



RENEW WEIGHT LOSS, LLC

EMPLOYEE HANDBOOK



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RENEW WEIGHT LOSS, LLC
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Section 1 - Introduction

Welcome Message

We are happy to present you with this copy of our employee handbook. This booklet has been designed to help define your role and responsibilities within Renew Weight Loss, LLC.

We appreciate your commitment to the success of the practice. We value each and every one of you, your opinions and the effort you provide to help the organization run as smoothly as possible. Your contribution is essential, and we hope you always strive to develop an attitude of service and dedication to your patients and co-workers at this clinic during your working day. Like the saying goes “Teamwork makes the Dreamwork”. Above all else, remember we are a team, and without each other our vision will not become reality.

Please understand that this booklet cannot anticipate every situation or answer every question about your employment here. It is not an employment contract. Policies will change and be updated from time to time and your input is appreciated.

We look forward to sharing with you the fulfillment that comes through developing an attitude of service here at Renew Weight Loss, LLC.

Equal Employment Opportunity

Renew Weight Loss, LLC is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, creed, sex, color, religion, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of

employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Renew Weight Loss, LLC is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability. Consistent with this policy of non-discrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made the Company aware of his or her disability, provided such accommodation does not constitute an undue hardship to the Company.

Any employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against should notify their manager or company ownership.

Employment At Will

Employment with Renew Weight Loss, LLC may be terminated for any reason, with or without cause or notice, at any time, by you or the Company. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. Only the Medical Director of the Company shall have any authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing.

This policy of at-will employment is the sole and entire agreement between you and Renew Weight Loss, LLC as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment at will, terms and conditions of employment with Renew Weight Loss, LLC may be modified at the sole discretion of the Company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

This handbook states only general company guidelines. Renew Weight Loss, LLC may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed or made available to employees.

Open Door Policy

The company has an open door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Every employee is encouraged to speak with his or her immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, you can request a meeting with a manager or with company ownership.

Section 2 - Employment Policies

Employee Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Renew Weight Loss, LLC.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT

employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Renew Weight Loss, LLC management based on the Fair Labor Standards Act guidelines only.

In addition to the above categories, each employee will belong to one of the following employment categories:

Regular Full-Time: These are employees who are not in a temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (40 hours or more per week).

Regular Part-Time: A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal work week. Employees, who work irregular hours, regularly scheduled hours every work day or full work days but less than 5 days per week. A common definition of part-time employment is scheduled work of 30 hours or less per week.

Short Term Employee: A "short term employee" shall mean an individual whose employment is limited in duration and is hired for a specific short term project, or on a short-term freelance, per diem or temporary basis. Short-term employees are not eligible for Company benefits.

Performance Reviews

Supervisors will attempt to conduct performance reviews and planning sessions with regular full-time and regular part-time employees during the month of your anniversary date with Renew Weight Loss, LLC.

Performance reviews are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills.

Renew Weight Loss, LLC directly links wage/salary and or bonuses with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For that reason among others, it is important to prepare for these reviews carefully and participate in them fully.

Employee Records

Employee Personal folder will include the following: job application, resume, job description, emergency contact form, HIPPA confidentiality agreement, tax forms, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching and mentoring.

Introductory Period

The probationary period for new employees is 90 days from the date of hire. During this time, both the employee and Renew Weight Loss, LLC have the right to terminate employment without advanced notice.

Disciplinary Policy

Renew Weight Loss, LLC holds each employee to certain work rules and standards of conduct. When an employee deviates from these rules and standards, Renew Weight Loss, LLC expects the employee's supervisor to take corrective action. Corrective procedures at Renew Weight Loss, LLC, may be progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected. Sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous records.

Employment Termination

Termination of employee is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of the most common circumstances under which employment is terminated

Voluntary Termination

Occurs when an employee resigns or retires. With certain exceptions, voluntary terminations are generally not saddled with the negative emotions which may be present when an employee is terminated involuntarily. In the case of a voluntary termination, the employer's primary concern is to assure that the employee has the necessary information to obtain benefits to which the employee is entitled, e.g., COBRA, disability benefits, and retirement benefits, and to tie up any loose ends, such as collecting employer property in the employee's possession. Employee must give his/her supervisors a minimum of two (2) weeks written notice, Renew Weight Loss, LLC has the right to release the employee at any point within the two (2) weeks.

No Call No Show

There is also reason to voluntary reason to terminate an employee for what is called no call no show. If an employee has not shown up for work and does not call, after the third day, the employee is considered voluntarily separated from employment from Renew Weight Loss, LLC and therefore considered ineligible for rehire.

Involuntary Termination

Involuntary termination typically takes two forms. First, an employer may have to undertake a reduction in force (RIF) and lay off employees, often with no realistic hope of recall. Second, the employer may have to terminate employees from time to time because of poor performance or as a disciplinary measure.

Reduction in Force

Due to the potential cost and other negative impacts that a reduction in force may trigger, employers should carefully explore all other options before deciding to implement a RIF. If an employer determines that a RIF is necessary, then the employer should adopt and utilize objective criteria in implementing the RIF and take steps to assure that there is no violation of employment discrimination or other laws. A RIF which has a disparate impact on a protected class of employees may be unlawful, even if the employer harbors no discriminatory motive. Employers are strongly advised to consult with experienced employment counsel before implementing any RIF.

Disciplinary Termination

Inasmuch as most states in the United States follow the traditional “employment-at-will” doctrine, employers are generally free to discharge an employee for any reason not expressly prohibited by law. However, if the reason for discharge seems unreasonable, the reason may be deemed a pretext for discrimination or some other unlawful motive should litigation follow the discharge. Therefore, it is in the best interest of all employers to carefully document the reasons for terminating an employee and make every effort to avoid arbitrary and capricious terminations.

Section 3 - Compensation Policies

Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the Company’s benefit plans are described in more formal plan documents that can be made available by the employer. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans can be made available upon request by employer. Although Renew Weight Loss, LLC plans to maintain these employee benefits, it reserves the right to modify, amend or terminate these benefits at any time and for any reason.

Holidays

Holidays are paid to employees after the 90 day probationary period Renew Weight Loss, LLC recognizes the following holidays as paid:

- Memorial Day
- Thanksgiving
- Christmas
- July 4th
- Labor Day

Any other holiday will NOT be paid.

Holidays are observed on a paid basis for all eligible employees. Full time employees are eligible for paid holiday benefits.

Holidays that fall on a weekend may be celebrated on the previous or following work day.

Vacation Benefits (PTO)

Renew Weight Loss, LLC does offer paid time off for all persons in the exempt, full-time, or "salaried" status. Once PTO hours have been used any time off will be taken and an UNPAID rate. Time off requests will be submitted to the Practice Manager. Every consideration will be made to grant requests, however there will be times that it will not be possible. Two employees will not be allowed to be out at the same time. As a general rule, "first come first serve" will drive dual requests. PTO will start accruing at the time of hire, however employees will not be eligible to use PTO until after 90 days of service.

Sick Leave

Situations may arise where an employee will need to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor no later than 2 hours prior to a shift.

PTO can be used for sick time (example: after 90 days of service) if the employee chooses, or it can be unpaid time off.

Insurance Benefits

At this time Renew Weight Loss, LLC offers health insurance coverage and pays roughly half of the monthly premium (for employees only, dependents & spouses are responsible for full premium payments) for our group plan.

Full-time employees are also eligible for term life insurance coverage and have the opportunity to opt into a more robust life insurance and retirement plan.

Jury Duty

Renew Weight Loss, LLC understands that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law.

Employees who are selected for jury duty must provide a copy of their jury summons to their supervisor. Time taken for jury duty is NOT granted on a paid basis. Employees released from jury duty are expected to return to work.

Section 4 - Attendance, Timekeeping and Payroll Policies

Punctuality and Attendance

Punctual and regular attendance is an essential responsibility of each employee at Renew Weight Loss, LLC. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of Renew Weight Loss, LLC.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the company and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated his or her employment relationship.

Pay Day

All employees of the Company are paid every two weeks. The employer takes 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.

By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of your immediate supervisor immediately so the Company can resolve the issue as quickly as possible.

Employees are to clock in and begin work at their assigned shift. Using mobile devices are not authorized to access the time clock, doing so can result in immediate termination. Employees are expected to use the time punch and not manual time entry. If there is an issue with access to the time keeper, an error in time or a missed punch, employees must notify their immediate supervisor immediately to make corrections.

Overtime

If you are classified as a non-exempt employee (see Employment Categories section), you will receive compensation for overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all regular hours worked in a workweek totaling a forty (40) hour week.
2. You will be paid one and one-half times (1 ½) your regular hourly rate of pay for all hours worked beyond the fortieth (40) hour in any given workweek.

All overtime work performed by an hourly employee must receive authorization by either the direct supervisor.

Overtime worked without prior authorization from supervisor may result in disciplinary action.

Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with advance notice in such situations. Please remember, however, that advance notice may not always be possible and overtime work may be required to meet production or staffing requirements.

Exempt employees making \$35,568 or \$684 per week are exempt from overtime per the Fair Labor Standards Act of 1938. Only persons in a professional position ie Managers, Physicians, NP's, PA's or Directors or C level employees qualify for a exempt position. All other employees are considered "non-exempt" or hourly employee status.

Timekeeping

Employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

Employees are expected to clock in and begin work at their assigned shift. Using mobile devices are not authorized to access the time clock, doing so can result in immediate termination.

Employees are expected to use the time punch and not manual time entry. If there is an issue with access to the time keeper, an error in time or a missed punch, employees must notify their immediate supervisor immediately to make corrections.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Renew Weight Loss, LLC reserves the right to change the timekeeping policies or method without advanced notice.

Working Schedule

Clinic hours are currently as follows:

Monday, Wednesday, & Friday - 9:00AM-6:00PM

Tuesday & Thursday – 8:00AM-5:00PM

Renew Weight Loss, LLC reserves the right to alter or otherwise expand work hours as deemed necessary by the needs of the community it serves.

Direct Deposit

Renew Weight Loss, LLC encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees will receive an itemized statement of wages when Renew Weight Loss, LLC makes direct deposits.

Section 5 - Standards of Conduct

Non-Harassment Policy / Non-Discrimination Policy

Renew Weight Loss, LLC believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the Company prohibits and will not tolerate discrimination or harassment. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state and/or federal law, including but not limited to sex, race, color, religion, disability, pregnancy, national origin, age, sexual orientation, or gender identity.

Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. It includes verbal taunting (including racial and ethnic slurs) which impairs an employee's ability to perform his or her job. Harassment includes:

Verbal conduct such as threats, epithets, derogatory comments, or slurs;

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;

Physical conduct such as assault, unwanted touching, or blocking normal movement.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response, please contact the next level manager or company ownership.

Sexual Harassment

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Examples of sexual harassment can include but are not limited to: asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person’s clothing or hair; whistling or “cat calls”; staring at someone; or blocking or impeding a person’s path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to their Supervisor or, if that is not appropriate, to the other partners/employers.

Reporting:

Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or to the company owners. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Company will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts which shall include gathering statements from all parties and witnesses involved.

Workplace Violence

It is Renew Weight Loss, LLC policy that any threats, threatening language or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors, security personnel, or human resources representatives of any suspicious behavior, situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, suppliers, visitors or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The company will not permit any form of retaliation against any employee for filing a report under this policy.

Renew Weight Loss, LLC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Employee Conduct and Work Rules

Renew Weight Loss, LLC adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment. Renew Weight Loss, LLC expects employees and others who may from time to time be engaged to provide services, such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while on company premises, attending company functions or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, Renew Weight Loss, LLC complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

All full- and part-time employees, as well as others who may from time to time be engaged in providing services to the company, such as temporary personnel, consultants and independent contractors, are covered under this policy.

Renew Weight Loss, LLC is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of behavior that would be considered infractions of Renew Weight Loss, LLC rules of conduct.

Such behavior may result in disciplinary action, up to and including termination of employment.

The list is not intended to be exhaustive:

- 1 Theft or inappropriate removal or possession of property.
- 2 Working under the influence of alcohol or illegal drugs.
- 3 Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
- 4 Fighting or threatening violence in the workplace.
- 5 Sexual or other unlawful or unwelcome harassment.

6 Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.

7 Unauthorized use of telephones, mail system or other employer-owned equipment.

8 Unauthorized disclosure of business "secrets" or confidential information.

Use of Company Equipment and Resources

The use of Renew Weight Loss, LLC electronic systems, including computers, fax machines, and all forms of Internet/intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the Company or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of Company files or other Company data;

- Destroying, deleting, erasing, or concealing Company files or other Company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorized users of Company systems;
- Misrepresenting oneself or the Company;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Dress Code

Employees are expected to dress in an appropriate, professional manner that portrays an image of confidence and security for patients. Cleanliness and neatness are absolutely necessary at all times. Distracting themes in appearance or dress, low-cut clothing, exposed midriff, evening wear, or sheer clothing are unacceptable.

Clinical staff will wear black scrubs and closed-toed shoes. Scrubs will be clean and neat, wrinkle free. You are the face of the company and will always present a professional standard of dress.

Everyone should practice good personal hygiene and maintain a groomed, professional appearance. Minimize or completely avoid using perfumes and fragrant lotions. Maintain trimmed fingernails to reduce the risk of passing infections.

Renew Weight Loss, LLC and its directors reserve the right to ask employees who are not dressed in what is deemed a clean and professional manner to change their attire. Failure to comply with the policy will result in being sent home without pay. Further infraction will result in written disciplinary action as decided by the directors.

Appearance and perception play a key role in patient service. The goal is to be dressed professionally; any employee with VISIBLE body art must ensure that it is covered at all times.

Smoking Policy

No use of tobacco products including cigarettes, e-cigarettes and "spit tobacco" will be allowed within the facilities of Renew Weight Loss, LLC at any time.

Health and Safety

The HIPAA and Safety Manual has been completed and is in electronic format and can be reviewed by request at any time.

Section 6 - Leaves of Absence

Military Leave

Renew Weight Loss, LLC is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties may be eligible unpaid military leave under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact their Supervisor or company ownership to request leave as soon as they are aware of the need for leave.

Family Medical Leave Act Leave

The company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- - The birth of a child and to care for the newborn child;
- - Placement of a child into adoptive or foster care with the employee;
- - Care for a spouse, son, daughter or parent who has a serious health condition; or
- - Care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the Company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status

and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the Company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the Company may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

If applicable, the company will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the Company to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to undefined.

Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other

employment terms and conditions as provided by the Family and Medical Leave Act.

General Handbook Acknowledgment

This Employee Handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of Renew Weight Loss, LLC Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time. I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind. I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: _____

Position: _____

Employee's Signature: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Non Harassment Policy

Renew Weight Loss, LLC prohibits intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is to ensure that in the workplace, no one harasses another individual. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact your Supervisor or company ownership. Note: If your supervisor or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and understand Renew Weight Loss, LLC Non Harassment Policy

Employee's Printed Name: _____

Position: _____

Employee's Signature: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

Renew Weight Loss, LLC prohibits harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact your Supervisor or company ownership. Note: If your supervisor or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Renew Weight Loss, LLC Sexual Harassment Policy.

Employee's Printed Name: _____

Position: _____

Employee's Signature: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

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