
Ascent Living Communities

Associate Handbook



Table of Contents

Welcome to the Ascent Living Communities team!	5
Our Mission, Vision, & Values	6
Employment Policies	7
1.0 At-Will Employment	7
2.0 Definition of Associate Status	7
2.1 Compliance with Immigration Law	7
3.0 Equal Employment Opportunity	8
3.1 Equal Employment Opportunity	8
3.2 Disability Accommodation	8
3.3 Pregnancy Accommodation	8
4.0 Policy Against Sexual Harassment & Other Workplace Harassment & Discrimination	8
4.1 Sexual Harassment	9
4.2 Other Workplace Harassment or Discrimination	9
5.0 Complaint and Investigative Procedures	9
5.1 Complaint Procedure	9
5.2 Responsive Action	10
5.3 Retaliation	10
6.0 Separation of Employment	10
7.0 Surveillance/Cameras	11
8.0 Resident Relations	11
9.0 Associate Conduct	12
9.1 Discipline	12
9.2 Conduct Guidelines & Personal Behavior	13
9.3 Suspension	13
10.0 Drugs, Alcohol, and Tobacco	13
11.0 Open Door Policy	15



12.0	Electronic Data & Communications	15
12.1	Social Media	15
13.0	Attendance & Compensation	16
13.1	Attendance Records	17
13.2	Job Abandonment	17
13.3	Management Responsibility	17
13.4	Schedules	17
13.5	Overtime	17
13.6	Meal Periods and Rest Breaks	18
13.7	Time Records	18
13.8	Performance Evaluations & Merit Increases	19
13.9	Paychecks/Electronic Payroll	19
14.0	Time Off	20
14.1	Paid Time Off	20
14.2	Sick and Public Health Emergency Leave	21
14.3	Holidays	22
14.4	Non-FMLA Personal Leaves of Absence	23
14.5	Return to Work	23
14.6	Family and Medical Leave Act (FMLA)	24
14.7	Colorado Paid Family Leave (COPFML/FMLI)	25
14.8	Military Leave	26
14.9	Bereavement Leave	26
14.10	Jury Duty	26
15.0	General Policies	27
15.1	Personal Hygiene and Grooming	27
15.2	Dress Code	27
15.3	Telephone Use/Cell Phone	28
15.4	Associate Parking	28
15.5	No Solicitation Policy	28
15.6	Non-disclosure & Confidentiality Policy	29
15.7	Employment of Family Members	29
15.8	Former Associates	29
15.9	Volunteering	29
15.10	Acceptance of Gifts, Tips, Favors	29
15.11	Travel and Reimbursement	30
15.12	Company Equipment	30
15.13	Communication Devices	30
15.14	Protective/Restraining Orders	30



15.15	Background Checks	31
16.0	Benefits	32
16.1	Insurance Programs & Other Benefits	32
16.2	COBRA	32
16.3	Workers Compensation	32
17.0	Safety and Security	33
17.1	Safety Rules	33
17.2	Infection Control	34
17.3	Workplace Searches	34
17.4	Hazard Communication	34
17.5	Violence-Free Workplace	35
18.0	UKG Employee Self-Service	36
19.0	Private Employment with Residents (Conflict of Interest)	36
	Acknowledgement of Receipt	38
	Acknowledgement of Receipt of Policy Against Sexual Harassment & Other Workplace Harassment & Discrimination and Complaint and Investigative Procedures Policy	39



Welcome to the Ascent Living Communities team!

By accepting a position with Ascent Living Communities ("Ascent Living Communities" or the "Company"), you have joined an organization that is dedicated to the care of seniors. We understand the needs and desires of this new generation of seniors that demand remarkable communities to embrace holistic lifestyles, sustainability and universal design while fostering new friendships and adventures. We are strongly committed to continually caring for and serving our residents in a courteous, professional manner. It is our spirit of service that makes us remarkable and this is the reason that you were selected for a position with our team.

This handbook is designed to inform you of some of Ascent Living Communities' policies, procedures, work standards and benefits. We hope this handbook will help you understand the services we provide, and your responsibilities and contributions toward delivering those services. Following Ascent Living Communities' work standards and policies will help better serve our residents as well as ensure a safer environment in which to work.

The Company may revise this handbook completely or in part at any time and without notice. Periodically you may receive updated information concerning changes in Company policies, procedures, and work standards. It is the responsibility of each actively employed associate to obtain, read, understand and comply with such revisions, just as it is every associate's responsibility to obtain, read, understand and comply with this handbook.

This associate handbook is intended to serve as a general guide and explanation of certain Company policies and procedures as well as outlining certain benefits available to most associates. However, it is not intended to be an express or implied contract between Ascent Living Communities and any associate. Associates of Ascent Living Communities are at-will employees. Any individual may voluntarily leave employment at any time, and employment may be terminated by Ascent Living Communities at any time, for any reason or no reason, with or without cause, and with or without notice. Any oral or written statements or promises to the contrary are hereby expressly prohibited and should not be relied upon by any prospective or existing associate.



Our Mission, Vision, & Values

Ascent Living Communities', Mission, Vision, & Values

Mission

To improve the lives of seniors and their families by combining our expertise in senior living and our personal experience as family members to cultivate senior living communities that instill trust, confidence, and comfort.

Vision

To be Colorado's premier boutique senior living company by providing our teams with the resources to be successful and the opportunity to grow. By leveraging our experience in senior living operations, we will create a better life for our residents, their families and the team members who support them.

Values

INTEGRITY – *We do the right thing.*

TRUST– *We feel safe and secure to say what we mean and do what we say.*

IMPACT – *We passionately make a difference.*

We look forward to working with you!



Employment Policies

1.0 At-Will Employment

Employment with Ascent Living Communities is at-will, not for any specified period and may be terminated either by you or by the Company at any time, for any reason or no reason, with or without cause, and with or without notice. Nothing contained in this handbook is intended, nor should it be construed, to alter the at-will relationship between Ascent Living Communities and associates. Although Ascent Living Communities reserves the right to change from time to time other terms, conditions and benefits of employment (including, but not limited to, your job title, job duties and compensation), the at-will nature of the employment with the Company is one aspect of our employment relationship that will not change.

2.0 Definition of Associate Status

For purposes of wage and salary administration and eligibility for overtime payments and associate benefits, Ascent Living Communities associates are classified as follows:

Exempt: Exempt associates are generally paid on a salary basis and are not eligible for overtime pay.

Non-Exempt: Non-exempt associates are generally paid on an hourly basis and are eligible for overtime pay.

Full-time Regular Associates: Associates hired to work 30 hours or more per week on a regular basis, with overtime hours as required.

Part-time Regular Associates: Associates hired to work between 16 and 29 hours per week on a regular basis.

Per Diem Associates: Associates hired to work on an "as needed" basis for specified or limited periods during the year. Per Diem associates are required to work at least one shift per 60 days and one holiday per year.

You will be informed of your initial classification during orientation. If you change positions during your employment because of promotion, transfer, or otherwise, your manager will inform you. Associates who have questions about their classification or who believe they have been improperly classified should contact the Human Resources Representative.

2.1 Compliance with Immigration Law

Pursuant to applicable state and federal laws, the Ascent Living Communities employs only United States citizens and individuals who are authorized to work in the United States, and the Company does not discriminate on the basis of citizenship or national origin. Each new associate must complete a Form I-9 and present documentation specified on the Form I-9 to verify his or her identity and employment eligibility. Former associates who are rehired must also complete a Form I-9. If the documentation provided by the associate when completing the Form I-9 includes an expiration date for when employment eligibility expires, the associate must present the Company with new or updated documentation verifying his or her identity and continued employment eligibility and must update the Form I-9 before the date employment eligibility expires.

Additionally, using an Internet program offered by the United States government known as E-Verify, the Company will verify the identity and employment eligibility of all new hires using the information provided on the Form I-9. If the Company receives notification that there is a discrepancy between the information provided by the new hire and the government's records, and the source of the discrepancy is determined not to be with the Company's records, the new hire will be notified and given an opportunity to correct the discrepancy. If the discrepancy is not



corrected after a reasonable amount of time, the Company must terminate the employment relationship. The same procedure will be followed if the Company receives notification of a discrepancy regarding a current associate.

3.0 Equal Employment Opportunity

3.1 Equal Employment Opportunity

Ascent Living Communities is committed to ensuring equal employment opportunities.

It is the policy of Ascent Living Communities to recruit, hire, train, compensate, promote, transfer and terminate applicants and associates without regard to race, color, religion, creed, national origin, age, gender, gender expression, sexual orientation, pregnancy, disability, genetic information, veteran status, marital status, familial status, or other classification protected by applicable federal, state or local law.

Ascent Living Communities will ensure that all other personnel actions such as compensation, benefits, Company-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, national origin, age, sex, pregnancy, sexual orientation, disability, genetic information, veteran status, or other classification protected by applicable federal, state or local law.

Ascent Living Communities does not permit pay disparities based on sex (or sex plus another category protected by law) between associates performing substantially similar work based on skill, effort, and responsibility, unless such pay difference is based on certain factors other than sex.

Associates should raise any concerns regarding equal employment opportunity, discrimination, or pay inequities based on sex following the Complaint and Investigation Procedures policy below.

3.2 Disability Accommodation

Ascent Living Communities complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. Ascent Living Communities will make reasonable accommodations for qualified associates with known disabilities to the extent required by law. Associates who need a reasonable accommodation should contact the Human Resources Representative who will work with the appropriate supervisor(s) to review the request and evaluate possible accommodations. Ascent Living Communities will not take adverse action against an associate because the associate requests or uses a reasonable accommodation for a disability.

3.3 Pregnancy Accommodation

Ascent Living Communities complies with Colorado's Pregnant Workers Fairness Act which makes it a discriminatory or unfair employment practice if an employer fails to provide reasonable accommodations to an applicant or associate who is pregnant, or physically recovering from childbirth or a related condition. Ascent Living Communities will not take adverse action against an associate who requests or uses a reasonable accommodation or deny employment opportunities to an applicant or associate based on the need to make a reasonable accommodation. Associates who need pregnancy accommodations should contact the Human Resources Representative.

4.0 Policy Against Sexual Harassment & Other Workplace Harassment & Discrimination

Ascent Living Communities is strongly committed to providing a professional working atmosphere free from sexual and other forms of workplace harassment or discrimination. It is the policy of Ascent Living Communities that sexual and other workplace harassment or discrimination, in any form, is strictly prohibited and will not be tolerated.



in the workplace. Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and Company-sponsored social events.

This Policy applies to all Ascent Living Communities associates and applicants for employment, and prohibits harassment or discrimination whether engaged in by managers, co-workers, or third parties, such as residents, customers, visitors, or suppliers.

4.1 Sexual Harassment

Sexual harassment includes any action or conduct that threatens or insinuates, explicitly or implicitly, that an associate's refusal to submit to sexual advances will adversely affect the associate's continued employment, compensation, performance evaluations, advancement, assigned duties, or any other term or condition of employment. In addition, sexual harassment includes unwelcome verbal, visual, or physical conduct of a sexual nature that which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; discussing one's own or asking questions about another's sexual activities; commentary about an individual's body, leering, catcalls or touching; obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); repeated unwanted requests for dates; and other verbal, visual, or physical conduct of a sexual nature.

4.2 Other Workplace Harassment or Discrimination

Other workplace harassment or discrimination includes, but is not limited to, any unwelcome verbal, visual or physical conduct which denigrates or shows hostility or aversion toward an individual because of an individual's race, color, religion, creed, national origin, age, gender, gender expression, sexual orientation, pregnancy, disability, genetic information, veteran status, marital status, familial status, or other classification protected by applicable federal, state or local law, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct may include, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; bullying; 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 e-mail).

5.0 Complaint and Investigative Procedures

5.1 Complaint Procedure

Any associate who feels that he or she has been a victim of harassment or discrimination or has witnessed any conduct that may be inconsistent with the policies must report the incident immediately to his or her supervisor. If this is not appropriate, or the associate does not feel comfortable making a report to the supervisor, the incident must be reported to the next level of management or, in the alternative, to the Human Resources Representative or Executive Director. Any supervisor or manager receiving a complaint of harassment must immediately contact the Human Resources Representative.



5.2 Responsive Action

All complaints will be investigated as appropriate. Confidentiality will be maintained throughout the investigation to the extent consistent with appropriate investigatory and corrective action. While conducting an investigation, it may be necessary to re-adjust the schedule. This could result in an associate moving to another shift or being sent home with or without pay until the investigation has finished and the appropriate action applied.

Any supervisor, manager, or Human Resources professional who becomes aware of harassment or any complaint of harassment under this Policy and fails to notify the proper parties or take corrective action pursuant to this Policy will be subject to disciplinary action, up to and including termination.

Any associate who is found, after an investigation, to have violated this Policy will be subject to appropriate disciplinary action, up to and including termination.

5.3 Retaliation

Intimidation, coercion, threats, retaliation or discrimination against any associate (or other person) for making a complaint under this Policy, assisting in an investigation, or reporting an incident of harassment or discrimination, is prohibited. Anyone engaging in retaliation will be subject to disciplinary action, up to and including termination.

IF YOU FEEL THAT YOU HAVE BEEN A VICTIM OF HARASSMENT, DISCRIMINATION, OR RETALIATION, OR IF YOU WOULD LIKE TO SPEAK WITH SOMEONE REGARDING AN INCIDENT, YOU MUST PROMPTLY CONTACT YOUR IMMEDIATE SUPERVISOR, ANOTHER SUPERVISOR OR MANAGER, THE HUMAN RESOURCES REPRESENTATIVE OR EXECUTIVE DIRECTOR.

6.0 Separation of Employment

We want you to understand that the employment relationship is considered to be "employment-at-will." This means that both you and Ascent Living Communities are free to terminate the employment relationship at any time, for any reason or no reason, with or without cause, and with or without notice.

If you decide to resign from your position, we request that all associates provide written notice to their supervisor. Non-exempt associates are asked to provide at least two weeks of notice and exempt associates are asked to provide four weeks of notice. Written notices should include the reason for your resignation, the date Ascent Living Communities was notified, and your final date of work.

Ascent Living Communities may schedule an exit interview with departing associates. The exit interview will afford an opportunity to discuss issues such as benefits and the return of Company property. Suggestions, complaints, and questions can also be voiced and are openly encouraged. Input is always welcomed.

Failure to give minimum requested notice may make you ineligible for rehire. Ascent Living Communities reserves the right to accept an associates' resignation immediately and shall not be obligated to allow the associate to continue to be employed following notice. Ascent Living Communities is under no obligation to pay any associate for the notice period should the decision be made to accept the resignation immediately. Associates are expected to work all scheduled hours after providing notice, and are not permitted to take paid time off (PTO) during this period, unless authorized in writing by the immediate supervisor and approved by the Executive Director. If this commitment is not fulfilled, it will be considered a voluntary termination without proper notice.

Associates will receive payment of accrued and unused PTO hours with their final paycheck. Associates who leave in good standing will be given consideration if they wish to return to work at a later date.

All Company property in an associate's possession must be returned upon separation. An associate's uniform and badge are considered Company property. Associates will be charged for the items not returned. This will appear as



a final paycheck deduction to the maximum extent permissible under applicable law. Also, under the Federal Consolidated Omnibus Budget Reconciliation Act ("COBRA"), separating associates may be eligible to elect to continue medical and dental insurance coverage. For more information, see the COBRA section which appears under the Benefits section later in this handbook.

7.0 Surveillance/Cameras

The use of surveillance cameras may be utilized in our community in compliance with State and Federal laws. The purpose of video surveillance is to:

- Promote a safe environment by deterring acts of theft, willful destruction of property, harassment or assault.
- Deter theft and vandalism and assist in the identification of individuals who commit damage to the community's property.
- Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
- Assist in the daily operations of the community.

Associates should not have any expectation of privacy in work-related areas. Associate privacy in non-work areas will be respected to the extent possible and required under applicable law. The Company's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be examples of possible exceptions.

At no time will persons, other than those designated by the Executive Director or Management Company, have access to the recordings made in the course of the surveillance. Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

8.0 Resident Relations

Statement prohibiting abuse of residents

All associates shall abide by the following policy concerning the residents and/or guests of the community:

1. Abuse of residents is defined as "inflicting, causing to be inflicted or inducing a resident to inflict upon himself or any other resident any pain or discomfort. This includes any verbal or physical assault whether actual or implied, i.e. threats, slapping, arm-twisting, etc."
2. Residents shall be treated with kindness, respect, care, and consideration at all times. Physical abuse, verbal abuse, psychological abuse, neglect, or ill-treatment is not permitted under any circumstances.
3. If an associate of the community is attacked by an adult resident, so that his life or limb is in jeopardy, the associate may protect her/himself; however, the associate should summon assistance so that the resident can be more easily redirected and the element of personal struggle removed from the situation.
4. Associates of the community who are guilty of abuse, neglect, mishandling, or ill-treatment of a resident are subject to immediate dismissal and prosecution pursuant to law.
5. In the event of an allegation and/or confirmation of theft at a community, the community and Company reserve the right to take all measures to protect residents from any threats, both real and perceived, up to and including video surveillance. It is the responsibility of each associate to report to the supervisor any



incident involving abuse of residents. Failure to report incidents as occurred or witnessed may result in the termination of employment of that associate.

9.0 Associate Conduct

Ascent Living Communities acknowledges that our associates are our most valuable resource. It is Ascent Living Communities' goal to be the best company to work for by promoting an environment where:

- **Fair and honest treatment of every individual is a standard.**
- **Open communication is encouraged.**
- **We attract, develop, and promote the most qualified people.**
- **There exists a balance between family, community, and the Company.**
- **We recognize and reward accomplishment.**
- **We encourage ourselves with uncompromising honesty and integrity.**

Occasionally associates need coaching about their job performance and other issues. Managers strive to address performance issues in the most effective way possible. This generally involves the associate and the manager to work together to define the performance issues and agree on ways to overcome them. The Manager is responsible to communicate expectations and establish a plan to improve performance or behavior. If improvement is not achieved, further disciplinary action may result, up to and including termination. In some circumstances, behavior may be serious enough to result in immediate termination from Ascent Living Communities and Ascent Living Communities at all times retain the right and the flexibility to immediately terminate any associate.

9.1 Discipline

It is the policy of Ascent Living Communities to attempt to deal constructively with associate performance problems, unsatisfactory behavior, and employee errors. The disciplinary process used will be determined by Ascent Living Communities based on the facts and circumstances of each case. Each situation will be considered in light of a variety of factors including, but not limited to:

- the seriousness of the situation;
- the associate's past conduct and length of service; and
- the nature of the associate's previous performance or behavior or incidents involving the employee.

Depending upon the facts, disciplinary action may include oral or written warnings, probation, suspension with or without pay, or immediate discharge. Ascent Living Communities does not guarantee that one form of discipline will necessarily precede another. In some circumstances, due to the seriousness of the infraction, it may be appropriate to skip any warning and immediately terminate an associate's employment. In some cases, the Manager may suspend the associate immediately and consult with the Human Resources Representative or Executive Director for further guidance. **Nothing in this policy changes the "at-will" nature of all associates' employment.**



9.2 Conduct Guidelines & Personal Behavior

All companies, including Ascent Living Communities, set reasonable conduct guidelines. These guidelines allow us to coordinate a variety of activities within our organization and to provide a safe working environment for our associates and our residents. Supporting the preceding values, the following behavioral absolutes are integral to achievement of the Ascent Living Communities Philosophy.

Personal Behavior “Always Expected” from Anyone at Ascent Living Communities

1. Respect the residents, respect each other
2. Be organized in execution of individual roles & responsibilities
3. Be task and outcome oriented
4. Dress appropriately and exhibit elevated personal hygiene
5. Be protective of the plant and living space
6. Be punctual at all times
7. Capture incidents and report all potential risk and liability issues
8. Maintain acceptable levels of safety
9. Follow established business protocol
10. Set trends, rather than following behavior
11. Represent the community when you step outside of it
12. Be an active listener
13. Always conduct yourself professionally.

Any negative conduct even during non-working hours can be detrimental to the interests and reputation of Ascent Living Communities.

9.3 Suspension

The Manager has the authority to suspend associates for serious violations that could result in termination without warning. Suspension of an associate (the temporary removal of an associate from work) is used by management to provide time to investigate circumstances that indicate that the associate may be subject to discharge. This could result in an associate being sent home with or without pay until the investigation has become finalized and the appropriate action applied.

10.0 Drugs, Alcohol, and Tobacco

Ascent Living Communities is dedicated to maintaining a drug and alcohol-free workplace. The Company recognizes that drug and alcohol use in the workplace can have serious consequences in terms of safety, security, and productivity.



Prohibited Conduct

For the reasons stated above, Ascent Living Communities prohibits the following activities while working, while on a property owned or managed by Ascent Living Communities (including parking facilities) and while operating or occupying Ascent Living Communities equipment, machinery or vehicles as well as when transporting residents in any way:

- Use, consumption, or possession of alcohol or illegal drugs;
- Buying, selling, offering, or receiving illegal drugs;
- Reporting to work or working while under the influence of alcohol or illegal drugs; and
- Tobacco use in any form, including but not limited to vaping and e-cigarettes outside of designated outdoor smoking areas.

For purposes of this policy, “illegal drugs” means any controlled substance, medication, or other chemical substance that: (a) is not legally obtainable under state or federal law, including but not limited to marijuana; or (b) is legally obtainable, but is not legally obtained or is not being used for the purpose(s) for which it was prescribed or was intended. “Illegal drugs” may include over-the-counter medications, if they are not being used for the purpose(s) for which they were intended by the manufacturer.

Drug Testing

Ascent Living Communities does not require applicants who have received an offer of employment to undergo a drug test.

Associates may be asked to submit to a drug or alcohol test if the Company has a reasonable suspicion based on objective factors, such as the associate's appearance, speech, behavior, or other conduct or facts, that the associate possesses or is under the influence of illegal drugs or alcohol, or both.

Associates involved in any work-related accident or incident may be required to submit to drug and alcohol testing. This applies even if the incident did not result in injury to any person or any property damage.

Refusal to consent to any tests required by Ascent Living Communities may result in disciplinary action, up to and including termination.

It is not permissible for associates to consume alcoholic beverages during their work hours or to report for work under the influence of drugs and/or alcohol. Associates who violate any aspect of this policy may be subject to immediate termination.

Medications legally prescribed by a licensed physician or available over the counter can also affect performance and behavior. Associates should obtain information from their physician regarding any potential impairment that may be caused by such medications and are required to inform their Manager where impairment potential exists. Associates may be required to provide a written statement from their physician concerning the effects of the medication on the associate's ability to perform his or her position.

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking, which for purposes of this policy includes “vaping” and e-cigarettes, and use of tobacco products by associates is prohibited. Smoking and use of tobacco products are allowed only in designated areas outside of the buildings. If you choose to smoke, it must be during approved



breaks and meal periods. Associates smoking or using tobacco products in any non-smoking area will be subject to corrective action, up to and including termination of employment.

11.0 Open Door Policy

Ascent Living Communities maintains an "Open Door Policy" relating to all aspects and areas of our operations. As an associate of this organization, you are encouraged to bring your concerns or complaints to a member of management. All members of management are readily available to discuss your concerns and work with you to try to determine an acceptable solution.

An open, informal talk with your Manager is usually the easiest and most effective method of solving problems. If you have exhausted all levels of Ascent Living Communities management within your location and still feel dissatisfied with the result, you may request a meeting with your Human Resources Representative. All efforts will be made at this point to reach a mutually agreeable solution.

If the concerns are related to Ascent Living Communities Business Conduct Policy, contact the Human Resources Representative. Ascent Living Communities will attempt to handle complaints and investigations on a confidential basis. However, associates must recognize that certain disclosures may be necessary to conduct a complete and meaningful investigation and to achieve an appropriate resolution. Moreover, each associate must cooperate fully in connection with an investigation even where the associate is not the complainant. Once an associate has filed a complaint with their Manager or the Human Resources Representative, retaliation by management or associates will not be tolerated.

12.0 Electronic Data & Communications

The use of electronic data is a key resource and communication tool within Ascent Living Communities. All data is considered property of Ascent Living Communities and should not be used for personal use.

An associate's rights while using the internet via Company resources, Company e-mail, and computer communications does not include the right to privacy. All e-mail and computer communications are subject to inspection and monitoring. They should not contain any inappropriate content, language, comments, graphics, etc. Failure to adhere to this policy may result in disciplinary action up to and including termination.

12.1 Social Media

Ascent Living Communities recognizes the use of Social Media (such as blogs and networking sites such as Instagram, Snapchat, TikTok, Facebook, YouTube, and Twitter) as a way to communicate with others. Ascent Living Communities also respects the rights of associates as private citizens to participate in Social Media outside of Company business and operating hours. As a reminder, all activities within the workplace or outside of work related to the community or Ascent Living Communities that impact the Company's image, brand, reputation, business interests, and the rights of others are within the scope of enforcement of Company policy. As such associates need to understand that the ability to use social media comes with certain responsibilities. The policies below are not an attempt to stifle associates' self-expression, but rather are intended to help associates represent the Company in an appropriate manner. *Additionally, this policy does not, in any manner, prohibit associates from discussing among themselves or others wages, benefits, and other terms and conditions of employment or workplace matters of mutual concern that are protected by the National Labor Relations Act or any other applicable law.* Therefore, if an associate accesses or posts to any social media site on their own time and if they indicate directly or indirectly that they are affiliated with Ascent Living Communities and/or any of its affiliates or related companies, the following policies apply:

- Associates must exercise sound judgment, common sense, and discretion when posting to any social media site.



- Associates must include clear disclaimers in any post to a social media site that mentions or references Ascent Living Communities and/or any of its affiliates indicating that the views expressed by the associate are his or hers alone and do not represent the views of the Company. In other words, the associate must make it clear that he or she is writing for themselves and not on behalf of the Company.
- Before any information generated by or for Ascent Living Communities is made public via any social media site, it must be reviewed by Executive Management to ensure it does not contain sensitive or confidential information.
- Information published on social media sites must comply with the Ascent Living Communities' confidentiality and disclosure of proprietary information policies.
- Associates shall not make offensive, threatening, or harassing statements or use language that involves or includes the disparagement of others based on their race, color, religion, creed, national origin, age, gender, gender expression, sexual orientation, pregnancy, disability, genetic information, veteran status, marital status, familial status, or other basis protected by applicable federal, state or local law.
- Social media activities will not be allowed while on Company time.
- The Company reserves the right to monitor associate use of social media as it relates to or impacts Ascent Living Communities and/or any of its affiliates.

13.0 Attendance & Compensation

Unplanned absences and excessive tardiness are disruptive, threaten the safety of the entire community service operation, place an unfair burden on other associates and jeopardize the service level we strive to provide to our residents. Therefore, Ascent Living Communities maintains an attendance policy with which each associate must comply. Failure to comply with these requirements will be handled in accordance with our progressive discipline policy (see Section 9.1).

It is the personal responsibility of every associate to report to work on time for all scheduled work hours. It is the responsibility of each Manager to ensure each associate is aware of the policy, to maintain accurate records of associates' absences and tardiness, and to apply Company standards in a consistent fashion.

TARDINESS is coming to work after the associate's scheduled start time or leaving work prior to the scheduled end time. If the associate is going to be late, a telephone call should be made to the Manager prior to the scheduled shift. The reason for the tardiness needs to be stated and the approximate time of arrival indicated. The Manager will document all incidents of tardiness. Habitual tardiness may result in discipline, up to and including termination.

A **PLANNED ABSENCE** includes time off that has been scheduled and approved **in advance** by the associate's Manager. The following absences from work are considered planned absences for purposes of this policy: PTO days, bereavement days, jury duty, and approved leaves of absence.

An **UNPLANNED ABSENCE** includes a day (or series of days off regarding the same issue) that has **NOT** been scheduled and approved **in advance** by the associate's Manager. Examples of an unplanned absence are illnesses and family emergencies.

The associate must notify the Manager, or the designated supervisor, of an unplanned absence **at least two hours before his/her regularly scheduled start time**. However, every effort should be made to give as much notice as possible so that reserve scheduling can be made.



It is unacceptable to only notify a co-worker of your absence without having notified your Manager. Your Manager may not be notified via text or email. It is every associate's responsibility to contact his or her Manager in the event of an absence. Your absence will be considered unreported until the proper person has been notified.

An associate MUST report his or her own absence, unless it is impossible to do so and the reason is verifiable through documentation. Documentation may be required for any unplanned absence upon request of the Manager, to the extent permissible under applicable law.

13.1 Attendance Records

For reasons of consistency and fairness, ALL instances of ABSENCE and/or TARDINESS (including those for which an associate receives PTO pay) will be recorded, regardless of the reason for the absence and whether or not prior approval was granted.

It is Ascent Living Communities' intent to be understanding with respect to associate attendance problems. We will use the previously outlined discipline policy (See section 9.1) to address all attendance issues. Excessive attendance problems will result in disciplinary action up to and including termination.

13.2 Job Abandonment

An associate may be assumed to have resigned should he/she fail to personally notify management of an absence (No Call/No Show). A No Call/No Show will be deemed a voluntary resignation. Additionally, an associate who "walks off" the job without authorization will also be assumed to have resigned.

13.3 Management Responsibility

It is every Manager's responsibility to keep accurate and up-to-date attendance records for all associates. It is also the responsibility of every Manager to administer this policy. Management is encouraged to consult with Human Resources regarding the administration of the attendance policy.

13.4 Schedules

Work schedules are based on the requirements of the operation.

There may be times when schedule changes are necessary due to absenteeism, operational concerns, and changes in service or other business needs. Your Manager will advise you of any necessary scheduling changes once the schedule has been posted. All associates are expected to share weekend and holiday coverage, if necessary.

Associates are not to make any changes on, or to, the schedule itself. Substitutions are to be made by the Manager only, or the supervisor designated by him or her to make such a change. Unauthorized changes made to the schedule will be grounds for disciplinary action, up to and including termination.

13.5 Overtime

Overtime hours are not scheduled except where necessary to meet operational needs. During a normal work week, the Manager must authorize any overtime, in advance. Should an emergency occur requiring overtime, the supervisor on duty has the authority to schedule associates as necessary. If you work **unauthorized overtime**, you will be paid for the overtime hours, but you may be subject to disciplinary action, up to and including



termination. Overtime, at a rate of 1.5 times your regular rate of pay, will be paid to non-exempt associates for all hours worked over 40 hours per work week, 12 hours per work day, or 12 consecutive hours, whichever calculation results in the most pay, in accordance with federal and state laws.

For purposes of calculating overtime, the "work week" shall start at 12:00 a.m. (midnight) each Sunday and end at 11:59 p.m. each Saturday night.

In calculating overtime, only "actual hours worked" are considered. In other words, holiday pay, PTO hours, jury duty hours, bereavement time, or other types of leave do not count as "actual hours worked" for overtime calculation purposes.

13.6 Meal Periods and Rest Breaks

Associates will be provided meal and break periods in accordance with applicable law. All associates who work at least five or more hours are required to take an unpaid 30-minute uninterrupted, duty-free meal break sometime during the middle of the shift. To the extent practical, meal periods must be at least one hour after the start of a shift and one hour before ending a shift. Meal periods are required and are not up to the associate's discretion. Associates are completely relieved of all duties and permitted to pursue personal activities during meal breaks. Working during meal times is not permitted, unless requested by the supervisor (in which case the associate will be paid for time worked during the meal period). The 30-minute meal break is automatically deducted from timecards. If an associate is required to work during his or her meal period, the associate **MUST** complete an exceptions log notating that he/she was unable to take a break for a reason approved by the supervisor. **It is the associate's responsibility to complete the exception log in a timely manner, preferably the same day.**

Associates are also entitled to a paid ten-minute break for every four (4) hours worked, or major fraction thereof. Your manager schedules your rest and meal breaks where appropriate, based on resident needs and work responsibilities. To the extent practical, rest periods should be in the middle of each four-hour work period. It is not necessary to leave the office during a rest break, but associates are permitted and encouraged to pursue personal activities during breaks. Associates are, of course, expected to return to work promptly at the end of each break. **Associates who do not take the required rest period(s) in a particular day must notify their supervisor in writing as soon as possible and before the end of the work day by completing an exceptions log so the associate's time records may be adjusted as required by applicable law.**

Meal periods and rest breaks may not be used to cover late arrival or late departure from work. Breaks cannot be added to extend lunch periods.

Associates who need to express milk during the workday are also entitled to take a reasonable amount of break time, in a private place, to do so as needed. Associates may take these breaks until the nursing child is two years old. Associates may use any available paid break time, but any additional break time will be unpaid. Ascent Living Communities will make reasonable efforts to provide associates with the use of a room or location other than a toilet stall for the associate to express milk in private. Please contact the Human Resources Representative if you need break time and an area for this purpose or if you have any questions. Associates will not be discriminated against or retaliated against for exercising their rights under this policy.

13.7 Time Records

Associates are expected to work the hours that they are scheduled. Hours worked in excess of, or less than your regularly scheduled hours require management approval. Your Manager, or a designated supervisor, will approve your time record in the system.

Please observe the following procedures regarding your time records:



Clock/Punch/Sign in at your scheduled start time and only when you are in proper uniform and are ready to begin work, unless otherwise instructed by your manager.

Clock/Punch/Sign out when your shift has ended. You must Clock/Punch/Sign out and back in again for unpaid breaks/meals ONLY when you leave the property.

Time punch errors must be reported immediately to your Manager or to the designated supervisor on duty.

Only a manager or designated supervisor may make corrections and/or changes to an associate's time record.

Under no circumstances is an associate authorized to Clock/Punch/Sign in or out on another associate's time system for another associate. This is grounds for disciplinary action, up to and including termination.

To the extent that you violate any of the policies set forth above, you may be subject to discipline or termination.

13.8 Performance Evaluations

All associates will be evaluated on their performance; the performance evaluation is used to record your job performance and will be reviewed with you. The associate will first complete their self-evaluation. Once the self-evaluation is completed, the supervisor will complete their portion and schedule to review with the associate. It allows you and your Manager an opportunity to discuss your strengths and developmental needs and possible ways for improvement as well as goals you may have for career pathing and/or promotion.

13.9 Paychecks/Electronic Payroll

Paychecks are issued every other Friday. Each paycheck you receive is for the hours worked during the preceding designated pay period, and not the week in which you receive the check.

If you think that your paycheck is incorrect, you must inform your Manager immediately so that management can research the issue and provide you with the correction, if any. If corrections are necessary, a Paycheck Adjustment Form must be submitted to HR and adjustments will be made in your next paycheck.

The Company prohibits improper deductions from an exempt associate's salary except under the circumstances set forth in the federal Fair Labor Standards Act ("FLSA") and/or state law. If an exempt associate believes that an improper deduction has been made from his/her paycheck, the associate must bring this to the attention of management as soon as possible. If an improper deduction was made, the Company will reimburse the exempt associate for the amount improperly deducted.

Ascent Living Communities is obligated, by law, to withhold from paychecks Federal, State and Local Income Tax and Social Security deductions and any federal/state/local authorized wage garnishments. Other payroll deductions, as authorized by you, may also be withheld from your paycheck. These may include medical insurance, dental insurance, 403b, etc. If you have any questions about your payroll deductions, please ask your Manager.

Ascent Living Communities offers its associates two different electronic payment options:

- ◆ Direct deposit is available, if your financial institution participates. Please see your Manager or Human Resources Representative for the necessary authorization form. When you participate in this program,



your paycheck is deposited directly into the account of your choice and you receive a statement of earnings and deductions on payday via UKG Self-Service website.

- ◆ Associates who do not elect direct deposit will receive a Pay card where net pay is deposited onto the card electronically on each pay date. A statement of earnings and deductions is available on payday via UKG Self-Service web site.

If you have any questions about electronic payroll, please ask your Manager.

14.0 Time Off

14.1 Paid Time Off

Paid Time Off ("PTO") is a benefit, which covers your personal time off due to vacation, illness, appointments, personal reasons, domestic violence-related matters, public health emergencies, etc. You must request PTO days at least 30 days in advance if the need for leave is foreseeable, or if not, with as much advanced notice as possible. Your Manager may require that you provide documentation or a reason for your request, to the extent permissible under applicable law.

Only regular, full-time associates are eligible to earn PTO. PTO days accrue based on your hours worked. Non-director associates are eligible to earn up to fifteen (15) PTO days (120 hours) during a calendar year. Director level associates are eligible to earn up to twenty (20) PTO days (160 hours) during a calendar year.

Even though it is requested, approved, and you are paid for it, if a PTO day is taken on an unscheduled basis, unless it is for sick, domestic violence, or public health emergency purposes, it counts as an unscheduled absence and the attendance policy applies. Accrued but unused PTO hours are payable upon separation.

Regular full-time hourly associates will have the following Paid Time off (PTO) program:

Level	Accrual Rate for Each Hour Worked	Days Earned Per Year
Non-director	.058	15
Director	.077	20

PTO must be used in minimums of four (4) hour increments, except that PTO for sick, domestic violence or public health emergency reasons may be used in one (1) hour increments. The Company will not advance PTO hours that have not yet been accrued.

Once a full-time associate reaches their 5-year company anniversary, they will accrue an additional 40 hours of PTO annually and ongoing. Once a full-time associate reaches their 10-year company anniversary, they will accrue an additional 40 hours of PTO annually and ongoing.

Pay-Out for Unused PTO

Toward the end of each calendar year, associates with accrued but unused PTO will receive a "cash-out" payment for a portion of their unused PTO. Associates with at least forty (48 hours) of unused PTO time (may be extended to eighty (80) hours upon request and approved at management's sole discretion), will receive a payment for all accrued and unused PTO time for all hours over 48 (or over 80 if approved). The remaining 48 hours (or 80 hours) will be carried over to the next calendar year. For example, if an associate has accrued 112 hours (14 days) in a calendar year to date, and used 40 hours (5 days), they would receive payment for 72 hours (9 days) and would carry over 40 hours (5 days) to the next year. Associates who have less than 48 hours of accrued and unused PTO will not receive payment but will carry over their unused PTO time to the next year.



The payment will be at the associate's regular hourly rate.

PTO Gifts

Sometimes a co-worker may have an emergency or other situation requiring time away from work for a longer period than the amount of PTO time they have accrued. With advance approval from management, whose decision is at management's sole discretion, associates may "gift" some of their accrued PTO to another associate who is experiencing an emergency or hardship.

14.2 Sick and Public Health Emergency Leave

This policy is intended to comply with the Colorado Healthy Families and Workplaces Act and applies to all Colorado employees.

Full-Time Regular Associates

For associates who are eligible for PTO, accrued PTO is available to be used for sick, domestic violence, and public health emergency leave in accordance with the PTO policy and applicable law. If an associate exhausts all accrued and available PTO for purposes other than sick or domestic violence leave, then unless required under applicable law, the associate will not be eligible for additional paid sick or domestic violence leave if needed later in the year.

In addition, during a public health emergency, the Company will supplement the accrued PTO of each full-time associate on the first effective day of the public health emergency up to 80 hours, if the associate has less than 80 hours of accrued PTO available on that date. If an associate has more than 80 hours of accrued PTO on that date, the associate will not receive any supplemental public health emergency leave but will be able to use any available PTO for public health emergency leave.

Supplemental public health emergency leave (and available PTO) can generally be used for the following reasons: the associate's need to self-isolate due to symptoms, or seek preventive care, diagnosis or treatment of a communicable illness that is the cause of the public health emergency, or an associate's need to care for a family member for these reasons; care for associate's child or other family member if childcare provider or school is closed due to a public health emergency; and inability to work because of the associate's health condition that increases risk of communicable illness.

Associates who need to use supplemental public health emergency leave must notify their Manager or group leader as soon as practicable. Associates may use any supplemental leave prior to any previously accrued PTO leave. Any such supplemental public health emergency leave may be used until four weeks after the termination or suspension of the public health emergency. Supplemental public health emergency leave is not payable upon termination.

Part-Time Regular and Per Diem Associates

Associates who are not eligible for PTO (part-time regular and per diem associates) are eligible to accrue paid sick leave beginning on the later of: January 1, 2021 or their first day of employment. A non-exempt associate who is not eligible for PTO will accrue one hour of paid sick leave for every 30 hours worked, up to 48 hours per year. Exempt associates accrue paid sick leave based upon the number of hours that comprise the associate's normal workweek.

Sick time may be used for any of the following reasons: the associate's own illness, injury, or health condition or need to obtain medical care, diagnosis or treatment; the associate needs to care for a family member who has an illness, injury, or health condition or who needs to obtain medical care, diagnosis or treatment; the associate or the



associate's family member has been a victim of domestic abuse, sexual assault or criminal harassment and uses the leave to seek medical attention to recover from a related health condition, obtain services or counseling, or seek relocation; or due to a public health emergency, a public official has ordered closure of the associate's place of business, school or place of care of the associate's child and the associate needs to be absent from work to care for the child.

An associate may use paid sick time in hourly increments. Unused sick time of up to 48 hours will be carried over to the following year, but associates may not use more than 48 hours of paid sick leave per year. Unused sick time is not paid out upon termination. However, if an associate is rehired within six months after separation, the Company will reinstate any paid sick leave that the associate had available but not used during previous employment.

Foreseeable sick time should be requested in advance, as soon as practicable by notifying the associate's Manager. Ascent Living Communities may require reasonable documentation to support the need for sick leave of four or more consecutive days.

In addition to sick leave, part-time regular and per diem associates are also eligible for supplemental public health emergency leave on the date a public health emergency is declared to ensure the associate may take the greater of either: (1) the amount of time the associate is scheduled to work in a fourteen-day period; or (2) the amount of time the associate actually works on average in a fourteen-day period. Such leave may only be used for certain qualifying reasons related to the public health emergency listed above.

Associates who need supplemental public health emergency leave must notify their Manager as soon as practicable. Any such supplemental public health emergency time may be used until four weeks after the termination or suspension of the public health emergency. Supplemental public health emergency time is not payable upon termination.

Mandatory Paid Time Off (PTO) Policy

Ascent Living Communities has a Mandatory Paid Time Off (PTO) Policy that requires hourly associates to use accrued PTO for unplanned absences including those due to tardiness, sickness, or emergencies. This policy will align and adhere to the requirements of federal Family Medical Leave (FML) and the Colorado Healthy Families and Workplaces Act (HFWA). In instances of Colorado Family Medical Leave Insurance (FMLI), associate will have the option to use PTO in conjunction with approved FMLI leave, however cannot be required to.

Part-time associates who accrue sick time according to Colorado Healthy Families and Workplaces Act (HFWA), their "sick leave" can only be applied to instances covered under HFWA like illness, personal injury, preventative medical care, care for a family member with similar needs, domestic abuse, sexual assault, criminal harassment, public health emergencies and natural disasters.

No Retaliation

Ascent Living Communities will not retaliate against any associate for requesting or using paid sick leave or supplemental public health emergency leave. An associate has a right to file a complaint or bring a civil action if paid sick or public health emergency leave is wrongfully denied by the Company or if the Company retaliates against an associate for exercising the right to use paid sick or public health emergency leave, filing a complaint or cooperating in an investigation about a sick or public health emergency leave violation, or informing any other person about the person's potential rights related to such leave.

14.3 Holidays

Ascent Living Communities observes 6 Holidays each calendar year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. If full-time exempt and non-exempt associates are not scheduled



to work on a recognized holiday, they will receive eight (8) hours of holiday pay at their regular rate. Except as provided in the next paragraph, part-time associates who are not scheduled to work on a holiday will not receive holiday pay.

Since service at our community must be provided 365 days a year, some associates may be required to work on holidays. The scheduling of holiday shifts will be at the discretion of the Manager. If additional labor is required and no volunteers come forward, selection will be made on a reverse seniority order or based on the expertise deemed necessary by the Supervisor. Associates working on a holiday will receive time and one-half their regular hourly (for non-exempt associates) or daily (for exempt associates) rate of pay for the hours they actually work on a holiday. For example, a full-time associate working an 8-hour shift on a holiday will receive 8 hours of holiday pay plus pay at time and a-half for each hour they work on a holiday. A part-time associate would be paid time and a-half for each hour they work on a holiday. Scheduled associates who fail to report to work on a holiday will not receive any pay for that holiday. If an associate is scheduled either the day before or the day after a holiday and calls off, they may not be eligible for holiday pay.

For purposes of this holiday pay policy, the work shifts eligible for holiday pay will begin at 10:00 p.m. on the eve of the holiday and end at 6:00 a.m. on the morning after the holiday. For example, shifts eligible for Christmas holiday pay are those beginning at 10:00 p.m. on December 24 through those shifts ending at 6:00 a.m. on December 26.

14.4 Non-FMLA Personal Leaves of Absence

Associates who have completed less than one year of service and who are scheduled to work at least 30 hours per week, may request an unpaid leave of absence if they are unable to work due to personal reasons, including family obligations, medical reasons, or education, and only if they do not qualify for FMLA leave. Job protection rights do not apply to personal leaves. Personal leaves are normally limited to a period of six (6) weeks, unless additional time is pre-approved by management or required by applicable law.

During a leave of absence, no associate may engage in gainful employment of any type for another employer. Associates who violate this provision will be deemed to have voluntarily terminated their employment effective at the time that Ascent Living Communities becomes aware of the violation. Associates do not continue to accrue vacation time while on a leave of absence.

The associate may continue personal and dependent medical coverage for themselves and any covered dependents during a personal or any other type of leave by paying their portion of the premium cost for this coverage **before the leave commences**. Failure to make timely payments may result in a discontinuance of coverage, which would resume upon return to work. Ascent Living Communities will continue to pay the employer portion of the premium during the associate's leave. However, if an associate does not return to work at the end of his/her leave, or if an associate does not work for Ascent Living Communities for a minimum of thirty (30) days after his/her leave ends, Ascent Living Communities will have the right to require the associate to repay the employer's portion of the premium that it paid during the associate's leave. A Continuation of Benefits Form must be completed two weeks prior to the commencement of your leave in order to continue health care coverage.

If a personal leave is approved, PTO must be used first until it is exhausted, then the remainder of the leave will be unpaid. PTO time may not extend the leave beyond the six-week period.

14.5 Return to Work

It is the associate's responsibility to inform management of any change in his/her return to work date. An associate granted any type of leave of absence must return to work on the first workday following the expiration of his or her leave.



If an associate fails to return to work on the first day following expiration of the leave, and a request for an extension has not been made to his/her Manager in writing or in person before the expiration date, the associate will be deemed to have voluntarily terminated his/her employment effective on the first day following the expiration of the leave.

14.6 Family and Medical Leave Act (FMLA)

An associate with at least 12 months of Company service, who has worked 1,250 hours or more in the past 12 months, and who works at a location where the Company employs at least 50 associates within a 75-mile radius of the worksite, may request up to 12 weeks of unpaid leave under our Family and Medical Leave Policy. Rights and job protection provided under the FMLA do not apply to leaves extending beyond the 12 weeks. Requests for FMLA leave may be made for the following reasons:

- **The birth of a child, or the placement of a child with you for adoption or foster care;**
- **A serious health condition that makes you unable to perform the essential functions of your job;**
- **A serious health condition affecting your spouse, parent, child, brother, sister, step-parent, step-brother, step-sister, grandparent, grandchild, or significant other for whom you are needed to provide care;**
- **Because of any qualifying exigency arising out of the fact that the associate's spouse, child or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty) in support of a contingency operation; or**
- **To care for a covered service member with a serious injury or illness if the associate is the spouse, child, parent or next of kin of the covered service member.**

Ascent Living Communities uses a rolling 12-month period that reviews the 12 months prior to the requested leave to ensure that the leave time has not already been used. If any FMLA leave has been granted in the past 12 months, only the remaining number of available weeks, up to a maximum 12, may be granted.

An associate returning from an FMLA leave for the associate's own serious health condition may be required to furnish a return to work certification from his or her health care provider. If the leave of absence is a certified medical leave, it will run concurrently with Family and Medical Leave, and any earned, yet unused PTO time will be used at the beginning of the leave until it is exhausted.

Qualified FMLA leave may be taken for time periods of twelve (12) consecutive weeks or less, or may be taken intermittently or on a reduced work schedule when medically necessary due to the associate's or qualified family member's serious health condition. If intermittent or reduced schedule leave is requested, the associate may be required to temporarily transfer to an available alternate position for which the associate is qualified and which better accommodates recurring periods of leave than does the associate's regular position. Additionally, under certain circumstances, an associate who is the spouse, child, parent, or next of kin of a covered service member may be entitled to a combined total of twenty-six (26) workweeks of leave during a single 12-month period if the leave is taken to care for a covered service member with a serious injury or illness.

Associates eligible for PTO who are going on FMLA leave must first use all accrued PTO as part of their FMLA leave period, and will receive all normal and customary pay for such leave used. However, if PTO is exhausted before or during the FMLA leave, the remainder of the associate's FMLA leave will be without pay.



During an approved FMLA leave, you may continue participation in Ascent Living Communities' health insurance programs for you and your dependents on the same terms as if you had continued to work, if you were enrolled in the Company's health insurance programs at the time the leave commenced. Therefore, you must pay the same contributions toward the cost of coverage that you made while working. Arrangements for making these contributions can be coordinated by calling the Business Office Director. If coverage was not continued during the leave, your coverage can be restored to your previous level and type of coverage once you return from your FMLA leave (the coverage to be reinstated is the same benefits in effect prior to the FMLA leave).

Except for associates in key positions, as defined by the law, upon your return to work from FMLA leave, the Company will generally restore you to the same or an equivalent position with equivalent pay and benefits. If the position no longer exists, you will generally be offered an equivalent position that is available and for which you are qualified. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave.

To obtain a complete copy of Ascent Living Communities' Family and Medical Leave Act Policy, please contact your Manager or Human Resources Representative.

14.7 Colorado Paid Family Leave (COPFML/FAMLI)

Colorado requires most employers to provide paid family leave. Ascent Living Communities meets this burden through the state of Colorado.

Ascent Living Communities may charge the employees up to .44% of gross pay to provide the COPFML benefit.

All leave benefits for which an employee is eligible will be considered and run concurrently (FML, COPFML, short-term disability, etc.) when possible. Leave stacking is not allowed.

Eligibility

Associates who earn at least \$2,500 in yearly wages within the state will be eligible to take paid family and medical leave during covered circumstances:

- » To care for a new child, including adopted and fostered children
- » To care for themselves, if they have a serious health condition
- » To care for a family member with a serious health condition
- » To make arrangements for a family member's military deployment
- » To address the immediate safety needs and impact of domestic violence and/or sexual assault.

Depending on your income, when using paid leave, you will receive between 37% and 90% of your normal weekly wages. The program is a social insurance, and the State of Colorado pays the employee a portion of their weekly wages directly through a debit card or direct deposit.

Most workers are eligible to receive up to 12 weeks of paid family and medical leave. Those who experience pregnancy or childbirth complications may receive an additional four weeks. Employers cannot require employees to use accrued vacation, sick leave, or other paid time off before or while receiving FAMLI. However, employers and employees can agree that an employee taking FAMLI leave can use accrued paid time off to "top off" their pay to make their benefit payments "whole." Employees cannot, however, receive more in compensation than their average weekly wage.

Length of Leave



Employees may be granted COPFML for a period of up to 12 weeks per year (a 12-month period measured backward from the date leave was last used). Leave may be extended to a maximum of 16 weeks in cases of childbirth complications. If an employee's newborn requires NICU care, the employee may take up to an additional 12 weeks of leave (on top of existing bonding leave).

Benefits during COPFML leave

Employees on approved COPFML will receive the same benefits during the leave they received before the leave.

Return from leave

An employee returning from CO PFML due to their own medical condition must provide a note from their medical provider releasing them to full or restricted duty. If restricted, the medical provider's note must clearly identify any restrictions the employee may have so it can be reviewed for potential accommodations.

Employee Rights Protected

Ascent Living Communities will not take retaliatory personnel actions or discriminate against an employee or former employee because the person exercised, attempted to exercise, or supported the exercise of rights protected under the Colorado Paid Family and Medical Insurance Act. Eligible Colorado workers have the right to take paid family and medical leave for covered circumstances. Once you have served in your job for at least 180 days (about six months), your job is protected under the law. Employees should request COPFML (as well as FML, short-term disability, and long-term disability, all of which run concurrently) by emailing hr@ascentlc.com. To apply, or to estimate your premiums or FMLI benefits, please visit <https://famli.colorado.gov/>.

14.8 Military Leave

The Company complies with all applicable laws governing leaves for military service. Associates should check with the Human Resources Representative if they have any question about military leave.

14.9 Bereavement Leave

Bereavement leave is intended to allow associates time off, with pay, to attend the wake and/or funeral of an immediate family member. The immediate family is defined as parent, spouse, mother-in-law, father-in-law, child, grandparent, grandchild, legal guardian, sister or brother. Full-time associates will receive up to three (3) days per calendar year, and part-time associates will receive up to two (2) days per calendar year of paid time to attend the funeral of an immediate family member. Associates will receive pay equal to their regular pay (excluding overtime or other premium payments) for the days of their authorized absence.

When an associate receives notification of the death of an immediate family member, it is the responsibility of the associate to notify their Manager immediately. Such notice should contain the relationship of the deceased to the associate, the date, time and location of the funeral to be attended, the date and time the associate expects to return to work. Associates may be asked to furnish proof of their relationship to the deceased.

14.10 Jury Duty

Associates must notify their Manager as soon as they are called for jury duty so that arrangements may be made to cover work assignments. Associates who are called for jury duty will be granted time off and will be paid the difference between jury duty earnings and regular base wages from normally scheduled shifts (excluding overtime or other premium payments) for up to one week of jury duty. If jury duty extends beyond one week, the remainder of the leave time will be unpaid. A copy of the jury duty summons and jury duty check stubs must be provided to your Manager immediately after returning from jury duty so your pay may be calculated.



15.0 General Policies

15.1 Personal Hygiene and Grooming

A well-groomed associate in a clean uniform immediately creates a favorable impression of the services we perform. Our clients, customers and the local health board rightly expect us to maintain strict standards of cleanliness. The following describes our **minimum** standards of appearance and personal hygiene.

- **Bathe or shower daily; use an effective deodorant, but do not use an excessive amount of deodorant, cologne, or perfume.**
- **Brush teeth frequently.**
- **Wash your hands before leaving the restroom.**
- **Cover cuts, rashes and minor skin irritations.**
- **Do not chew gum or use toothpicks while on duty.**
- **Jewelry should be kept to a minimum. Management has discretion to ask you to remove excessive jewelry.**
- **Approved hair restraints are to be worn at all times.**
- **Nails must be short and neatly trimmed. Culinary staff may not use nail polish or artificial fingernails.**
- **Beards and mustaches are allowed; however, they must be trimmed, neat and clean.**

Violation of any of these rules may be grounds for disciplinary action, up to and including termination.

15.2 Dress Code

It is very important that all associates present a professional appearance to our clients. An attractive uniform that is neat and clean is an important part of presenting an appropriate image in the workplace. The following policy reflects consistent treatment for all associates. Limited exceptions may be permitted on a case-by-case basis to the extent required by law, but only with prior approval from Executive Management.

- **All uniformed associates are responsible for cleaning and maintaining their uniforms, unless provided otherwise by state law.**
- **All associates must wear personal protective equipment if required for their particular position.**
- **Uniformed associates are responsible for uniforms that are lost, stolen, or damaged due to neglect, unless provided otherwise by state law.**
- **Replacement uniforms will be issued as needed.**



- **Sweats, jackets and sweatshirts are not a part of the uniform.**
- **Associates should have their complete uniform on (unless otherwise instructed) before clocking/punching/signing in.**
- **Multiple facial piercings and tattoos from the neck up should not be fully visible.**
- **Dangly earrings (other than studs) are not appropriate for direct care staff as safety is of utmost consideration for the population we serve.**
- **Ear gauges are discouraged. However, if you have ear gauges, they must be no larger than 10 millimeters.**
- **A Name Badge is part of the Company uniform, it MUST BE WORN AT ALL TIMES. Name Badges must be worn on the outside of the uniform where they are visible to residents, guests, and other Company personnel. Transfer of the badge to anyone else for any reason, including access to the building, will result in IMMEDIATE TERMINATION. If a Name Badge is lost, associates may be required to pay the cost of a replacement badge.**
- **Non-uniformed associates are required to dress in a business casual style.**
- **For Clinical positions: Comfortable, clean flat sole shoes such as walking shoes or sneakers. No open toe or open heel shoes, boots, sandals or clogs**

Violation of this policy may be grounds for disciplinary action, up to and including termination.

15.3 Telephone Use/Cell Phone

Ascent Living Communities regular telephone lines are maintained and operated for Company business and are not for personal calls, except in cases of emergency. Associates who need to make personal phone calls should use a public telephone or their cell phone during their scheduled break(s) only.

In the event that you have an emergency and need to use the phone, immediately seek out your manager and make the phone call utilizing the manager's office phone (permission required).

Use of personal cell phones to make calls, to send text messages, or to access and use social media sites is not permitted during working hours, unless the associate, because of the nature of his or her job, is required to use a company subsidized cell phone for work purposes. You may use your personal cell phone during your scheduled meal period or break in designated break areas.

15.4 Associate Parking

Associates must park vehicles in designated areas where available. Do not park your car in the loading dock area, along curbs marked "no parking", areas blocked by cones or areas marked with yellow lines. The blocking of driveways, fire exits, garbage bins, etc. is strictly prohibited and cars may be towed at the owner's expense. Ascent Living Communities will not pay parking tickets or reimburse you for parking fines.



15.5 No Solicitation Policy

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, associates may not distribute literature or printed materials of any kind (other than the Company's literature or printed materials), solicit financial contributions, or solicit for any other cause during working time. Associates who are not on working time (e.g., those on breaks or off duty) may not solicit associates who are on working time for any cause or distribute literature of any kind to them. Furthermore, associates may not distribute literature or printed material of any kind in working areas at any time.

People not employed by Ascent Living Communities are likewise prohibited from distributing material or soliciting associates on the Company's premises at any time, unless an organized community event has been set up by Ascent Living Communities.

15.6 Non-disclosure & Confidentiality Policy

Each Associate is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of an associate's work, you may have access to confidential information regarding Ascent Living Communities, its suppliers, its customers, its residents, and/or coworkers. Such confidential information includes, but is not limited to the following: customer, supplier, and prospect lists; marketing plans; resident information; information protected by HIPAA laws; resident and family surveys; and other trade secrets. Associates with access to such confidential information are responsible for its security and may be required to sign non-disclosure and/or non-compete agreements. Associates are prohibited from attempting to obtain confidential information for which they have not received access authorization. Associates are specifically prohibited from posting any Company information on any electronic system, voicemail system, web system, social media sites, browser program, email, or other device or system without expressed and written permission. Any associate who discloses confidential information (other than as necessary in the performance of his or her job duties) will be subject to disciplinary action, up to and including termination of employment and potential legal action, even if he or she does not actually benefit from the disclosed information.

15.7 Employment of Family Members

Associate family members, qualified for an open position, may be employed at Ascent Living Communities; however, an associate is not permitted to supervise another relative. If a problem develops, Ascent Living Communities may reassign one of the involved associates to another job or dismiss one or both of the associates. For the purpose of this policy, the definition of a relative is any person who is related by blood or marriage.

15.8 Former Associates

Following separation from employment, whether on a voluntary or involuntary basis, former associates are not permitted on Company premises regardless of the purpose or nature of the visit, without the prior, written consent of the Executive Director or supervisor.

15.9 Volunteering

Non-exempt (hourly) associates are prohibited from volunteering at Ascent Living Communities in any capacity. In other words, associates may not "clock out" but continue working at the community pro bono.

15.10 Acceptance of Gifts, Tips, Favors



To ensure equal treatment of all residents, it is against Ascent Living Communities policy for any associate to accept tips, gifts, and/or favors from residents for performing his or her regular duties. Furthermore, associates are not to engage in personal relationships with residents.

All associates are hereby instructed not to solicit or accept money or gifts from residents for any reason.

Although accepting gifts from residents is inappropriate, simply rejecting them without being sensitive to the residents' motives also seems inappropriate. An associate might respond to a gift offer with such statements as, "Thank you, that is very generous, but I cannot accept this gift. I am already being rewarded with your friendship."

Residents often offer to associates the chance to purchase personal belongings, such as furniture, televisions, etc. This also is not appropriate. In addition, associates are not permitted to sell any kind of merchandise to residents without first securing a letter of approval from the Executive Director.

Occasionally, residents insist on giving a small complimentary gift such as candy, etc., and these may be accepted if refusal to do so would offend the resident.

15.11 Travel and Reimbursement

Associates who travel as a necessary part of performing their job must be an authorized Ascent Living Communities driver. Prior authorization must be obtained through Ascent Living Communities to drive on behalf of the Company. Ascent Living Communities requires a valid driver's license and safe driving history in order to drive on Company business, whether in a Ascent Living Communities owned vehicle or personal vehicle. Primary and secondary community drivers need to be listed with the Ascent Living Communities insurance program.

Associates who travel as a necessary part of performing their job will be reimbursed for travel expenses when submitted on a mileage and expense report. This reimbursement is for travel that has been approved by the Executive Director or supervisor before it occurs.

Associates are expected to follow applicable laws while driving a Company vehicle or on Company business. These include, but are not limited to, speed, safety, parking, etc. The associate, and not Ascent Living Communities, will be solely responsible for any traffic or parking tickets given to the associate while driving on Company business. Use of safety belts is mandatory when driving, or when you are a passenger whether you are in a Company vehicle or your personal vehicle. Texting is also prohibited while driving on Company business. Associates who drive on Company business using their own vehicle are required to maintain their own insurance coverage and maintain the vehicle in a safe condition. Upon request by management, the Company may require all associates who drive their personal vehicle for Company business to provide proof of insurance at levels that are acceptable to the Company.

15.12 Company Equipment

Under no circumstances may any tools, equipment, computers, supplies, or materials belonging to Ascent Living Communities be borrowed or loaned to associates or anyone else for personal use. Associate owned personal tools should not be used for business. Ascent Living Communities will not be responsible for loss or damage to any personal tools or equipment.

15.13 Communication Devices

All associates assigned a communication device are required to have the device on their person during the work period. If the assigned device is unavailable or inoperable, notify your supervisor immediately.

All Company-provided communication devices are to be used for conducting Company business. Unauthorized use of Company-provided communication devices may result in disciplinary action.



All communications on Company phones or radios must remain professional at all times. Use of profanity or unprofessional conduct will not be tolerated.

All Company-provided communication devices must be returned to the Company upon separation of employment for any reason.

15.14 Protective/Restraining Orders

Any associate who obtains a restraining order or protective order against anyone else based on any violence or threatened violence should promptly report that to management and provide the Company with a copy of the order. Other than those with a need-to-know, Ascent Living Communities will make every effort to ensure this information remains confidential.

15.15 Background Checks

Ascent Living Communities requires all applicants to satisfactorily complete a background check prior to hire in accordance with Colorado's Assisted Living Residence regulations. Further, Ascent Living Communities may require current associates to complete a background check if the Company becomes aware that the associate could pose a risk to the health, safety, or welfare of residents.

In assessing criminal history, Ascent Living Communities will consider on a case-by-case basis such factors, including but not limited to: the history of convictions, plea of guilty or no contest; the nature and seriousness of the crimes; the time that has elapsed since the convictions; whether there are mitigating circumstances; and the nature of the position which the individual seeks or currently holds.

When a background check is required, applicants and associates must complete the required authorization form. Failure to timely complete an authorization may result in termination of consideration of an application or termination of employment. Falsification or omission of information may result in denial of employment or discipline up to and including termination.

15.16 Transportation Policy

Limited, scheduled transportation will be provided by the community for shopping, banking, medical appointments, and scheduled transportation for group activities, etc., following the policies below regarding qualification and training of drivers along with maintenance of the community vehicle.

Policy:

- **All accidents must be reported immediately to the Executive Director and the driver's immediate supervisor. Accidents must be reported to our insurance carrier immediately.**
- Transportation may vary depending on availability & staffing.
- It is the responsibility of the Executive Director to ensure that any associate authorized to drive community owned motorized vehicles (which includes vans, buses, cars, trucks, golf cars, and transportation carts) or associates who are authorized to drive their personal vehicles for business purposes meet the following qualification criteria relating to background checks and training. A log of "qualified" associates authorized to operate company vehicles will be maintained by the business office director and reviewed on a regular basis.
 - Driver's License Review/Motor Vehicle Reports (MVR) Review/Background Check



- The associate must have a current and valid driver's license (CDL if required). The associate must be at least 18 years of age or per requirements of insurance company.
- Motor Vehicle Reports (MVRs) must be reviewed and must meet acceptable driver criteria and eligibility requirements (**see EVS Director for MVR Eligibility Requirements**). The MVRs will be reviewed upon reasonable suspicion and kept on file in the administration office for at least three years.
- Background checks will be performed on all associates required or permitted to drive company vehicles before they are allowed to drive said vehicles. Driver's License, MVRs, and background checks will be conducted through preferred vendor.
- Any associate, who has a record of a pattern of unsafe driving convictions, will **NOT** be allowed to use community vehicles.

16.0 Benefits

16.1 Insurance Programs & Other Benefits

Ascent Living Communities associates working 30 or more hours per week and 30 or more weeks per year are eligible to enroll in a variety of insurance benefits that are designed to provide protection for you and your family. Health insurance eligibility begins the first of the month following one full calendar month of employment. For example, if you are hired July 15, you become benefits eligible on September 1.

Upon enrollment, you will receive insurance booklets and certificates of coverage, which provide additional details regarding any of the plans you select. Both the associate and Ascent Living Communities share in the cost of the premiums.

Each associate should read the official plan documents for all relevant terms, conditions, rights and benefits. The official plan documents are solely determinative of your rights and responsibilities, and nothing Ascent Living Communities or any Ascent Living Communities associate says or does can alter those terms, conditions, rights or benefits.

Ascent Living Communities reserves the right to amend or terminate, in whole or in part, any of its benefit plans or programs.

16.2 COBRA

Federal laws permit an eligible associate to elect to continue medical and dental insurance coverage upon separation from the Company, unless he/she has been terminated for gross misconduct. Similarly, these same laws allow an eligible associate's spouse or dependents to elect to continue insurance coverage in the event of death, divorce, separation, or other similar change of life status. In such cases, the individual electing coverage must pay the full premium cost for insurance plus 2%.

16.3 Workers Compensation

Associates who have an accident or injury while on the job must notify their supervisors immediately of any accident or injury on the job. Failure to do so may result in disciplinary action or limit or delay your worker's compensation benefits. Evaluation, first aid, and medical attention is available at the nearest medical facility. In event of critical injuries or accidents, transportation will be arranged.



An employee must notify their employer in writing within four working days of a job-related injury. The Supervisor must complete an Employee Accident Report to be remitted to the Human Resources Representative for reporting purposes.

Insurance is provided for injuries deemed work-related at no cost to the associate. After three days, compensation is paid at two thirds of base weekly wage not to exceed specific maximum amount.

Except in the case of an emergency, all associates must obtain treatment of work-related injuries and illnesses from the designated provider.

Follow-up care must be provided by one of the designated providers as the primary care physician. If an unauthorized medical provider treats an associate, the associate will be responsible for payment of medical treatment.

In the event you are involved in an on-the-job accident, you must report to one of the designated medical providers immediately following the accident for a blood test (toxicology screening) unless such a test is prohibited by applicable law.

17.0 Safety and Security

17.1 Safety Rules

Ascent Living Communities is committed to providing a safe and healthy working environment. The Company makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies and programs conducive to such an environment.

Our safety programs are aimed at minimizing the exposure of our associates, residents and visitors to health or safety risks. To accomplish this objective, all associates are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. Associates who have suggestions to improve our safety practices are encouraged to share their ideas with the Human Resources Representative.

If you should have an accident or injury while working, no matter how small, you **must** report it to your Manager immediately. Failure to do so may result in disciplinary action, up to and including termination. Ascent Living Communities is dedicated to ensuring the safety of all associates — you are our most valuable asset. Each of us must be dedicated to the principle that **ALL ACCIDENTS ARE PREVENTABLE**.

The responsibilities of each associate in this regard include:

1. Attending OSHA safety education and training programs provided at the community.
2. Exercising maximum care, including use of proper body mechanics, and good judgment at all times to prevent accidents and injuries.
3. Immediately reporting all work-related accidents/incidents to the supervisor or person in charge.
4. Reporting and seeking first aid for all injuries, regardless of how minor.
5. Knowing the fire and disaster plan and being familiar with the locations of fire alarms and fire extinguishers and how to properly use this equipment.
6. Maintaining clean work areas and keeping work areas free from debris.



7. Storing all equipment and supplies in their proper place.
8. Reporting unsafe conditions, equipment or practices.
9. Properly using safety equipment provided by Ascent Living Communities.
10. Ensuring equipment is kept clean and in good repair.
11. Implementing the "lock out/tag out" system for defective, broken or malfunctioning equipment and advising others when the equipment should not be used.
12. Wearing appropriate clothing and shoes for your job.
13. Adhering to proper infection control practices. Following standard precautions. Wearing appropriate personal protective equipment and/or attire when situations call for it.
14. Reporting to work in a condition fit for duty. Associates will not report to work under the influence of illegal drugs (including marijuana), non-prescribed drugs or alcoholic beverages. You must notify your supervisor, before the beginning of the workday, of any prescription medication you are taking that may cause drowsiness or any other side effects which could impact your ability to perform your job.
15. Maintaining cardiopulmonary resuscitation (CPR) certification, as may be required by job position or state requirement.

These rules do not cover all possible safety issues. When it comes to safety, your attention and good common sense are required. Failure to follow the above procedures may subject you to corrective action, which may include termination of employment.

17.2 Infection Control

Universal Precautions, as defined by the Centers for Disease Control and Prevention (CDC), are a set of precautions designed to prevent transmission of blood borne (Hepatitis B, HIV, etc.) and airborne (Common cold, flu, etc.) Pathogens when providing first aid or health care. Under Universal Precautions, blood and certain body fluids of all residents are considered potentially infectious for blood borne and airborne pathogens. Practicing Universal Precautions refers to avoiding contact with residents' bodily fluids, by means of hand washing and the wearing of nonporous articles such as medical gloves. Medical instruments, such as hypodermic needles, should be handled carefully and disposed of properly in a sharps container. Hand washing is a simple habit, one that requires minimal training and no special equipment, and is one of the best ways to control the spread of infection. This simple habit only requires soap and water. Infectious diseases commonly spread through hand-to-hand contact including the common cold, flu, and several gastrointestinal disorders, such as infectious diarrhea. While most people will get over a cold, the flu is much more serious. Some people with the flu, particularly older adults and people with chronic medical problems, can develop pneumonia.

17.3 Workplace Searches

In order to maintain safety and efficiency of business operations, and to comply with applicable security policies or procedures, Ascent Living Communities reserves the right to gain access to, search, or limit associate use of Company or resident property or records and an associate's personal items brought onto Company property. The Company may also monitor work activities as needed. This includes use of Company, resident, or associate property such as vehicles, desks, lockers, toolboxes, cabinets, telephones, computers or other similar items. The Company reserves the right to question associates and all other persons entering and leaving the Company's premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Company property. In addition, the Company reserves the right to search any associate's



office, desk, files, locker, vehicle, or any other area or article on the Company's premises. In this regard, it should be noted that all offices, desks, files, lockers, etc. are the property of the Company or the resident, and are issued for the use of associates only during their employment. Inspections may be conducted at any time, without notice, at the discretion of the Company. Associates should have no expectation of privacy with respect to any personal items brought onto Company property.

Associates working in, entering or leaving the premises who refuse to cooperate in an inspection, as well as associates who, after the inspection, are believed to be in possession of stolen property, alcohol, illegal drugs, or other contraband, or who are found to be in violation of Ascent Living Communities' Substance Abuse, Security, Confidentiality, or any other policies, will be subject to disciplinary action up to and including termination, as well as any applicable federal/state/local laws.

17.4 Hazard Communication

Ascent Living Communities has established a hazard communication program for your safety. This program complies with OSHA requirements to provide information to associates about chemical hazards in the workplace. Our hazard communication program includes a safety orientation, information about safe working procedures and a reference file of Material Safety Data Sheets. Speak with your Manager if you have any questions.

17.5 Violence-Free Workplace

Ascent Living Communities prohibits and will not tolerate any form of workplace violence by an associate, supervisor, manager, or third party, including residents, vendors, and visitors in the workplace.

For purposes of this policy, workplace violence includes, but is not limited to:

- Making threatening remarks (written or verbal).
- Aggressive or hostile acts such as shouting, using profanity, throwing objects at another person, fighting, or intentionally damaging a coworker's property.
- Bullying, intimidating, or harassing another person (for example, making obscene phone calls or using threatening body language or gestures, such as standing close to someone or shaking your fist at them).
- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking.
- Assault.

Ascent Living Communities also prohibits all associates from possessing any weapons of any kind at the workplace, while engaged in activities for Ascent Living Communities, and at Company-sponsored events. For purposes of this policy, the workplace is defined to include Ascent Living Communities buildings, outdoor areas, and parking lots. Weapons include but are not limited to: guns, knives, mace, explosives, and any item with the potential to inflict harm that has no common purpose.

If you witness or are subjected to any conduct you believe violates this policy, you must speak, write, or otherwise contact the Human Resources Representative or Executive Director, as soon as possible. Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses.

Ascent Living Communities will investigate all complaints of workplace violence and will take prompt corrective action, including discipline, if appropriate. The Company reserves the right to contact law enforcement, if appropriate.



If you become aware of an imminent violent act or threat of an imminent violent act, immediately contact appropriate law enforcement or dial 911 if the situation warrants and then contact the Executive Director.

18.0 UKG Employee Self-Service

All associates are required to register on our UKG site. This is also the portal where all of our forms, policies and procedures, benefit enrollments, and associate notifications will be stored. Employees can view their paychecks here, make changes to their tax deductions, request PTO or revise missed punches, and perform other self-service related functions. **Please use the following instructions to set up your access prior to your first date of work so you are ready to clock in using one of our workstations when you arrive at work.**

To register please download the mobile application "UKG Ready Mobile" and complete setup using the following:

- Open the application on your device
- Select your region from the list and enter
- Company Shortname: 6212229
- Username: Firstname.Lastname
- Password: UKGReady@2025!
- Click on bell at right top and complete forms:
 - ALC New Hire Checklist
 - ALC Job Based Onboarding Checklist

19.0 Private Employment with Residents (Conflict of Interest)

To protect our residents, our associates, and the integrity of care we provide, it's important that all work with residents happens through the community and not through private arrangements.

What this means for associates

- Associates may not accept private employment, caregiving, or paid services for any current resident of the community.
- This includes offers from the resident directly, a resident's family member, or a Power of Attorney (POA) or legal representative.
- This applies while you are employed by the Company.

In addition, associates may not accept private employment with a current or former resident (or their family or representative) for six (6) months after leaving employment, unless written approval is received from Company management.

Former associates who were terminated by the Company may not provide private caregiving or related services to current residents at any time.



Why this policy exists

This policy helps us:

- Maintain clear professional boundaries
- Protect resident safety, privacy, and dignity
- Prevent conflicts of interest
- Ensure care is delivered consistently and in compliance with laws and licensing requirements

Even when intentions are positive, private work arrangements can create risks for both the associate and the resident.

Failure to follow this policy may result in corrective action, up to and including termination of employment.



Acknowledgement of Receipt

I have received a copy of the Ascent Living Communities Associate Handbook effective December 2025, the Pregnancy Accommodation Notice, and the Colorado Overtime and Minimum Pay Standards Order Poster. I will comply with the personnel policies and procedures of Ascent Living Communities. I understand it is my responsibility to review the handbook and direct any questions I may have about the handbook's contents to my Manager or the Human Resources Representative. **I further understand that this handbook and the policies and information contained in it are not to be regarded as a contract of any kind, express or implied. I acknowledge that this handbook does not guarantee my continued employment at Ascent Living Communities and that my employment is at-will and may be terminated at any time, for any reason or no reason, with or without cause, and with or without notice.**

By signing this acknowledgment, I am verifying that I understand that this handbook supersedes all previous handbooks and that the Company may make modifications to the contents of this handbook at any time, and without notice. I am aware that any future amendments or changes to this handbook will always be available via the UKG Employee Self-Service portal. It is my responsibility to ensure I have knowledge of any changes.

I understand that nothing in this handbook is intended to prohibit me from discussing wages, benefits, and other terms and conditions of employment or workplace matters of mutual concern that are protected by the National Labor Relations Act or any other applicable law.

I also understand that failure to abide by any policies, procedures and practices of Ascent Living Communities, including but not limited to those set forth in this handbook, may result in disciplinary action up to and including termination.

ASSOCIATE NAME (PLEASE PRINT)

ASSOCIATE SIGNATURE

DATE



Acknowledgement of Receipt of Policy Against Sexual Harassment & Other Workplace Harassment & Discrimination and Complaint and Investigative Procedures Policy

By signing below, I acknowledge that I have received a copy of the Company's Policy Against Sexual Harassment & Other Workplace Harassment & Discrimination and Complaint and Investigative Procedure Policy as set forth in the Associate Handbook effective as of the date of my signature below. I acknowledge my understanding of these policies and agree to comply with all provisions of these policies and any amendments, including those provisions relating to my obligation to report to the Company any and all incidents of discrimination and harassment.

I understand that it is my responsibility to review these policies and consult management with any questions I may have concerning their provisions or application to a particular incident, and I bear the risk of not doing so.

ASSOCIATE NAME (PLEASE PRINT)

ASSOCIATE SIGNATURE

DATE