job-related ideas, recommendations, concerns and other issues that are important to you.

Resolving Workplace Conflict

Slingshot recognizes it is inevitable that from time-to-time employees will experience legitimate disagreements and conflicts in our workplace. When these misunderstandings or conflicts happen, we encourage you to try to resolve the problem with those directly involved through open and candid discussions, conducted in a respectful manner. Working directly with those involved often leads to the simplest, quickest and most satisfactory solution.

Similarly, if you are approached by another employee about a concern, please listen to him or her, be open minded rather than defensive, and focus on finding a resolution to the issue. By exploring issues in a professional and constructive fashion, it should be possible to find an appropriate way to resolve any problem.

If you are uncomfortable going directly to those involved, or you have done so but the issue remains unresolved, your manager can assist you with identifying and carrying out other methods for addressing the situation. If your complaint or concern involves your manager, or if after talking with your manager you feel the need for additional discussion, we encourage you to speak with the Director of Employee Engagement.

Equal Employment Opportunity Policy

Slingshot is an Equal Opportunity Employer, providing equal employment and advancement opportunities to all individuals. We recruit, hire and promote into all job levels the most qualified applicants without regard to race, color, national origin, religion, sex (including pregnancy, breastfeeding, childbirth and related medical conditions, and equal pay), age, disability, genetic information, citizenship status, place of birth, veteran or military status, ancestry, arrest/conviction record, gender identity/expression, ancestry, military service, sexual orientation,



political orientation, domestic violence victims, public assistance recipients, workplace accommodation requests, immigrants holding lawful drivers licenses, interns/volunteers, family members of an individual engaging in legally protected activities, income status, marital or family status, weight, height, HIV/AIDS status, or any other status protected under applicable federal, state and local laws. Slingshot's commitment to providing equal employment opportunities extends to all aspects of employment, including job assignment, compensation, discipline and access to benefits and training.

Anti-Discrimination/Anti-Harassment Policy

Slingshot also is committed to providing a work environment that is free of discrimination and harassment. Slingshot management is primarily responsible for seeing that our equal employment opportunity and anti-discrimination/anti-harassment policies are implemented, but all employees share our responsibility for assuring that these policies are followed.

Neither discrimination in violation of our Equal Employment Opportunities policy, nor harassment of any kind, for any reason, will be tolerated. This includes harassing conduct by vendors, customers and other non-employees that you may encounter while carrying out your work duties, and harassing conduct that occurs off-premises or off-hours.

Harassment is verbal, physical and visual conduct that creates an intimidating, hostile or offensive work environment, or may otherwise unreasonably interfere with an employee's work performance. Harassment becomes illegal when it is based on a protected characteristic, such as to race, color, national origin, religion, sex (including pregnancy, breastfeeding, childbirth and related medical conditions, and equal pay), age, disability, genetic information, citizenship status, place of birth, veteran or military status, ancestry, arrest/conviction record, gender identity/expression, ancestry, military service, sexual orientation, political orientation, domestic violence victims, public assistance recipients, workplace accommodation requests, immigrants holding lawful drivers licenses, interns/volunteers, family members of an individual engaging in legally protected activities, income status, marital or family status, weight, height, HIV/AIDS status, or any other status protected under applicable federal, state and local laws.

Types of Harassment

SEXUAL HARASSMENT includes many forms of offensive behavior and it does not matter if the harasser is the same sex or a different sex than the person being harassed. Conduct is considered unlawful sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission or rejection of the conduct is used as a basis for making employment decisions;
- the conduct unreasonably interferes or is intended to interfere with work performance; or
- the conduct creates or is intended to create an intimidating, hostile or offensive work environment.

Depending on the circumstances, sexual harassment can include: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; displaying or circulating sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

OTHER TYPES OF HARASSMENT include verbal or physical conduct or visuals that denigrate or show hostility or aversion toward an individual. Such conduct is illegal when it is because of a protected characteristic and it:

- unreasonably interferes or is intended to interfere with work performance;
- creates or is intended to create an intimidating, hostile, or offensive work environment; or



- otherwise adversely affects an individual's employment opportunities.

Reporting Discrimination or Harassment

If you have questions or concerns about discrimination or harassment in our workplace, you are encouraged to discuss them with your manager, the Director of Employee Engagement or the Director of Operations. ***If you believe you have been subjected to discrimination or harassment, or know of another employee who has, you must report it immediately.*** Employees can raise concerns without fear of retaliation, and you will not be disciplined or suffer retaliation of any kind for reporting a legitimate good-faith complaint of discrimination or harassment, or honestly assisting in the investigation of such a complaint. Our Complaint and Investigation policy below applies to all issues related to discrimination or harassment.

Managers and supervisors are *required* to report any complaint that they receive, or any harassment that they observe to Human Resources. In addition to being subject to discipline if they engaged in harassing conduct themselves, supervisors and managers will be subject to discipline, up to and including termination, for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Reasonable Accommodations

Slingshot provides reasonable accommodations related to disabilities and religious observances. If you require an accommodation, we encourage you to talk with your manager or the Director of Employee Engagement. We will make every effort to provide reasonable accommodations, taking into account your needs, safety concerns and the likely burden on our operations.

If you are denied an accommodation and feel that the denial is unwarranted, or if you believe you are experiencing retaliation because you requested an accommodation, notify your manager or the Director of Employee Engagement immediately. Employees can request accommodations and raise concerns related to them without fear of retaliation. This is explained in further detail under the Our Complaint and Investigation policy below, which applies to all issues related to reasonable accommodations.

Reasonable Accommodation for Disability

Slingshot provides individuals with disabilities with reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee, unless it creates undue hardship to Slingshot. Individuals who may qualify for consideration as disabled include applicants or employees who have or are regarded as having a physical or mental impairment, or have a record of such impairment.

Inquiries about reasonable accommodations will be kept confidential to the extent possible. Once we learn of your need for an accommodation, we will work with you to identify possible reasonable accommodations to help you perform the essential functions of your job.

Reasonable Accommodation for Pregnancy

Slingshot provides reasonable accommodations to pregnant employees, including frequent, longer, or flexible restroom breaks, allowances to eat and drink while working, means/opportunity to sit more frequently and assistance with lifting any object. Additional accommodations may be available depending on specific circumstances.

Reasonable Accommodation for Religious Reasons

Slingshot provides reasonable accommodations for religious practices or needs of employees. Religious practice or need is broadly defined and includes moral or ethical beliefs as to what is right and wrong that are sincerely held by an employee with a strength of traditional religious views. Reasonable accommodations may include allowing



employees to wear religious clothing or to take paid or unpaid time off to engage in an employee's religious observance or practice, such as a holy day.

Reasonable Accommodation for Victims of Domestic Violence

Slingshot provides reasonable accommodations for employees who are the victim of domestic or sexual violence (including sexual assault and stalking) or who are the family or household member (i.e., spouse, civil union partner, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or a person jointly residing in the same household with the employee) of such a victim, unless providing the accommodation will impose an undue hardship on the Company's business operation.

Complaint & Investigation Procedures

At Slingshot, we take employee concerns and complaints seriously. We want to hear from our employees about important employment-related issues and concerns, such as potential discrimination, harassment, retaliation and safety concerns. We encourage you to bring these issues to the attention of your manager, the Director of Employee Engagement, or the Director of Operations. If you feel your concern is not being appropriately addressed, you may contact the CEO.

Preventing Retaliation

Employees can raise legitimate good-faith complaints and honestly assist the investigation of any such complaints without fear of discipline or retaliation of any kind. ***Additionally, we expect that Slingshot employees will not engage in any type of harassing conduct or retaliate in any way against a fellow employee who reports a concern. If you have reported a concern and feel that you are being retaliated against for having done so, you must notify your manager, the Director of Employee Engagement or the Director of Operations so we can address the situation appropriately.***

The Investigation Process

Any employee in a supervisory role who becomes aware of possible discrimination, harassment, retaliation, or other important employment issues must promptly take steps to ensure the appropriate company representative(s) is advised of the issue. This is to ensure that potentially harmful, unlawful or otherwise improper conduct is corrected immediately. Every effort will be made to provide confidentiality; however, even when an employee shares information but asks for no action to be taken, a manager must seek additional information from the appropriate company representative(s) before agreeing not to take action.

Employee complaints will be investigated promptly and appropriate steps will be taken to resolve valid concerns and protect reporting employees from retaliation. All Slingshot employees are expected and encouraged to cooperate with any requests for an interview, to provide documents or other evidence, and to participate in any aspect of an investigation. During an investigation, Slingshot will maintain confidentiality to the degree possible, consistent with the Company's need to thoroughly investigate the incident and issue appropriate disciplinary action.

Employees found to be engaging in unlawful discrimination, harassment, retaliation, illegal or dishonest conduct or other violations of company policy will be subject to disciplinary action, up to and including employment separation. Similarly, employees who intentionally file a false report of wrongdoing will be subject to discipline up to and including employment separation.



Legal Protections

California Department of Fair Employment and Housing

Employees in California may file formal complaints of discrimination, harassment or retaliation with the California Department of Fair Employment and Housing. DFEH's main contact information is: 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758, 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711, contact.center@dfeh.ca.gov, <https://www.dfeh.ca.gov>



NAVIGATING OUR WORKPLACE

The Slingshot “Workplace”

Slingshot does not have just one workplace where the policies described in this Handbook are applicable. Employees work from a number of locations, including our home office in Alabama, customer locations, or an employee’s home office.

For the purposes of this Handbook, the term “workplace” refers to any location from which a Slingshot employee conducts work, including home offices and out in the field meeting with customers. In situations where an employee conducts work from a home office, Slingshot recognizes that policies focused on the workplace generally apply only to designated work areas during working hours.

Knowing Your Employee Status & Classification

It is important to understand the status of your employment when it comes to topics such as wage and hour laws, eligibility for benefits, and, in general, communications we may send to our employees.

Exempt and Non-Exempt Status

All employees are designated as either exempt or non-exempt. If you are not sure which category you fall into, please talk to your manager.

EXEMPT employees work a professional workweek and are not eligible for overtime pay under applicable federal and state laws. A professional workweek is considered working the hours needed to carry out assigned job duties, regardless of whether this requires more or less than 40 hours a week. Some exempt positions may require overnight travel, weekend or evening hours, a work-at-home component or other variations to schedules.

NON-EXEMPT employees typically are paid an hourly wage, are normally assigned a regular work shift of no more than 40 hours per week and receive overtime pay at the rate of one and one-half times their regular rate of pay for hours worked in excess of 40 hours per week, unless otherwise required by law. Non-exempt employees must report all time they work on a daily basis.

Employee Classification

Employees also are classified as regular full-time, regular part-time, temporary, or some other official employee classification. If you are not sure which category you fall into, please talk to your manager.

Regular Full-Time & Regular Part-Time

Regular full-time and regular part-time employees are exempt or non-exempt employees who are regularly scheduled to work and may be eligible for certain employee benefits as outlined in benefit plan documents.

Regular employees who work an average of 30 or more hours per week are regular full-time employees. Regular employees who work an average of less than 30 hours per week are regular part-time employees.

Temporary & On-Call Employees

Temporary and on-call employees are exempt or non-exempt employees hired by Slingshot to work only on an interim basis. These employees usually are not eligible for certain benefits for which regular full-time or regular part-time employees may be eligible. Temporary and on-call employees retain their status until they are notified of a change. Employment beyond any initially projected period does not imply in any way a change in at-will employment status.



Independent Contractors/Staffing Firm Employees

Independent contractors or workers employed by contract staffing firms generally are engaged to cover a variety of project-based assignments, and they are not considered employees of Slingshot. Such contract-based work does not create eligibility for benefits to which a Slingshot employee may be entitled.

Rehired Employees

Employees who are rehired within 90 days will receive their original seniority date for benefits including any paid time off accruals.

Work Schedules

Slingshot is open for business from 8:00 a.m. to 8:00 p.m., Monday through Friday, and from 9:00 a.m. to 4:00 p.m. on Saturday; however, our work is often conducted outside of normal business hours. Work schedules are determined on a department-by-department basis. Please talk to your manager about how your department handles work schedules.

Please keep in mind that workloads, staffing needs and operational efficiency may require temporary or permanent adjustments to your work schedule, including releasing you from work before your scheduled shift end time, or requiring you to work beyond your scheduled shift end time.

Off-site Work

Some employees work from a location other than our home office (“off-site”) on a permanent basis (e.g., Field Representatives). These employees must adhere to following expectations.

- Employees must maintain regular contact and communication with your manager and other colleagues.
- Off-site work locations should provide a productive space to work and be free of interruptions.
- If your position requires telephone or video conference contact with customers or other third parties, off-site work locations should allow for professional communication, free from excess noise and interruptions. If you participate in a video conference, take care to ensure that the area visible to the camera is neat and appropriate for a customer or third party to view.
- Employees are responsible for ensuring they have the necessary equipment to perform assigned tasks. Slingshot generally does not cover costs associated with off-site work, such as Internet access, office equipment, meals and refreshments.
- Off-site work locations, equipment, and communications technology should allow for proper handling of private or confidential information and maintaining security.

Employees not permanently assigned to work remotely may request to do so by talking to their manager. Each request will be evaluated on a case-by-case basis. If approved, all off-site work arrangements must allow for all functions of your position to be performed to the same standard as on-site work. Employees working off site are expected to carry out their job tasks with at least the same level of quality and quantity of work that you produce while working in the office. Missed deadlines, not completing deliverables in a timely manner and other poor performance may result in loss of off-site work privileges.

The Slingshot “Workplace”

As a virtual company, Slingshot does not have just one workplace where the policies described in this Handbook are applicable. Employees work from a client location, their home office, or another employee-provided location. Our unique structure requires employees to see our “workplace” differently.



For the purposes of this Handbook, the term “workplace” refers to any location from which an Slingshot employee conducts work, including the offices of clients and home offices. In situations where an employee conducts work from a home office, Slingshot recognizes that policies focused on the workplace generally apply only to designated work areas during working hours.

Standards for Working at a Client Location

Most employees will be assigned to work at a client location on either a temporary or ongoing basis. While working at a client site, employees must adhere to following expectations.

- Know the scope of services you are responsible for providing the client and adhere to it.
- Establish expectations with the client about roles, communication, and responsibilities. Continually validate and verify expectations throughout the engagement.
- Maintain regular contact and communication with your manager, the client and other colleagues.
- Follow all client policies, guidelines and rules. Be sensitive to the client's culture, norms and business practices.
- Don't take sides during an internal political struggle or disagreement. Keep conversations fact based.
- Avoid congregating in client hallways, lobbies, conference rooms, cafeteria or local eateries with multiple Slingshot employees.
- Obtain approval from the client before doing off-site work, regardless of whether it is billable or not.
- Be aware that some clients require written approval for working overtime, after hours or on weekends and holidays, and taking planned leave.
- Never leave any client "things" (client badge, computer, documents, folders) in a place where they could easily be lost or stolen.
- Turn off cell phones during group and one-on-one meetings. Try to find a private place to have conversations that not client-related while at a client site.
- Be aware that some clients have limits on the amount of gifts, including meals and entertainment, they can receive from Slingshot within the year and respect their rules.
- Notify your manager if an issue arises with a client so we can discuss an appropriate resolution.
- Maintain professionalism at all times. This includes behavior and appearance - you are representing Slingshot as well as yourself.
- Be conscious about information sent over e-mail; imagine that it is being distributed to a wide audience. (e.g. published in a newspaper).
- Do not use client computers, fax machines, copiers, e-mail, and internet for tasks and activities that are unrelated to client work.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, discuss the matter with your manager.

Staying Connected

Because all employees work virtually, your manager will work with you to establish an agreed upon communication strategy. If no such strategy is identified:



You will be expected to check in with your manager at the beginning of each day.

If you step away from your designated workspace for more than 1 hour (excluding meetings and travel time that is reflected on your company Google calendar), you must notify your manager when you are leaving, when you expect to return and when you do return.

Non-exempt employees must check in with their manager at the end of each work day.

In addition, all employees must be reachable by telephone, e-mail and GroupMe during agreed-upon work hours, except when in meetings or driving for work purposes. Employees also must maintain up-to-date company Google calendars that reflect meetings, conference calls and travel time. This will help co-workers know when you are available for meetings and conversations.

Inclement Weather/Emergency Closings

At times, emergencies such as severe weather, fires, power failures or natural disasters can disrupt company and client operations. Slingshot does not expect employees to risk injury to themselves or others by driving or working in unsafe conditions. If you are unable to travel to or for work due to poor road conditions, please treat the instance as an unplanned absence or late arrival and contact your manager before you are expected to start at work.

If a client closes its office, employees assigned to that client location should confirm with their manager whether they are expected to work from home. Employees working from home offices or other employee-provided locations should work as scheduled unless you are instructed otherwise by your manager or the emergency directly effects your worksite. If your worksite is compromised, contact your manager as soon as it is safe to do so to determine how to handle the situation.

Time off from scheduled work due to inclement weather or emergency closings will be unpaid for all **non-exempt** employees; however, employees may use any PTO (paid time off) available to them. **Exempt** employees will be paid in accordance with applicable wage and hour laws. In certain circumstances, employees may be authorized or required by their manager to work from home.

Maintaining a Safe Work Environment

Slingshot takes workplace safety issues seriously. Each employee is responsible for obeying company and client safety rules and exercising caution and common sense in all work activities. Employees should practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions. **You should immediately report any unsafe or potentially unsafe conditions, to your manager.** Employees who violate safety standards and/or cause hazardous or dangerous situations may be subject to disciplinary action up to and including employment separation. You will not be subject to discipline or retaliation of any kind for making a legitimate good-faith report of an unsafe or potentially unsafe condition. Our policy on Complaints and Investigations in the *Making Slingshot a Great Place to Work* section of this Handbook applies to all safety-related reports and complaints.

Working from Home

Employees working from a home office or other employee-provided location must set aside a dedicated workspace that meets the following requirements:

- The dedicated workspace is quiet and safe, with adequate lighting and ventilation. The safety checklist below outlines the characteristics of a safe and productive environment.
- If your position requires contact with customers or other third parties, the workspace should allow for professional communication, free from excess noise and interruptions. If you participate in a video



conference, take care to ensure that the area visible to the camera is neat and appropriate for a customer or third party to view.

- Slingshot will work with employees to ensure they have the equipment and supplies they need to perform their duties.
- The designated workspace, equipment, and communications technology should allow for proper handling of private or confidential information and maintaining security, in accordance with our company policies and procedures, as well as client standards, policies and procedures.
- Employees must make and maintain dependent care arrangements to permit concentration on work assignments.
- In case of injury, theft, loss, or tort liability related to a home office or other employee-provided work location, agents of Slingshot must be allowed to investigate and/or inspect the worksite. Advanced notice will be provided whenever possible.

You must notify your manager immediately if your home office or other employee-provided worksite site no longer meets the above requirements. If the workspace does not meet these requirements or is found to be disruptive, then we may require you to modify your designated workspace or find another designated workspace. Employees are responsible for all renovations, alterations or costs associated with establishing a home office or other employee-provided worksite.

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. Slingshot will not provide tax guidance; nor will we assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications. In addition, employees are encouraged to extend their home or rental insurance policy to cover "business pursuits" at the home. Slingshot is not responsible for determining insurance coverage issues. Likewise, Slingshot is not liable for loss, destruction, or injury that may occur in or to the employee's home or other employee-provided worksite.

Reporting Injuries or Illness

While Slingshot takes precautions to avoid workplace injuries and illness, they can happen. Employees who observe or are involved in an incident that results in injury while engaged in work activities, regardless of how insignificant the injury may appear, must notify their manager within 24 hours. In the event of an emergency, employees should call 911 or go to the nearest hospital emergency room for treatment. If you or any other employee requires medical attention while at work, you should notify your manager who will strive to facilitate appropriate care and take other necessary steps to ensure employee safety. You will not be subject to discipline or retaliation of any kind for making a legitimate good-faith report of an injury or illness. Our company policy on Complaints and Investigations in the *Making Slingshot a Great Place to Work* section of this Handbook applies to all reports of workplace injuries and illnesses.

If you are injured on the job, Slingshot provides workers' compensation insurance in accordance with applicable law. Workers' compensation insurance provides medical and income assistance to all employees who experience a work-related illness or injury. For more information about our workers' compensation benefit or process, please reach out to the Employee Engagement Manager.

All employee work locations will be considered an extension of the company's workspace. Accordingly, employees will be covered by workers' compensation for work-related injuries that occur in the dedicated workspace during the employee's agreed upon work schedule, regardless of whether the employee is working from a client location, a home office or another employee-provided work location. The Company assumes no liability for injuries occurring in the employee's designated workspace outside the agreed-upon work hours, or for injuries sustained



by family members, visitors, or others that may become injured within or around the employee's home or worksite.

Building Security

All employees who are issued access cards, codes, keys and/or key fobs for client's buildings are responsible for their safekeeping. Employees may not let any other person use the access cards, codes, keys and/or key fobs issued to them, and should notify the client immediately if they misplace their access cards, keys and/or key fobs, in accordance with client policies and procedures.

Visitors in the Workplace

Employees may not have visitors at client locations, regardless of a client's visitor policy. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees may not hold business visits or meetings with co-workers, colleagues, customers, or the public at a home office or other employee-provided work location without prior approval in advance. Generally, meetings should be held at the office of the client or partner, or potential client or partner.

Workplace Violence

It is the goal of Slingshot to provide a safe workplace for all employees—free from intimidation, threats, violent acts and dangerous weapons. In particular, dangerous weapons are not allowed on client property, regardless of a client's policy, or at locations where business is being conducted (excluding home offices), including in vehicles in parking lots, unless expressly allowed by law. Dangerous weapons include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm and are unnecessary for carrying out assigned job tasks.

Workplace violence can include acts committed by an employee, or against an employee. Conduct or acts such as physical injury, direct or implied threats, hostile behaviors that create reasonable fear of injury or emotional distress, intentional property damage, arson, possession or use of a weapon, or any other conduct of a similar nature, as determined at the sole discretion of the Company, are considered violations of this policy.

Potentially dangerous situations are taken seriously at Slingshot and must be reported immediately to your manager or human resources. This includes concerns related to domestic violence that has the potential to spill into the workplace. If you have secured a restraining order that excludes an individual from being at or near your place of employment, please let your manager or human resources know immediately.

If you receive or overhear any threatening communications from a co-worker, client employee or an outside third party, please report it to your manager or human resources at once. Do not engage in a physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to another person while you are conducting your job duties, please contact an emergency agency (such as 911) immediately.

You will not be subject to discipline or retaliation of any kind for making a legitimate good-faith report related to workplace violence. Our policy on Complaints and Investigations in the *Making Slingshot a Great Place to Work* section of this Handbook applies to reports of workplace violence.



Attendance & Punctuality

Slingshot believes that good attendance and punctuality are essential functions of everyone's job. Being ready to work at your starting time and location each day is considered a basic performance expectation. At the same time, we understand there may be times when an absence from work will occur.

Excessive absenteeism creates a burden on other employees, interferes with production and/or customer service and interrupts the routine activities of the Company. Arriving to work on time, returning from meal and rest periods promptly and avoiding excessive incidences of leaving work early generally builds strong co-worker relationships. Should absenteeism, undue tardiness or early departure become apparent, disciplinary action may be required.

Absences attributed to scheduled vacations, health conditions protected under any company and/or legally entitled leave benefit or other situations determined by Slingshot are not counted when determining excessive absenteeism and tardiness. To ensure you receive all time off and leave benefits available to you, we encourage you to let your manager know if you will be out due to a health issue, the health issue of a family member, or reasons related to domestic violence or victim leave, bereavement, jury duty or military duty. If you are not comfortable talking to your manager about the reasons for your time off, you also can talk to the Director of Employee Engagement.

Required Notice for Unscheduled Absences, Tardiness or Early Departures

When you are unexpectedly unable to report to work or will be late for any reason, please notify your manager as soon as possible and no later than one hour before your regular starting time each day by e-mailing him or her about your needed time off, unless otherwise requested. You may also notify your manager by phone or text message. This will allow us to arrange for temporary coverage of your duties as needed, and helps other employees to continue work in your absence. Certain departments require employees to find a replacement to cover your shift. Please talk to your manager to determine if you are required to do so.

If you become ill while at work or must leave work for some other reason before the end of the workday, be sure to inform your manager of the situation. If your manager is not available, notify another person in charge such as a key co-worker or another manager who can ensure your manager receives the message.

Employees who do not report for work and do not communicate with the Company as expected for two consecutive days will be assumed to have resigned voluntarily as of their last day of work.

Required Notice for Planned Absences & Late Arrivals

When planning for time off or a late arrival to work, notify your manager as soon as possible, requesting planned time off at least 5 business days in advance whenever possible for planned absences of three days or less, and at least one month in advance for planned absences of four or more days. Each request for time off or late arrival will be considered separately, in light of your needs and the needs of the Company.

Inclement Weather/Emergency Closings

At times, emergencies such as severe weather, fires, power failures or natural disasters can disrupt company and customer operations. Slingshot does not expect employees to risk injury to themselves or others by driving or working in unsafe conditions. If you are unable to travel to or for work due to poor road conditions, please treat the instance as an unplanned absence or late arrival and contact your manager no less than one hour before you are expected to begin work.

When the decision is made to close the home office, employees will receive official notification from their manager by e-mail or through our group chat.



Time off from scheduled work due to inclement weather or emergency closings will be unpaid for all **non-exempt** employees. **Exempt** employees will be paid in accordance with applicable wage and hour laws. In certain circumstances, employees may be authorized or required by their manager to work from home.

Meal & Break Periods

Slingshot encourages employees to take reasonable breaks during the workday to maintain productivity.. Non-exempt employees who are scheduled for a work period of five hours or greater must take at least a 30-minute unpaid meal period during which the employee is relieved of all work duties. Employees who work a ten-hour shift are entitled to a second 30-minute unpaid meal break.

Meal breaks generally are taken during a time designated by your manager to ensure we maintain quality customer service and department coverage. Employees without scheduled meal breaks should take their breaks in the middle of their shift and at times that will not disrupt customer service and department coverage. If you are uncertain when to take your meal break, please talk to your manager. On the rare occasion an employee is called back to work during a meal break, the employee may be eligible to be paid for the time in which the employee is re-engaged. If this happens, you should discuss it with your manager.

In addition, a paid 10-minute rest period is scheduled for non-exempt employees by their manager, generally occurring in the middle of each approximate four-hour work period. Employees without scheduled rest breaks should take their breaks generally in the middle of each four-hour work period and at times that will not disrupt customer service and department coverage. If you are uncertain as to when you can take your rest break, please talk to your manager.

Please take your meal and rest breaks away from your work area to minimize the chance for work interruptions. Rest periods must be taken in addition to and separately from time allowed for meals, and employees may not waive their rights to breaks. Employees may not leave early or extend their meal period in lieu of not taking meal or rest breaks. Rest periods are considered time worked for purposes of calculating overtime for non-exempt employees; meal periods are not.

Lactation Breaks & Accommodations

Slingshot provides employees who need to express breast milk for a child, reasonable accommodations and breaks to do so. Employees may take reasonable rest periods and we will make a reasonable effort to provide a suitable location for employees to express milk in private. An employee who intends to express milk for her child should notify the Director of Employee Engagement as soon as possible so that appropriate arrangements can be made. Slingshot will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any employee may file a complaint through our reporting policy or the local Labor Commissioner for any legal violations.

Timekeeping

Accurately recording time worked is the responsibility of every employee. You may not delegate your time recording responsibility to another employee and/or misrepresent time worked. You are expected to report all paid time off, such as PTO, and other personal time away from work, such as leaves of absence, to ensure the proper recording of leave usage.

Non-exempt employees must record all time actually spent performing any work-related tasks, including the time they begin and end their work, and the time they start and end their unpaid meal breaks. All overtime work performed by a **non-exempt** employee must receive a manager's prior authorization.



We consider attempts to falsify timekeeping records a very serious matter. By submitting timesheets or time records, you are certifying their accuracy. Under or over reporting your hours worked may result in disciplinary action, up to and including employment separation.

Reported hours and any changes to your time records are reviewed and must be approved by your manager. Questions regarding the timekeeping system should be directed to your manager. In addition, employee absences due to illness that are over three days consecutively should be reported to the Director of Employee Engagement to understand whether there are benefits and/or return to work obligations that may result from the continuous absence.

Professional Appearance

Professional appearance is important anytime you come in contact with our customers or potential customers. Employees should be neat, clean, well-groomed and dressed appropriately for our business and for their position in particular.

When interacting with customers, employees should dress in a manner similar to the most senior executives with whom they may interact. Regardless of a customer's dress code, at minimum, employees meeting customers should wear a dress (of appropriate length), or nice jeans, slacks or skirt (of appropriate length) with an appropriate shirt (not a t-shirt, sweatshirt or exercise wear), and a blazer, sports jacket or sweater/cardigan. Clothing that is torn or stained, or revealing, such as spandex, is unacceptable.

The dress code at Slingshot's home office is best described as business casual. Examples of appropriate attire may include pressed slacks, nice jeans, sweaters, button up shirts, and skirts or dresses of a reasonable length, that, while not formal, are appropriate for a business environment.

We expect employees will exercise good judgment regarding their appearance; however, we reserve the right to determine appropriateness. If you are "unsure" whether a particular grooming and/or dress option meets our standard, we encourage you to consult with your manager in advance. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. The time spent to go home, change clothes, and return to work will be unpaid time. Exceptions to our appearance guidelines may be made on a case-by-case basis as a religious accommodation.

When interacting with clients, either face-to-face or over video conferencing, employees should be neat, clean, well groomed and dressed appropriately. Clothing that is torn or stained, or revealing, such as spandex, is unacceptable. When meeting face-to-face or participating in a video conference with a client, employees should dress in a similar manner to the most senior executives with whom they may interact. Additionally, when participating in a video conference, take care to ensure that the area visible to the camera is neat and appropriate for a client to view.

Confidentiality/Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and success of Slingshot. Additionally, our customers entrust us with personal and proprietary information and we have an obligation to maintain the confidentiality of this information. We expect employees to take care to safeguard confidential information entrusted to them. Such confidential information includes, but is not limited to, the following examples.

- Proprietary or confidential customer information and agreements.
- Non-public financial information;
- Marketing strategies;



- Pending projects and proposals;
- Proprietary production processes and work product, including our Leadership Development program curricula and related materials;
- Computer processes, code and programs, including our CRM and customer referral program system; and
- Intellectual property such as patents, prototypes, innovations and/or trade secrets.

All employees are required to sign a non-disclosure agreement. Please refer to the agreement for further details on what information must be held in confidence.

Please note that, in accordance with the Defend Trade Secrets Act (DTSA), employees may disclose trade secrets in the following circumstances: (1) the disclosure of the trade secret is made to a federal, state, or local government official or an attorney for the sole purpose of reporting a suspected legal violation; (2) the disclosure is made in a complaint or other document filed in a lawsuit, provided the filing is made under seal; or (3) the trade secret is disclosed in connection with a retaliation lawsuit filed by the employee against the employer for reporting a violation of the law.

If you are uncertain whether it is proper to share particular information or documents with a third party, please discuss it with your manager before doing so. Employees who improperly use or disclose confidential business information may be subject to disciplinary action, up to and including employment separation and, when appropriate, legal action.

Conflict of Interest

Slingshot requests that employees to avoid situations that might cause their personal interests to conflict with the interests of the Company or to compromise its reputation or integrity. A conflict of interest, or the appearance of one, occurs when you, a member of your immediate family or a close personal friend, use your position with Slingshot for personal benefit through an investment, association, or business relationship that interferes, or may appear to interfere, with your ability to exercise independent judgment on the Company's behalf. An example would be having a financial interest in or working for any organization that is a contractor or competitor of Slingshot.

If you believe you may have an actual or perceived conflict of interest, you must report it to your manager or the Director of Employee Engagement immediately.

Dating Policy

Slingshot encourages employees to develop friendships and share a spirit of teamwork and camaraderie both in the workplace and outside of work. We also strongly value a work environment where employees maintain clear boundaries between personal and business interactions because doing so will help all employees to be comfortable and productive at work. Although we do not prevent the development of friendships or romantic relationships between co-workers or between employees and customer representatives, we do expect that employees will conduct themselves in a manner that is appropriate for the work environment. Personal relationships should not interfere with the quality of work, effectiveness, or productivity at the workplace.

Slingshot takes issues related to sexual harassment seriously. For this reason, employees engaged in romantic, amorous and/or sexual relationships with other team members or customer representatives other than marriage ("dating relationship") should notify the Director of Employee Engagement and sign a Consensual Relationship Agreement.

If you are engaged in dating relationship with another employee of Slingshot or a customer representative, during nonworking time, such as lunches, breaks, and before and after work periods, your personal exchanges on Company property should observe an appropriate workplace manner. Employees are strictly prohibited from



engaging in physical contact that would in any way be deemed inappropriate to the workplace, including public displays of sexual affection, sexual innuendo, suggestive comments and sexually oriented joking. Employees should also avoid any conduct that could reasonably be regarded as favoritism. Additionally, employees who allow personal relationships with co-workers and customer representatives to adversely affect our work environment, the performance of any employee or the company will be subject to discipline up to and including employment separation.

Individuals in supervisory or managerial roles, and those with authority over others, are subject to more stringent requirements under this policy. This is due to their status as role models, their access to sensitive information, and their ability to affect the terms and conditions of employment of individuals in subordinate positions. When any supervisor, manager, executive, or other Company official in a sensitive or influential position with Slingshot discloses the existence of a romantic or sexual relationship with another co-worker, we will evaluate whether any conflict of interest exists because of the relative positions of the individuals involved. When a conflict-of-interest problem or potential risk is identified, we will work with the parties involved to consider options for resolving the problem or risk. Matters such as hiring, firing, promotions, performance management, compensation decisions, and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer to other positions, locations, or departments.

Tobacco-Free/Smoke-Free Environment

Slingshot is committed to providing a safe and healthy environment for all employees, vendors, customers and visitors. Therefore, the use of tobacco products, including cigarettes, cigars, e-cigarettes, and chewing tobacco, is not permitted anywhere on the company property or at assigned work locations, except in authorized, designated locations outside of buildings. Employees should follow all rules posted in designated smoking areas. This includes when employees are traveling on company business and/or when transporting others for work-related reasons.

Drug & Alcohol Policy

Slingshot is committed to protecting the safety, health and wellbeing of its employees and all people who come into contact with its workplace and property. Recognizing that drug use and alcohol abuse can pose a significant obstacle to this goal, we have established a drug and alcohol-policy that balances our respect for individuals with the need to maintain an environment free of drugs and disruptive alcohol use. Our policy is intended to comply with all federal and state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Unacceptable Conduct

In keeping with this commitment, the unlawful or improper presence or use in the workplace of drugs or alcohol by employees will not be tolerated. Specifically, the following expectations apply to all employees during their working hours, when on-call, while on the company property and whenever they are conducting business or representing the Company.

- The manufacture, distribution, possession, sale, exchange, transfer or purchase of illegal drugs, drug paraphernalia, controlled substances of abuse or alcohol is not allowed, except in the instance of company authorized activities involving alcohol, as described below.
- The possession or use of illegal drugs, drugs paraphernalia, controlled substances of abuse or alcohol, including such items being on an employee's person, among an employee's personal belongings, in work or storage areas and in vehicles brought onto company or customer property, is not permitted, except in the instance of company authorized activities involving alcohol, as described below.



- Being under the influence of illegal drugs, controlled substances of abuse or alcohol is prohibited, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties, or in the instance of company authorized activities involving alcohol, as described below.
- Working while under the influence of prescription or over-the-counter drugs is not allowed to the extent that such use, influence or presence in the body may affect the safety of employees, customers and/or members of the public, the employee's job performance or safe and efficient operations.
- Failing to fully cooperate with any aspect of an investigation into unacceptable behavior under this policy, such as a refusal to submit to required testing, searches or inspections, or submission of adulterated, diluted, or invalid specimen samples for testing, is unacceptable.

Please note: Although some states have legalized marijuana, possessing and/or using marijuana at the workplace, as well as testing positive for marijuana use, is a violation of our drug and alcohol policy. If you use marijuana for medicinal purposes, please reach out to the Director of Employee Engagement to discuss the situation, including what, if any, reasonable accommodations may be available. Similarly, please let us know if you feel you may be at risk of violating this policy due to a prescribed drug.

Slingshot may conduct searches of workspaces and personal items that are carried onto or removed from company or customer property if there is reasonable cause to believe this policy has been violated. This includes searches of outwear, purses, wallets, pockets, bags, vehicles, office furniture and equipment.

Company Authorized Activities

Slingshot allows the possession, consumption, and/or use of alcoholic beverages by Field Representatives when they are participating in sales-related activities with customers and potential customers, such as meeting them for dinner or a drink to discuss business or build a customer relationship. Additionally, from time-to-time, Slingshot may allow the possession, consumption, or use of alcoholic beverages at company-related activities. Drinking to excess, however, is unacceptable during these company authorized activities. Excessive alcohol consumption can endanger your health and safety and the health and safety of those around you, as well as tarnish Slingshot's reputation. Employees who choose to consume alcohol during company authorized activities are responsible for ensuring their alcohol consumption is in moderation and they remain capable of carrying out work tasks and behaving in accordance with usual business standards and company policies. Employees who are overindulging may be relieved from work for the remainder of the day and should not attempt to drive. In these situations, we will assist in obtaining alternative arrangements for getting home, as appropriate.

Drug & Alcohol Testing

Slingshot employees may be asked to submit to a drug and/or alcohol test if we have reasonable suspicion that an employee is in violation of this policy, in accordance with all federal, state and local laws and regulations. Reasonable suspicion may exist when an employee demonstrates observable symptoms of being under the influence; there is unexplained significant deterioration in an employee's job performance or unexplained or suspicious absenteeism or tardiness; an employee engaging in erratic or unsafe job-related activities that poses significant danger to themselves or others; or we receive credible reports of individual or group drug or alcohol use in violation of this policy.

Consequences of Policy Violations

Any employee determined to be in violation of this policy may be subject to disciplinary action, up to and including immediate employment separation. Slingshot reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.



Drug & Alcohol Treatment

Slingshot recognizes that alcohol and drug abuse and addiction can be treatable. Employees who have drug or alcohol dependency problems, or who feel they may have such problems, are encouraged to seek assistance. The Director of Employee Engagement can help you reach out to some available resources.

Slingshot will support voluntary treatment efforts. It is the employee's responsibility, however, to pursue and complete treatment before the problem results in unsatisfactory job performance, attendance, safety concerns or other misconduct, and before a violation of this policy occurs. An employee who tests positive for an illegal drug, for example, cannot immediately enter a drug treatment program to avoid the possibility of a disciplinary action or employment separation. An employee who makes a first-time voluntary report that he or she intends to seek assistance for dependency problems may be placed on a leave of absence or adjusted working schedule to allow for inpatient or outpatient treatment.

Use of Personal Vehicles for Work

If you use a personal vehicle to perform your job, please be aware of and follow these requirements:

- You must possess and carry a valid driver's license and evidence of satisfactory insurance while driving. (Please note that in the case of an accident, Slingshot's insurance will be secondary to your personal insurance.)
- You are expected to drive in a safe and lawful manner. Slingshot will not take responsibility for any violations or citations received or liabilities that result from any unsafe and/or unlawful actions you engage in while using your vehicle.
- Please refrain from using portable devices while driving, including cell phones, smart phones and tablets.
- Do not operate a vehicle under the influence of drugs, alcohol or any controlled substance.
- If you are in an accident while traveling for a work-related reason, you must notify the Director of Employee Engagement as soon as possible, regardless of how insignificant the accident may seem. Employees involved in an accident should follow the Accident Policy.

Driver's License/Driving Record

If you are in a position where the operation of a motor vehicle is an essential duty of your job, you will be required to present and maintain a valid driver's license, maintain an acceptable driving record and provide proof of auto insurance on the vehicle used for work purposes. Please be aware that Slingshot will be conducting period driving record checks. Employees who regularly operate a motor vehicle to carry out their job duties are encouraged and expected to immediately notify the Director of Employee Engagement of any changes to their driving record.

If you are uncertain whether operation of a motor vehicle is an essential duty of your position, please ask your manager.

Using Personal Devices for & at Work

Employees may have the opportunity to use their personal devices for work purposes. Personal electronic devices include, but are not limited to, personally-owned smart phones, cell phones, tablets, laptops and computers. Employees using their own devices for work should observe the following guidelines.

Employees may have the opportunity to use their personal devices for work purposes. Personal electronic devices include, but are not limited to, personally-owned smart phones, cell phones, tablets, laptops and computers. Employees using their own devices for or at work should observe the following guidelines.



- Use of personal devices during work hours for personal reasons should be limited to avoid disruptions to company operations and employee productivity.
- Employees issued a company device, such as a laptop or mobile phone, may not use their similar personal devices for work purposes without prior authorization from their manager.
- To protect confidential information that you may access and/or store on your personal device, employees are expected to set up their personal devices used for work to require a password before they can be accessed.
- All electronic files must be saved to the company server and may not be saved to personal devices.
- **Non-exempt** employees should not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from their manager. If a non-exempt employee uses a personal device for work purposes outside of his or her normal work schedule, all time spent working must be recorded on his or her timesheet.
- Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from their manager.
- Employees are expected to follow applicable state or federal laws or regulations regarding the use of electronic devices at all times. This includes while driving. Employees who are charged with traffic violations resulting from the use of their personal devices while driving will be solely responsible for all liabilities that result from such actions.
- If an employee separates from Slingshot, they will be required to remove from their personal devices all apps and downloaded information related to company business, such as e-mail accounts, contacts and electronic files no later than the end of the employee's last day. Slingshot reserves the right to inspect devices believed to be used for work purposes to ensure this has been done.

Please be aware that Slingshot may, at any time, monitor and preserve any communications that utilize our electronic devices, communications and network systems in any way, including personal data, voicemails, telephone logs, Internet use, e-mails and other items on a personal device that has been used for work purposes. This means we may request an employee produce for inspection, at any time and without notice, a personal device that we believe has been used for work purposes. We may review and retain personal and company-related data on that personal device, as well as release any of the retained information to government agencies or third parties during an investigation or litigation.

Social Networking & Media

Social media and networking activities can take many different forms, including internet forums, blogs and micro blogs, online profiles, wikis, podcasts, pictures and video, e-mail, instant messaging, and posting to social media sites, to name just a few. Examples of social media applications include, but are not limited to, LinkedIn, Facebook, Myspace, Pinterest, Instagram, Snapchat, Wikipedia, YouTube, Twitter, Yahoo groups, Tumblr, Google +, Reddit and Flickr.

At Slingshot, authorized social networking and blogging is used to convey information about company products and services, promote and raise awareness of the company brand, search for potential new markets, communicate with employees and customers, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events. These authorized activities are done through designated job roles and oversight to ensure that the use of these communications maintain our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace. Please be aware that employees do not own company-related accounts or any of the authorized



activities conducted through social networking or blogging tools. Therefore, unless specifically instructed, employees may not speak on behalf of Slingshot in social networking and social media forums, and should not hold their personal views out as those of the Company.

Guidelines for Authorized Social Networking

The following guidelines apply to social networking and blogging when authorized by Slingshot. The rules and guidelines apply to all company-related blogs and social networking.

- Only authorized employees may prepare and modify content for Slingshot's blogs and social networking sites.
- Any copyrighted information where written reprint authorization has not been obtained in advance may not be posted.
- Authorized employees may remove any content that does not meet the guidelines of this policy or that may be illegal or offensive, without permission from the author/poster or advance notice.
- Guest bloggers and providers of content are expected to abide by the guidelines of this policy. We may remove, without advance notice or permission, any content produced by guests that is considered inaccurate or offensive, and may take legal action against guests who engage in unlawful conduct.

Personal Blogs & Social Networking

Slingshot respects the right of employees to write blogs and use social networking, and does not want to discourage employees from self-publishing and self-expression. We do not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. Employees, however, are expected to follow these guidelines and policies, which are designed to provide a clear line between you as the individual and you as the employee.

Please take care to ensure your postings are consistent with this policy. Inappropriate postings that include confidential information, discriminatory remarks, harassment, threats of violence or similar inappropriate, unprofessional or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including employment separation, and if necessary, legal action. Employees are personally responsible for their commentary on blogs, and social media and networking sites.

When engaging in online activities, Slingshot wants to make sure you understand the expectations and consequences for your conduct. The following is important to know:

- Please be aware that Slingshot may monitor comments or discussions about the Company, its employees, customers and the industry, including products and competitors, posted on the Internet by anyone, including employees.
- Employees may not use company equipment and tools or company facilities or time, to conduct personal blogging or social networking activities.
- Use of blogs or social networking to engage in harassment or discriminate against employees or anyone associated with or doing business with Slingshot will not be tolerated. (See our policy on Anti-Discrimination/Anti-Harassment in the *Making Slingshot a Great Place to Work* section of this Handbook.)
- Employees may not represent their personal views as those of the Company, or any person or organization affiliated or doing business with Slingshot.



- Confidential information, including internal documents, or details about customers, vendors or suppliers, may not be posted without prior approval from your manager. (See our policy on Confidentiality/Non-Disclosure in the *Navigating Our Workplace* section of this Handbook.)

Slingshot will not interpret these guidelines in a manner that limits an employee's right to discuss the terms and conditions of employment with other employees or to otherwise engage in activities that are protected by the National Labor Relations Act.



USING COMPANY TECHNOLOGY & PROPERTY

Slingshot provides employees with a variety of company-owned technology, equipment, and other property necessary for completing the job duties assigned to them. The following guidance outlines the acceptable use and limitations of use for company property. Misuse of company property and violations of these guidelines may result in loss of use and disciplinary action up to and including employment separation. If you have any questions about these guidelines, please talk with your manager.

Electronic Devices, Communications & Network Systems

Slingshot encourages employees to use our electronic devices and communications and network systems, such as internal and external electronic mail (e-mail), telephone voicemail, internet access, and computer hardware and software. These are important tools for carrying out your job duties efficiently and effectively. We ask, however, that you use these electronic devices and systems appropriately.

Employees are expected to observe the following guidelines when using our electronic devices, communications, and network systems.

- Slingshot's electronic devices, communications and network systems have been made available to employees for business purposes. You may use these devices, communications and systems for personal reasons, provided your use is not excessive and does not violate these guidelines. We also discourage personal use during working hours to avoid disruptions to company operations and employee productivity. Additionally, you may not use the Company's electronic devices, communications and systems for your own commercial activity or for the benefit of any entity or person other than yourself or Slingshot.
- Please be aware that any message or document created or put into our electronic devices, communications and network systems is not a private communication or document and may be accessed and reviewed by Slingshot. We may monitor and access electronic devices, communications and systems to ensure they are safe and secure, to confirm compliance with company policies and to safeguard against Slingshot's confidential information entering the public domain.
- Employees should take care not to use our electronic devices, communications and network systems in any way that violates any licensing agreements or any other person's or entity's copyright. This includes no copying, storing, sharing, installing or distributing software, movies, music, and other materials currently protected by copyright, except as permitted by licensing agreements or fair use laws.
- Employees are expected and encouraged to observe common standards of etiquette and good taste in connection with all communications sent through our systems. We will not tolerate the use of our systems to make harassing or inappropriate communications of any kind (for example, dirty or off-color jokes, sexual or offensive communications, etc.), or to participate in or support illegal activity, such as threats of physical harm, sexual or other harassment, stalking, forgery or fraud.
- Employees may not share passwords or access codes to company electronic devices, communications and network systems with any other person, except the Director of Operations or other Slingshot employees upon approval of the Director of Operations.
- Employees may not use passwords or access codes for company electronic devices, communications and network systems that are unknown to the Director of Operations. Employees also may not use passwords or access codes of other employees to gain access to another employee's e-mail, voicemail, or other stored communication without prior approval from the other employee or from the Director of Operations. Similarly, employees may not "hack" into other systems, "crack" other passwords or access codes, or create, transmit, store or alter an electronic communication that attempts to hide the true identity of its creator or sender, or present false information.



- Employees must obtain management approval before installing any software, apps or other programs on company computers, devices and network systems.
- Employees are expected to protect and take proper care of company electronic devices, including maintaining them in good condition, ensuring they are in a secure location when removed from their office, and reporting loss or theft immediately to their manager.
- Please be advised that all company laptops, tablets and phones include programs to monitor the geographic location of these devices. The Director of Employee Engagement may access this information at any time without notice.

Client Electronic Devices, Communications and Network Systems

Employees will frequently be using our client's electronic devices, and communications and network systems, such as internal and external electronic mail (e-mail), telephone voice-mail, internet access, and computer hardware and software. Employees must follow client policies and practices with respect to their electronic devices, and communications and network systems. If you are not sure what your client policies are, talk to your manager.

Regardless of client policies, we expect employees will, at minimum, adhere to the same standards outline below for use of Slingshot electronic devices, and communications and network systems when using client electronic devices, and communications and network systems.

Other Company Property

Other company property includes, but is not limited to, office supplies and equipment, desks, file cabinets, tools, and all other equipment and/or property provided by the Company. We ask that you use this equipment and property appropriately and for the activities in which they are intended to be used. Specifically, employees should observe the following guidelines:

- Company property is made available to employees for business purposes only. You may use company equipment and property for personal reasons, provided your use is not excessive and does not violate these guidelines. We also discourage personal use during working hours to avoid disruptions to company operations and employee productivity. Additionally, you may not use company property for your own commercial activity or for the benefit of any entity or person other than yourself or Slingshot.
- Please exercise care when using company property and equipment to avoid any undue damage or wear and tear. If a piece of equipment or property is in need of repair, maintenance or replacement, please notify the appropriate person or your manager immediately.
- Employees should take care not to allow any company property to be used in connection with illegal activities or activities that violate company policies, such as threats of imminent physical harm, harassment, forgery or fraud.

Please be aware that we cannot guarantee the privacy or security of information or items stored in or on company property. Slingshot may search unlocked and/or publicly used company property at any time without notice or consent. We also may request a search of personal property at the worksite or locked in company property assigned to an individual if there is reasonable suspicion of illegal or unacceptable activities, or to obtain company property that is believed to be inside and needed before an employee is available to provide it. Lack of cooperation with any such request may result in disciplinary action up to and including employment separation.



WORKPLACE SAFETY

Maintaining a Safe Work Environment

Slingshot takes workplace safety issues seriously. Each employee is responsible for obeying safety rules and exercising caution and common sense in all work activities. Employees should practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions. **You should immediately report any unsafe or potentially unsafe conditions, to your manager or the Director of Employee Engagement.** Employees who violate safety standards and/or cause hazardous or dangerous situations may be subject to disciplinary action up to and including employment separation. You will not be subject to discipline or retaliation of any kind for making a legitimate good-faith report of an unsafe or potentially unsafe condition. Our policy on Complaints and Investigations in the *Making Slingshot a Great Place to Work* section of this Handbook applies to all safety-related reports and complaints.

Infectious Disease Policy

It is the goal of Slingshot during a period of an infectious disease outbreak or pandemic to maintain essential functions and services and provide a safe and healthy work environment for employees, vendors and the public. Slingshot is committed to establishing methods for monitoring the severity and duration of an outbreak or pandemic, implementing measures to minimize exposure in the workplace and sustaining essential functions until the organization is able to resume normal operations.

[Enter Department or Coordinator Name] will oversee the implementation of this policy and coordinate communications from management to employees and other stakeholders.

Safety and Health Measures

Slingshot will implement disease mitigation and protective measures for employees working onsite and offsite and for interactions with customers, vendors and the public during the outbreak or pandemic. Slingshot is committed to providing the most current and credible information about the disease, including the manner in which it spreads, symptoms and measures to prevent its transmission.

To ensure a clean and safe workplace, Slingshot will conduct a regular cleaning of frequently used objects and areas, including: conference rooms, restrooms, cafeterias and break rooms, door handles, Telephones; and other frequently touched objects.

Employees and other individuals who enter the workplace will be advised to follow personal hygiene practices to prevent infection (e.g., hand washing with soap and water or the use of hand sanitizer with at least 60% alcohol, avoid touching of the face) and will be provided access to basic hygiene supplies (e.g., soap, water, hand sanitizer, etc.).

Specific measures to minimize the spread of the spread of infection at each work location may be based on the risk level of exposure to employees. Slingshot may install protective devices or adopt other interventions to prevent or mitigate exposure to an infectious disease when and where feasible. Controls may include:

- Physical barriers to control spread of the disease (e.g., plastic sneeze guards); or
- Administrative controls, such as staggered work schedules to minimize the number of individuals at the workplace or allow for thorough cleaning and disinfection between work shifts.



Supervisors or other designated personnel will be trained to identify persons with signs and symptoms of an infectious disease as described in guidance provided by the Centers for Disease Control and Prevention (CDC) (e.g., fever, cough and shortness of breath) and determine the course of action to separate the person or persons from others or remove them from the workplace (e.g., send them home). Such personnel will also be trained in other techniques to minimize disease exposure and direct person-to-person contact, including social distancing (i.e., avoiding large gatherings and maintaining distance (approximately six feet) from others when possible (e.g., breakrooms and cafeterias).

All employees will be notified on how to self-monitor for symptoms and report to a supervisor or management when they are ill or experience infectious disease symptoms.

Employees are urged not to report to work when they are feeling ill or are experiencing symptoms of an infectious disease (e.g., fever, cough or shortness of breath). An employee who appears to exhibit infectious disease symptoms upon arrival at work or who becomes sick during their time at work will be separated from others and sent home.

If an employee is confirmed to have contracted an infectious disease, Slingshot will inform other employees of their possible exposure in the workplace, but the confidentiality of the infected employee will be maintained as required by the Americans with Disabilities Act (ADA). The employee's co-workers will be instructed to self-monitor for symptoms and be provided with guidelines for doing so.

Employees who normally work onsite and are also capable of performing work from home or remotely may be encouraged or told to do so during an infectious disease outbreak or pandemic. The arrangement may be temporary or long-term depending on pandemic-related/contagion-related conditions such as public shelter-in-place orders, quarantines, childcare service disruptions or school closings and other related factors.

All remote or telework arrangements or requests will be determined on a case-by-case basis. Based on appropriateness of the job for telecommuting and other factors.

Slingshot may implement social distancing guidelines to reduce the spread of the infectious disease in the workplace. In accordance with CDC recommendations, employees and other individuals who enter the workplace may be encouraged to maintain a minimum distance of [insert number of feet recommended by the CDC for proper social distancing, e.g., six feet] from any other person during an infectious disease outbreak or pandemic. All business meetings may be held via phone or video conference. Employees and others may be prohibited from congregating in meeting rooms, common areas and all other onsite locations.

Slingshot will evaluate the risk of employee exposure to the infectious disease from business travel, and may restrict, cancel or ban business travel as necessary to minimize or prevent risk of infection. In making such determinations, consideration will be given to any travel bans or advisories issued by government agencies, including the US Department of State and the CDC.

Slingshot will notify all affected employees in the event essential onsite facilities or activities must be relocated and will provide instructions to continue or resume essential functions.

Closings and Layoffs

In the event of a temporary or permanent closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, employees will be notified as soon as practicable concerning a layoff or termination of employment.

Employees will be provided with as much notice as practicable concerning a layoff or business closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, including an explanation as to why notice was not provided if the layoff is implemented without advance notice.



Employees subject to a layoff under this policy will be notified about available benefits and where to obtain additional information and guidance.

Confidentiality

Infectious disease-related diagnostic information about employees will be treated as confidential, privileged information. All information about an employee's illness will be treated as a confidential medical record in compliance with the Americans with Disabilities Act (ADA). The employer will adhere to all federal, state and local public health reporting requirements.

Reporting Injuries or Illness

While Slingshot takes precautions to avoid workplace injuries and illness, they can happen. Employees who observe or are involved in an incident that results in injury, regardless of how insignificant the injury may appear, must notify their manager within 24 hours. In the event of an emergency, employees should call 911 or go to the nearest hospital emergency room for treatment. If you or any other employee requires medical attention while at work, you should notify the Director of Employee Engagement, who will strive to facilitate appropriate care and take other necessary steps to ensure employee safety. You will not be subject to discipline or retaliation of any kind for making a legitimate good-faith report of an injury or illness. Our company policy on Complaints and Investigations in the *Making Slingshot a Great Place to Work* section of this Handbook applies to all reports of workplace injuries and illnesses.

If you are injured on the job, Slingshot provides workers' compensation insurance in accordance with applicable law. Workers' compensation insurance provides medical and income assistance to all employees who experience a work-related illness or injury. For more information about our workers' compensation benefit or process, please reach out to the Director of Employee Engagement.

All employee work locations will be considered an extension of the company's workspace. Accordingly, employees will be covered by workers' compensation for work-related injuries that occur in the dedicated workspace during the employee's agreed upon work schedule, regardless of whether the employee is working from a customer location, a home office or another employee-provided work location. The Company assumes no liability for injuries occurring in the employee's designated workspace outside the agreed-upon work hours, or for injuries sustained by family members, visitors, or others that may become injured within or around the employee's home.

Building Security

All employees who are issued alarm codes to company buildings are responsible for their safekeeping. Employees may not let any other person use the alarm code issued to them.

The last employee, or a designated employee, who leaves the building at the end of the business day is responsible for ensuring that lights are out, the alarm is set, and doors are locked and safely secured. For safety reasons, employees should not be on company property after normal working hours without prior authorization from their manager.

Visitors in the Workplace

To provide for the safety and security of employees, visitors and the facilities at Slingshot, only authorized visitors whose visits are brief and non-disruptive are allowed at company buildings. Employees are prohibited from having visitors at customer locations. Restricting unauthorized visitors helps ensure security, decreases insurance liability,



protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Workplace Violence

It is the goal of Slingshot to provide a safe workplace for all employees—free from intimidation, threats, violent acts and dangerous weapons. In particular, dangerous weapons are not allowed on company property or at locations where business is being conducted (excluding home offices), including in vehicles in parking lots, unless expressly allowed by law. Dangerous weapons include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm and are unnecessary for carrying out assigned job tasks.

Workplace violence can include acts committed by an employee, against an employee, and/or on company premises. Conduct or acts such as physical injury, direct or implied threats, hostile behaviors that create reasonable fear of injury or emotional distress, intentional property damage, arson, possession or use of a weapon, or any other conduct of a similar nature, as determined at the sole discretion of the Company, are considered violations of this policy.

Potentially dangerous situations are taken seriously at Slingshot and must be reported immediately to your manager or the Director of Employee Engagement. This includes concerns related to domestic violence that has the potential to spill into the workplace. If you have secured a restraining order that excludes an individual from being at or near your place of employment, please let your manager or the Director of Employee Engagement know immediately.

If you receive or overhear any threatening communications from a co-worker or an outside third party, please report it to your manager or the Director of Employee Engagement at once. Do not engage in a physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to another person on company property or while you are conducting your job duties, please contact an emergency agency (such as 911) immediately.

You will not be subject to discipline or retaliation of any kind for making a legitimate good-faith report related to workplace violence. Our policy on Complaints and Investigations in the *Making Slingshot a Great Place to Work* section of this Handbook applies to reports of workplace violence.



PERFORMANCE EXPECTATIONS & PAY

Employee Performance Management

While most performance feedback should be informal and on-the-spot or close to the time of the actual performance, planned feedback also is important. Regular employee feedback on the quality and quantity of work performance builds understanding and provides guidance for continuing good performance, correcting performance concerns, and developing employee skills for success.

Job Descriptions

Every employee has a job description. Your job description describes the essential duties and responsibilities of a job as well as the skills, knowledge and abilities required to carry out the duties in accordance with our values. As such, your job description establishes the foundation for your performance reviews. It is important for you to review your job description with your manager periodically to ensure that it accurately reflects the tasks being performed. If you feel your job duties are unclear or have changed significantly, we encourage you to meet with your manager to discuss the issue.

Introductory Period for New Employees

Our 90-day Introductory Period is a “getting acquainted” time for both you, as our employee, and Slingshot, as your employer. You can get to know your fellow employees, your manager and the tasks involved in your position, as well as becoming familiar with our products and services. Your manager will work closely with you to help you understand the duties and expectations for your job and provide you feedback on your performance. At the same time, we will evaluate your suitability for employment with us. When an employee completes the Introductory Period, the employee will receive a more formal review of their performance, and if the employee’s Introductory Period is unsuccessful, he or she may be separated from the Company. The Introductory Period may be shortened or extended at the Company’s discretion. Successful completion of the Introductory Period does not guarantee continued employment; nor does it alter your “at-will” status. As is true at all times during your employment with Slingshot, including the Introductory Period, employment is at-will and you may be separated from the Company at any time, with or without reason and without prior notice. Some benefits may be delayed until satisfactory completion of the Introductory Period.

Regular Performance Reviews

Managers may schedule routine check-ins with employees to discuss progress and/or aid in removing obstacles to successful performance. Review sessions are designed for the manager and the employee to discuss his or her current job tasks, encourage and recognize positive attributes and activities, and discuss positive, purposeful approaches for meeting work-related goals. In addition, this is an opportunity to discuss emerging or shifting priorities and corrective performance needs.

Slingshot may provide additional performance reviews on a more formal basis. This evaluation is a summary of the past review period, and may or may not link to wage and salary decisions. These reviews provide a great opportunity for collaborative, two-way communication between you and your manager about your interests and work-related goals, as well as ways for you to advance and make your employment with us more fulfilling.

Standards for Workplace Conduct

Slingshot is committed to promoting and maintaining an environment in which all employees, customers, vendors and visitors are treated with respect and dignity. We strive to create a workplace that is characterized by teamwork and quality work. To achieve this, employees are expected to conduct themselves in a civil and



cooperative manner and to avoid behavior that interferes with the ability of others to work efficiently and productively and feel comfortable in our workplace. While work rules and standards cannot be listed to cover every situation, Slingshot has created the following non-exhaustive list to describe some of the conduct in the workplace that we consider unacceptable. Employees engaging in this type of conduct may be subject to disciplinary action, up to and including employment separation.

- Theft or inappropriate removal or possession of company or customer property;
- Fraudulent, illegal or improper conduct or activities;
- Providing false information on an employment application, timekeeping records or other company documents;
- Working under the influence of or testing positive for illegal drugs during working hours;
- Possession, distribution, sale, transfer or use of illegal drugs in the workplace;
- Conduct that is threatening, intimidating, coercing or otherwise interfering with the job performance of a fellow employee, or that otherwise violates our anti-harassment and anti-discrimination policy;
- Bringing weapons into the workplace, or fighting or threatening violence in the workplace;
- Unauthorized use of the internet, telephones or other company-owned equipment;
- Unauthorized disclosure of company or customer trade secrets or confidential information;
- Negligence or improper conduct leading to damage of company or customer property;
- Violation of safety or health rules;
- Excessive absenteeism or absences without notice;
- Refusing to cooperate with legitimate work-related requests;
- Violation of company policies; and
- Unsatisfactory performance.

In turn, Slingshot commits to fostering an environment that is:

- *Free from disrespect, disruptive behavior, bullying, harassment and violence in the workplace.* Slingshot will not tolerate this conduct from any employee (including management), vendor, customer or visitor. Such conduct will be investigated, and if substantiated will be dealt with appropriately.
- *Fair to all parties.* All information, evidence and circumstances will be carefully considered when deciding upon a course of action related to misconduct and/or unacceptable behavior.
- *Efficient and confidential.* All actions taken to investigate, resolve, prevent or address potential misconduct and/or improper behavior will be conducted in as timely and confidential a manner as possible under the circumstances.

Performance Improvement/Disciplinary Action

Slingshot wants all employees to succeed at their jobs. For this reason, we may use performance improvement measures to advise employees when they are not meeting performance standards and to develop a plan for improving performance. In these situations, our primary goal is to help an employee improve and develop so that they can meet Slingshot performance standards.

Performance improvement/disciplinary action may involve a verbal warning, written warning, suspension with or without pay, demotion or separation. Slingshot expressly reserves the right to determine the preferred method of addressing performance issues in each individual case.



Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the at-will employment relationship between Slingshot and its employees. The performance improvement process will be determined on a case-by-case basis by the Company and may include any combination and/or order of disciplinary steps as the Company determines is necessary.

Compensation Practices

We believe in the importance of recognizing employee contributions by maintaining competitive pay. Employee compensation will vary based on individual and company performance, the nature and scope of job duties, what other employers pay their employees for comparable jobs (external equity), and what we pay employees in comparable positions (internal equity). Merit increases or bonuses may be implemented from time-to-time as determined by the CEO. They may or may not occur at or around the time performance reviews are provided.

Slingshot is committed to ensuring there is no wage discrimination within the compensation practice. In reviewing our pay scale, Slingshot's goal is to eliminate any systemic bias and discrimination and to ensure employees are treated on the same basis in terms of compensation for the work they perform. All employees performing the same or similar work of equal value will be compensated on the same pay scale. Slingshot's pay scale is intended to meet or exceed legislated wage requirements and industry standards, and to compensate, on the same basis, individuals performing the same or similar work, or work of equal value.

In addition, no employee is prohibited from disclosing, discussing or inquiring about their own wages or the wages of another employee.

Paydays

Hourly employees are paid every other week on Friday for hours worked during the pay period ending two Sundays (12 days) prior. Salaried employees are paid semi-monthly on the 15th of the month for hours worked on or between the 16th through the end of the preceding month, and on the last day of the month for hours worked from the 1st through the 15th of the same month. We take all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If you believe you have been paid incorrectly, please discuss this concern immediately with your manager or the Director of Employee Engagement.

Slingshot requires employees to participate in direct deposit of their pay. This can be accomplished by filling out an authorization form electing direct deposit. If changes to your personal banking occur, it is important to submit an updated direct deposit form to ensure the funds are directed to the account of your choice.

Overtime

Overtime compensation is paid to **non-exempt** employees in accordance with federal and state wage and hour laws. Overtime is payable for all hours worked over 40 hours in a workweek at a rate of one and one-half times the non-exempt employee's regular rate. For overtime purposes, Slingshot's standard workweek begins on Monday at 12:01 a.m. and ends on Sunday at midnight. Time off such as holidays, PTO or any leave of absence will not be considered hours worked when calculating overtime.

All overtime work performed by a **non-exempt** employee must receive a manager's prior authorization. Overtime worked without prior authorization from a manager may result in disciplinary action, up to and including employment separation.



Travel Time

Non-exempt employees will be paid for travel time in accordance with state and federal law. Paid travel time is counted for purposes of calculating overtime and should be reflected on timesheets. Although not an exhaustive list, below is general guidance for whether travel time should be paid. If you have any questions about whether particular travel time is paid, please contact your manager.

- **Normal home-to-work and work-to-home travel at the beginning and end of one workday** -- Generally, this time is not paid; however, some exceptions apply.
- **Travel in the course of a day's work from one job site to another** -- Generally, this time is paid. Once the employee arrives at the first required location, the employee is "on the clock" and the subsequent travel time is paid.
- **One-day assignments to a city other than where their primary work location is located** -- Generally, additional travel time over and above an employee's average home-to-work commute time is paid.
- **Travel that keeps an employee away from home overnight** -- Please see the Director of Employee Engagement for details on how to track your time when on an overnight business trip for business reasons prior to leaving on the trip.

If **non-exempt** employee is working from a home office, the employee will be paid for travel time to and from required meetings or events regardless of location, provided the employee performs some work prior to traveling to the meeting or event.



ADDITIONAL COMPANY POLICIES

Personal Information & Employment References

Slingshot asks that you ensure we have your most up-to-date personal information at all times. There are many employee systems both within our Company, such as payroll, and with our external partners, such as benefit vendors, Immigration and Naturalization, the IRS and the Social Security Administration, who depend on our ability to provide accurate information on employees and their dependents. In addition, in the event of an emergency, we want to be in the best position to respond while under pressure. This requires access to up-to-date employee information. **Employees are responsible for promptly notifying the Director of Employee Engagement of any changes in personal information** such as:

- Mailing address, e-mail address and telephone numbers;
- Name;
- Marital status and/or changes to beneficiaries;
- Number and names of dependents; and
- Individuals to be contacted in the event of an emergency.

Slingshot will maintain the confidentiality of your personal information, disclosing it only to those with a need to know.

Occasionally, Slingshot may be asked to provide a reference for a current or former employee who is seeking new employment. If an employee provides Slingshot with a written authorization and release of claims, we will provide a more detailed reference. In all other situations, we generally provide only job title and verification of employment dates. **Managers and employees may not provide a reference or comment on a current or former employee's job performance while at Slingshot without express authorization from the Director of Employee Engagement.**

Employee Files

Employee files include such documents as resumes and/or job application forms, employee performance reviews, documents reflecting coaching or disciplinary actions taken, and other pertinent information regarding employees. Employee files are considered confidential company property and access to the information is restricted. Only management personnel, the Director of Employee Engagement and financial audit staff who have a legitimate reason to review an employee's file are allowed to do so.

If you would like to review your file, please contact your manager or the Director of Employee Engagement. With reasonable advance notice, we will make arrangements for you to do so.

Immigration Law Compliance

Slingshot employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, completes the Employment Eligibility Verification Form I-9 and presents documentation establishing identity and employment eligibility. Employees whose documents expire may be required to provide additional documentation during the course of their employment.



Solicitation & Distribution of Literature

To avoid disruption in the workplace, Slingshot requests that employees limit solicitations and the distribution of literature in the workplace to times when they are not working, such as before or after their shifts, or during lunch and rest breaks. Similarly, employees may not solicit or distribute literature to other employees while those employees are working or to employees who state they are not interested in receiving the information or items offered. Documents and materials related to solicitations or the distribution of literature may not be left out on desks, tables or other work surfaces in work areas.

In some instances, the collection of money for presents, flowers, parties, donations or for cases of particular hardship can be considered appropriate for display in work areas. If you would like to facilitate such a collection, please talk to the Director of Employee Engagement. Employees may participate in these approved solicitations only during non-work time, unless we indicate otherwise.

Non-employees are not permitted to solicit or to distribute written material for any purpose on Slingshot property.

These guidelines will not be interpreted to limit an employee's right to engage in activities that are protected by the National Labor Relations Act.

Job Postings and Employee Referrals

Slingshot's job posting program provides you with the opportunity to indicate your interest in open positions and advance within the organization according to your skills and experience. In general, we post all regular full-time job openings on the Employee Bulletin Boards, although Slingshot reserves its right to not post a particular opening.

To be eligible to apply for a posted job, employees must have performed competently for at least 90 days in their current position. If you have a written warning on file or are on probation or suspension, this could negatively affect your chances of being selected for a new position.

To apply for an open position, please submit an application to the Director of Employee Engagement listing your job-related skills and accomplishments. After you apply for a job, your supervisor may be contacted to verify your performance, skills and attendance. Any staffing limitations or other circumstances that might affect a potential transfer may be discussed as well.

Job posting also are a way for us to inform employees of openings in case they know of any qualified and interested applicants who might not otherwise be known to the hiring manager. Slingshot encourages you to identify friends or acquaintances who are interested in employment opportunities with us and to refer qualified outside applicants for posted jobs. Employees should first obtain permission from the individual before making a referral. You also should share your knowledge of the Company with the person and not make commitments or promises of employment.

Outside Employment

Employees may hold outside jobs in non-related businesses or professions that do not pose a conflict of interest with Slingshot. Please talk to your manager about any outside employment opportunity you are considering so that he or she can determine if it presents a conflict of interest with the Company.

Employees holding an outside job are expected to meet continuously the performance standards for their position with us. Unless an alternative work schedule has been approved, you will be subject to the Company's scheduling demands, regardless of any existing outside work assignments. During working hours, only Slingshot business may be conducted. Additionally, our company office space, equipment, buildings and other property are not to be used for outside employment.



Employment of Relatives

To avoid perceived or actual favoritism or personal conflicts from outside the work environment spilling over into the workplace, relatives of persons currently employed by Slingshot may be hired only if they will not be working directly for or managing a relative, and will not occupy a position in the same line of authority where an employee can initiate or participate in any part of an employment decision regarding a relative. Such employment decisions include, but are not limited to, hiring, separation, transfer, promotion, wages and leave requests.

Gifts & Entertainment

Accepting or soliciting gifts from customers or vendors can create the perception of a conflict of interest. For this reason, employees may not solicit or accept for personal benefit, directly or indirectly, any gift, loan, or any item of substantial monetary value (\$50 or more) from a person or company that is seeking to conduct or is currently conducting business with us. If you receive any such gift, please talk to your manager about how to handle the situation.

Work-related Expenses

Only authorized persons may purchase supplies in the name of Slingshot. Employees whose regular duties do not include purchasing may not incur any expense on behalf of Slingshot or bind Slingshot by any promise or representation without prior written approval from a manager. If you need to obtain an item for the Company and you are unsure how to go about doing so, please talk with your manager.

Slingshot will reimburse pre-approved, reasonable work-related expenses.

Public Relations & the Media

Slingshot believes in developing and encouraging a positive two-way relationship with the media. It views any potential media relationship as an excellent opportunity to inform the public of its programs and related activities.

The Director of Employee Engagement is responsible for conversing with the media on behalf of Slingshot to ensure that the information provided to the media is accurate and consistent. If you are approached by a member of the media, please let the person know you are not authorized to speak on behalf of the Company and direct the person to the Director of Employee Engagement. Similarly, all official company press releases, newsletters, mass mailings, brochures and flyers, or social media marketing efforts of any kind must be approved in advance by the Director of Employee Engagement or a designated representative.

If You Should Leave Us

There are many questions employees have when they separate employment. This includes questions regarding their final pay, benefits continuation when applicable and work projects. The following information should assist in providing guidance on the most commonly asked questions.

Resignation Notice

Slingshot prefers to receive a minimum of two weeks' notice of an employee's resignation (one-month for management level employees) whenever possible. To report your resignation, you may submit a letter or e-mail stating your resignation effective date and the reason you are leaving.

Before determining your last day of work, please speak with your manager to coordinate how your last days in the workplace will be structured. Things to consider include: What are the top priority work areas that will need



attention during this period of time? Who would be the best back-up to certain job duties if the position remains open after your last day of work?

Your Final Pay & Benefits

Generally, your final pay, including your hours worked and your commission earned through your last day of employment, will be issued as a check. The final pay check will be paid out according to state laws or by the second pay period after your last day of employment, whichever is first. Alternatively, you may request in writing that the check be deposited in the bank account we have on record on the next regular pay day or that it be mailed to your home address on record with us. Accrued but unused PTO is paid according to PTO policy. If you have questions about your PTO balance or our PTO policy, please talk to your manager.

Benefits-eligible employees and their dependents may be eligible to continue medical and dental benefits for a period of time at the employee's own expense. If you are participating in benefits at the time of your separation, you will be given a packet of information on or before your last day, or one will be sent to you by mail at the home address we have on record shortly after your last day. The packet of information will include instructions regarding enrollment and deadlines. It is the employee's responsibility to ensure timely enrollment based on the information provided in the packet.

Company Property

Any employee who separates employment with Slingshot must return all tablets, phones, files, records, keys, equipment, and any other materials that are property of Slingshot no later than his or her last day of employment.

Unemployment Benefits

Should your employment with us end, you may be eligible to receive benefits through the state unemployment department. You will need to apply for these benefits either on-line or by contacting the UI Center in your area to apply by phone.

Exit Information

Sharing with us information regarding your experience as an employee at Slingshot helps us to understand how we can be a better employer, as well as the areas that our employees have found to be the most satisfying. Each separating employee is invited to provide details of what worked well at Slingshot and areas in which we can improve.



EMPLOYEE BENEFITS

Health Benefits

Employees who are eligible for company benefits will be provided additional information regarding these benefits. Generally, employees working an average of 30 or more hours per week are eligible for benefits on the first of the month after their date of hire. If you believe you are eligible for benefits, but have not been provided documents regarding them, please talk to your manager or the Director of Employee Engagement.

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employee or members of an employee's family who are enrolled in our group medical, dental, vision and/or flexible spending account benefits but will be losing eligibility for these benefits may be able to continue their coverage at their own expense. This includes, but is not limited to, situations where an employee loses eligibility due to a reduction in hours or employment separation, our hours of employment are reduced, a spouse loses eligibility due to divorced or a child loses eligibility due to age. Appendix A provides details regarding your rights under COBRA.

Time Off & Leave Benefits

To promote a healthy, sustainable, and productive workforce, Slingshot provides paid time off and leave benefits to its employees, consistent with all applicable federal, state and local laws and regulations. This may include:

- vacation or personal time;
- illness, diagnosis, care, or treatment related to you or a family member;
- civic responsibilities such as jury duty, voting, or military duty; and
- to facilitate safety related to stalking and/or domestic violence, and for victims of other crimes.

Details regarding our time off benefits are outlined in the Employee Benefits QuickLook, which you can request from your manager or the Director of Employee Engagement.

Leaves of Absence

Slingshot provides unpaid leaves of absence for a number of reasons, including in accordance with federal, state and local laws and regulations. Additional information about leaves of absence is available in our Employee Benefits QuickLook, in addition to being posted in the workplace as required by law. You also can inquire about a leave of absence by talking with your manager or the Director of Employee Engagement.

Employees should give a minimum of 30 days' notice in advance of any leave of absence, whenever possible. When advanced notice is not possible, you should give verbal notice as soon as practicable. Upon receiving an inquiry for a leave of absence, Slingshot will provide you with details regarding the process and parameters for requesting and taking leave.

Generally, while on leave, no benefits (such as PTO or insurance benefits) accrue. Insurance coverage may expire at the end of the month in which the leave of absence begins. If it does and an employee desires to continue insurance coverage (and if policy provisions permit it), he or she must make arrangements to prepay the individual premium each month. Such arrangements should be taken care of before beginning a leave of absence, whenever possible. Insurance benefits that are not continued during leave generally may resume as early as the first of the month following the employee's return from leave (subject to policy terms).

Employees returning from a personal leave are not necessarily guaranteed a return to their former job. Slingshot's staffing needs and the reason for the leave, among other factors, will dictate what position will be offered to an employee upon returning from leave. Failure to return from leave as agreed will be treated as a voluntary resignation of employment. Similarly, if you accept any employment with another organization, or go into



business, while on leave you will be considered to have voluntarily resigned from employment as of the last day on which you began your leave.

Family and Medical Leave

All employees with at least 12 months of employment and who have worked at least 1,250 hours during the 12 months before a requested leave begins are eligible for family and medical leave.

Generally, eligible employees may receive up to 12 weeks of leave within a 12-month period for one of the following reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"
- to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (an additional 12 weeks of leave may be available).

This is a protected leave of absence, which means your job or position will be protected for a period of time established by law, unless you fail to return from leave. Slingshot will continue to subsidize the cost of any or all of your insurance benefits while you are on leave.

Employees must take PTO concurrently with this leave. Time off benefits do not accrue and are not paid while an employee is on an unpaid leave of absence, with the exception of any PTO used concurrently.

Employees may be required to submit a medical certification or other documentation regarding the reason for requested leave. Additional information about these protections is posted in the workplace as required by law, and is available in Appendix B of your Employee Handbook. Please see Human Resources for more details and required forms for requesting this leave.

California Family Rights Act (CFRA) - California Employees Only

All employees with at least 12 months of employment and who have worked at least 1,250 hours during the 12 months before a requested leave begins are eligible for leave under the California Family Rights Act.

Generally, eligible employees may receive up to 12 weeks of leave within a 12-month period for one of the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To care for a family member with a serious health condition (family members include: a child of any age, parent, spouse, domestic partner, grandparent, grandchild and sibling);
- To recover from or seek treatment for an employee's own serious health condition; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the US Armed Forces.

This is a protected leave of absence, which means your job or position will be protected for a period of time established by law, unless you fail to return from leave. [Company Name] will continue to subsidize the cost of any or all of your insurance benefits while you are on leave.



Employees must take vacation time and/or sick time concurrently with this leave. Time off benefits do not accrue and are not paid while an employee is on an unpaid leave of absence, with the exception of any PTO or sick time used concurrently.

Employees may also be eligible for California's State Disability Insurance (SDI). This is a state-funded program that provides wage replacement to eligible employees, including Temporary Disability Insurance and paid family leave under Family Temporary Disability Insurance.

Employees may be required to submit a medical certification or other documentation regarding the reason for requested leave. Additional information about these protections is posted in the workplace as required by law. Please see HR Representative for more details and required forms for requesting this leave.

San Francisco Paid Parental Leave Ordinance (PPLO)

Employees working in San Francisco, California may be eligible to receive supplemental compensation under the San Francisco Paid Parental Leave Ordinance (PPLO) if they receive California Paid Family Leave (California PFL) benefits from the State of California to bond with a minor child during the first year after the child's birth or placement through foster care or adoption. The law provides eight weeks of wage replacement benefits to eligible employees who take time off from work to bond with a newborn baby, newly adopted child or newly placed foster child or to care for a seriously ill family member. This is a supplemental to the state of California's paid leave benefit.

To be eligible for San Francisco's PPL benefits, employees must:

- Apply for and receive California PFL benefits for the purpose of bonding with a newborn baby, newly adopted child or newly placed foster child;
- Be employed by the covered employer for at least 180 calendar days prior to the first day of leave for which California PFL benefits for bonding with a new child are payable; and
- Work at least eight hours per week for the covered employer within the geographic boundaries of San Francisco, with at least 40 percent of total weekly hours worked within the geographic boundaries of San Francisco.

An employee must agree in writing to reimburse the employer for the full amount of the employer's contribution if the employee voluntarily leaves employment within 90 days of the end of the leave period.

Please see your HR Representative for more information on this benefit.

Other Protected Leaves of Absence

Slingshot provides unpaid protected leaves of absence for the following additional reasons, as mandated federal and state law. Availability of these leaves of absence, and your rights under them, will depend on your work location and length and type of employment with Slingshot.

- For disability reasons relating to pregnancy, childbirth, or other related conditions.
- To undergo a medical procedure to donate bone marrow, and related activities.
- For medical treatment, legal assistance, counseling, and other services to ensure health and safety of employees and/or their child or dependents that are the victim of domestic violence, harassment, sexual assault or stalking.
- Attending required annual military reserve training or other active military duty.
- To care for a covered service member who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
- To spend time with a spouse or domestic partner who is about to be deployed or is home on leave from active duty.



- For emergency personnel, including volunteer firefighters and search-and-rescue volunteers, to provide emergency services.
- For employees working in states where mail-in election ballots are not used, employees can take a reasonable amount of time to vote on election days.

Protected leaves of absence protect your job or position for a period of time established by federal and state laws. Slingshot may or may not continue to subsidize the cost of any or all of your insurance benefits while you are on leave, depending on the reason and length of leave.

Employees may be required take vacation and/or sick time concurrently with this leave. Time off benefits do not accrue and are not paid while an employee is on an unpaid leave of absence, with the exception of any PTO or sick time used concurrently.

In some cases, these protected leaves of absence may be counted against an employee's 12 weeks of Family and Medical Leave. Employees may be required to submit documentation regarding the reason for requested leave.

Additional information about these protections is posted in the workplace as required by law. If you believe you may be eligible for a protected leave of absence, please see the HR Representative for more details and required forms for requesting this leave.



Appendix A: Continuation Coverage Rights Under COBRA

Introduction

This notice has important information about your potential right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it. When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;



- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a “dependent child.”

When is COBRA continuation coverage available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee; or
- The employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to Trupp HR, Inc. Your notice must be in writing and include your name, address, e-mail address and phone number, and state which benefits (medical, dental and/or flexible spending account) that you would like to continue through COBRA.

How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment separation or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?



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

If you have questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov.

Keep your Plan informed of address changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Administrator contact information

Director of Employee Engagement
251-650-2195



Appendix B: Family Medical Leave Act Notice

Unpaid leaves of absence could include those covered by the Family Medical Leave Act (FMLA). Employees are eligible for unpaid, job-protected leave under the FMLA if they have worked for Slingshot for at least 12 months, have 1,250 hours of service in the previous 12 months and require leave for a qualifying reason.

FAMILY & MEDICAL QUALIFYING REASONS: Under FMLA, eligible employees are entitled to 12 weeks of unpaid, job-protected leave for the following reasons:

- for a serious health condition that makes the eligible employee unable to perform his or her job.
- to care for the employee's child after birth, or placement for adoption or foster care; or
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or "continuing treatment" by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, "continuing treatment" includes, but is not limited to, a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may also meet the definition of continuing treatment.

MILITARY FAMILY QUALIFYING REASONS: Additionally, eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies, such as:

- attending certain military events, counseling sessions, and/or post-deployment reintegration briefings;
- arranging for alternative childcare; and
- addressing certain financial and legal arrangements.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Please note that the FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA.

REQUESTING LEAVE: Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Slingshot's Attendance procedures. Employees must provide sufficient information for Slingshot to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Slingshot if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a medical certification and periodic recertification supporting the need for leave. Please contact Human Resources for further information and applicable forms.



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Slingshot will inform an employee requesting leave whether he or she is eligible under FMLA, and if so, the amount of leave designated as FMLA-protected and additional guidelines applicable while taking leave.

It is illegal for anyone to interfere with, restrain or deny the exercise of any right provided under FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. If you feel you are being retaliated against for pursuing or taking leave under FMLA, or that someone at Slingshot is preventing or interfering with your efforts to take leave, please contact Human Resources.

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

Slingshot requires use of accrued paid leave while taking FMLA leave, in compliance with normal paid leave policies.

During FMLA leave, Slingshot must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Based on: WH1420 REV 04/16



EMPLOYEE HANDBOOK

Acknowledgement of Receipt

I acknowledge that I have received the Slingshot Employee Handbook effective 04/01/2021. I further acknowledge that this Handbook supersedes all other preceding handbooks that are in circulation.

I acknowledge that this Handbook covers all of Slingshot employees and as such it is a guideline applicable to me and my employment at Slingshot. I understand that I am expected to read the policies in this Handbook and talk to my manager or the Director of Employee Engagement if I do not understand or have questions about any of the policies in this Handbook.

I understand that this Handbook is not a contract, and that more detailed information may be available in other documents. I also understand that from time-to-time Slingshot may revise, modify, delete or add to any and all programs, policies, procedures, work rules, or benefits stated in this Handbook or in any document at any time. I understand Slingshot will endeavor to keep me informed of changes in programs, benefits, policies, work rules, and procedures that will affect me and that no oral statements or representations can in any way change or alter the provisions of the Handbook.

I further acknowledge that Slingshot is an “at-will” employer. Simply stated, this means that my employment is not for any specific time period and that either Slingshot or I have the right to conclude the employment relationship with or without notice, for any or no reason.

Employee Signature

Date

Employee's Name (Print Name)

Department Name

Please sign and return this acknowledgement to your manager no later than two weeks after receiving this Handbook.
