

### Harassment in the Workplace

Resilience Health and Stratus HR are dedicated to providing a work environment free of any form of unlawful harassment. We expressly prohibit any form of unlawful harassment by anyone, including any manager personnel, co-worker, vendor, client, or customer, that is sexual in nature or based on race, color, religion, creed, age (40 and over), sex, gender, sexual orientation, gender identity, pregnancy, disability, national origin, ethnic background, genetic information (including of a family member), military service, and/or citizenship, or any other classification protected by applicable local, state or federal law. Violation of this policy will result in disciplinary action up to and including termination.

#### Definitions of Harassment

- **Sexual harassment means any harassment based on someone's sex or gender.**

**Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender, sexual orientation, or gender identity. Depending on the circumstances, these behaviors may include, but are not limited to: 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; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Sex-based harassment, that is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males), may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender or gender identity.

- **Harassment** on the basis of any other protected status is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, creed, age (40 and over), sex, gender, sexual orientation, gender identity, pregnancy, disability, national origin, ethnic background, genetic information (including of a family member), military service, and/or citizenship, or any other classification protected by applicable local, state or federal law, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work

environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

Whether or not the conduct rises to the level of unlawful harassment depends on the facts and circumstances in each particular instance. Stratus HR will investigate all reported incidents. Harassment is prohibited both at the workplace and at employer-sponsored events.

## Workplace Bullying

The purpose of this policy is to communicate to all employees, including team leaders and owners, that the company will not tolerate bullying behavior by and against employees, supervisors, managers, applicants for employment, and others in the workplace environment. Employees found in violation of this policy will be subject to discipline, up to and including termination.

Resilience Health defines bullying as “inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or during employment.” All employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meeting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The company considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

This list is illustrative only and is not exhaustive. All workplace bullying is prohibited.

## **Complaint Procedure**

All employees are responsible for creating an atmosphere free of discrimination and harassment.

Resilience Health and Stratus HR expect all employees to immediately report all concerns of bullying or abusive conduct so that prompt and appropriate action can be taken. If you witness or experience any conduct you believe violates this policy, you must promptly report the incident to your manager or other available management including your Stratus HR Employee Services Representative. If you believe it would be inappropriate to discuss the matter with your manager, or if your manager is the offending party, you may report the incident directly to any other available member of management and your Stratus HR Employee Services Representative. Contact information is provided at the beginning of this manual.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Stratus HR will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt and corrective action, if appropriate.

**Employees who experience conduct that they believe to be contrary to this policy are required to take advantage of the complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights.**

## **Retaliation Is Prohibited**

Resilience Health and Stratus HR prohibit retaliation against any individual who makes a good-faith report of discrimination or harassment, or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

Resilience Health and Stratus HR are committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report harassing conduct, Resilience Health and Stratus HR may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

## **Confidentiality**

Resilience Health and Stratus HR, to the extent possible, will maintain the confidentiality of information received as a result of the discrimination or harassment charge and the resulting investigation.

## **Conflicts of Interest—Ethics and Conduct**

The successful business operation and reputation of Resilience Health and Stratus HR are built upon the principles of fair dealing and the ethical conduct of our employees. Transactions conducted with outside firms must be done in a manner consistent with the framework established by Resilience Health and Stratus HR. Employees owe a duty to Resilience Health, Stratus HR, their customers, vendors and shareholders to act in a way that will merit the continued trust and confidence of others. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No presumption is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose such influence to Stratus HR as soon as possible. Stratus HR can establish safeguards to protect all parties from the existence of any actual or potential conflicts of interest.

## **Confidentiality Agreement**

As an employee, you agree that during employment, you will not remove, retain, copy, or utilize any confidential, privileged or proprietary information of Resilience Health or Stratus HR unless authorized to do so. You agree that if you are authorized to remove, retain or copy any confidential, privileged or proprietary information of Resilience Health or Stratus HR, all removed, retained or copied confidential or privileged information shall be returned to an executive of Resilience Health or Stratus HR within one business day of notification of your termination of employment. You agree that upon termination of employment, you will not remove, retain, copy or utilize any confidential, privileged or proprietary information of Resilience Health or Stratus HR.

**Confidential information includes but is not limited to:** software; prospect worksheets; customer worksheets; customer lists; contractor lists; customer agreements; contractor agreements; service guidelines; marketing information and strategy; financial information and plans; customer and contractor information, both technical and non-technical; present and future plans; sales quotes, costs and margins procedures; pricing and bidding methods and techniques; accounting; finances; compensation information; actual or potential customer information, lists and data; business plans and goals; profit margins and information; servicing methods; production processes; research and development strategies, drawings, CAD data and all other trade secrets and proprietary data.

Employee understands that the above list is not exhaustive, and that Confidential Information also includes other information that is marked or otherwise identified as confidential or proprietary, or that would otherwise appear to a reasonable person to be confidential or proprietary in the context and circumstances in which the information is known or used.

Confidential information shall not include any data or information that is lawfully in the public domain or becomes known in the marketplace through no wrongful act of an employee, or information that has been independently developed and disclosed by others.

All discoveries, inventions or techniques developed in the course of your employment belong to Resilience Health or Stratus HR. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Employees may be required to sign a separate Non-Compete Agreement and/or a Confidentiality Agreement as a condition of employment.

Nothing in this policy prohibits or restricts Employee from exercising Employee's rights under the NLRA, including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.

## **Confidentiality of Employee Personal Information**

Resilience Health has adopted this policy to protect the privacy and confidentiality of its employees (past, present and/or future) and customer Personal Information (PI) whenever it is used by company representatives. The private and confidential use of such information will be the responsibility of all individuals.

### **Definition of Personal Information**

PI is defined as: Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

The following types of information are considered to be PI:

- Phone Number
- Email Address
- Home Address
- Work Email

This list is illustrative only and not exhaustive. Please note Managers will be held to a higher standard and are expected to lead by example.

## **Responsibility**

During employment with Resilience Health, employees may have access to the PI of others. Employees are expected to maintain all PI in strict confidence and use such information only in the interest of the company.

PI acquired by an employee in the course of their employment with the company must not be used for individual benefit. Any distribution of such information requires both a need-to-know and a right-to-know authorization. The employee will not disclose or divulge, either directly or indirectly, another employee's confidential PI to others.

The only permissible exception to this policy is with prior express written consent authorized by both Resilience Health and the owner of the PI.

## **Actions**

Any employee who is found to have shared PI not belonging to them, without prior express written consent, intentionally or unintentionally, will be subject to disciplinary actions, up to and including termination.

Any employee who has known of a coworker violating this policy MUST report it immediately to a member of management or the Stratus HR Employee Services Representatives. Any employee who is found to be aware of the inappropriate distribution of PI without reporting it will be subject to disciplinary action, up to and including termination.

## **Workplace Monitoring**

Resilience Health and Stratus HR may use various business and employee monitoring methods to ensure quality control, customer service, production, workplace standards, employee evaluations and safety measures that meet company standards. Some forms of monitoring may include, but are not limited to, accessing computer/e-mail files and documents, listening/recording business calls and security cameras.

Resilience Health reserves the right at all times to search or inspect employee's surroundings and possessions. This right extends to the search or inspection of clothing, offices, files, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and tool boxes, lunch boxes, any employer-owned or leased vehicles, and any vehicles parked on company property.

Employees understand that they have no expectation of privacy while on company premises, including, but not limited to, in connection with the use of business equipment or with the transmission, receipt, or storage of information on equipment provided by Resilience Health.

Resilience Health and Stratus HR are sensitive to the legitimate privacy rights of employees. Every effort will be made to guarantee that workplace monitoring is done in a legal, ethical and respectful manner. Monitoring of the workplace will be conducted by authorized persons.

## Computer and E-mail Use

Resilience Health's computers, computer files, networks, communication systems, email, software and other IT resources are licensed to, and/or, are the property of Resilience Health. Computers and Email are intended for *business use only*.

Employees are not permitted to use a password, access or download any file or retrieve any stored communications without authorization. Employees are prohibited from using the computer and e-mail system in ways that are disruptive, offensive to others or harmful to morale. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. To ensure compliance with this policy, computer and email usage may be monitored.

Resilience Health's policies prohibiting harassment and workplace bullying apply to the use of the company's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as harassing or offensive behavior based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristics protected by federal, state, or local law.

Employees shall notify their manager or any member of management regarding any violations of this policy. Employees who violate this policy are subject to disciplinary action up to and including, termination of employment and legal actions.

## Acceptable Use of Generative AI Tools

Publicly available applications driven by generative artificial intelligence (GenAI), such as chatbots (ChatGPT, Google's Bard, Microsoft Bing) or image generators (DALL-E 2, Midjourney) are impressive and widely popular. But while these content-generating tools may offer attractive opportunities to streamline work functions and increase efficiency, they come with serious security, accuracy, and intellectual property risks. This policy highlights the unique issues raised by GenAI, helps employees understand the guidelines for its acceptable use, and protects Resilience Health and Stratus HR's confidential or sensitive information, trade secrets, intellectual property, workplace culture, commitment to diversity, and brand.

### Guidelines

DO:

1. Understand that GenAI tools may be useful but are **not a substitute** for human judgment and creativity.

2. Understand many GenAI tools are prone to “hallucinations,” false answers, or information, or information that is stale, and therefore responses must always be carefully verified by a human.
3. Treat every bit of information you provide to a GenAI tool as if it will go viral on the internet, attributed to you or the Company, regardless of the settings you have selected within the tool (or the assurances made by its creators).
4. Inform your supervisor when you have used a GenAI tool to help perform a task.
5. Verify that any response from a GenAI tool that you intend to rely on or use is **accurate, appropriate, not biased, not a violation of any other individual or entity’s intellectual property or privacy, and consistent** with Company policies and applicable laws.

#### DO NOT:

1. Do not use GenAI tools to make or help you make **employment decisions** about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
2. Do not upload or input any **confidential proprietary, or sensitive** Company information into any GenAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked Confidential, Sensitive, or Proprietary, or any other nonpublic Company information that might be of use to competitors or harmful to the Company if disclosed. This may breach your or the Company’s obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause the Company’s rights to that information to be challenged.
3. Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person into any GenAI tool.
4. Do not **represent work** generated by a GenAI tool as being your own original work.
5. Do not **integrate any GenAI tool** with internal Company software without first receiving specific written permission from your supervisor and the IT Department.
6. If applicable, do not use GenAI tools other than those on the approved list from the IT department, Malicious chatbots can be designed to steal or convince you to divulge information.

## Guidelines

Violating this policy may result in disciplinary action, up to and including immediate termination, and could result in legal action. If you are concerned that someone has violated this policy, report this behavior to your supervisor or any member of your Stratus HR Employee Services Representatives.



## **Disclaimer**

Nothing in this policy is designed or intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by the NLRA.

## **Social Media**

Stratus HR takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, employee's use of social media can pose risks to the company's confidential and proprietary information, reputation, and brands, can expose the company to discrimination and harassment claims, and can jeopardize the company's compliance with business rules and laws.

It is the right and duty of Resilience Health to protect itself from unauthorized disclosure of information. Stratus HR's social networking policy includes rules and guidelines for company-authorized social networking and personal social networking and applies to all executive officers, board members, management and staff.

## **General Provisions**

Blogging or other forms of social media or technology include, but are not limited to, video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Resilience Health or Stratus HR

Unless specifically instructed by Resilience Health and Stratus HR, employees are not authorized to speak on behalf of Resilience Health and Stratus HR. Employees are expected to protect the privacy and reputation of Resilience Health, Stratus HR, its employees and clients, and are prohibited from disclosing proprietary and nonpublic information to which employees have access. Such information includes, but is not limited to "confidential information" as defined in this Handbook.

## **Personal Social Networking**

Resilience Health and Stratus HR respect the right of employees to write blogs and use social networking sites and do not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

Resilience Health and Stratus HR respect the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and do not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered unlawfully defamatory, obscene, proprietary or libelous by any offended party, not just Resilience Health or Stratus HR

Employees shall not use employer-owned equipment, including computers, company-licensed software or other electronic equipment, nor facilities or company time, to conduct personal blogging or social networking activities without permission.

Employees shall not use blogs or social networking sites to unlawfully harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with Resilience Health or Stratus HR

If you choose to identify yourself as an employee of Resilience Health or Stratus HR, please understand that some readers may view you as a company spokesperson. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the company, nor of any person or organization affiliated or doing business with Resilience Health or Stratus HR.

Employees shall not post on personal blogs or other sites the name, trademark or logo of Resilience Health or Stratus HR or any business with a connection to Resilience Health or Stratus HR without permission. Employees shall not post company-privileged information, including copyrighted information or company-issued documents.

Employees shall not post on personal blogs or social networking sites photographs of other employees, clients, vendors or suppliers, nor shall employees post photographs of persons engaged in company business or at company events without permission.

Employees shall not post on personal blogs and social networking sites any advertisements or photographs of company products, nor sell company products and services without company permission.

Employees shall not link from a personal blog or social networking site to Resilience Health or Stratus HR's internal or external web site without permission.

If contacted by the media or press about any communication that relates to Resilience Health or Stratus HR, employees are encouraged to speak with their manager or company spokesperson before responding.

If you have any questions relating to this policy, your personal blog or social networking, ask your manager or supervisor.

Resilience Health or Stratus HR investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking

post. Resilience Health and Stratus HR reserve the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Nothing in this policy prohibits or restricts Employee from exercising Employee's rights under the NLRA, including rights under Section 7 of the NLRA, such as the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or any other activities protected by the NLRA.