



NORTHSTAR

REGIONAL

Employee Handbook

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WELCOME!

Welcome to NorthStar Regional. We hope you agree that you have a great contribution to make to our organization and that you find your employment with us a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want your employment with us to be one that is mutually beneficial and gratifying.

We hope you will find satisfaction in your job and take pride in your work.

Jason Vanderscoff, CEO

INTRODUCTION

INTRODUCTION TO HANDBOOK

This handbook was developed to provide you with guidelines to our company policies and to outline programs and benefits available to you. You should familiarize yourself with the contents as soon as possible so you will know what is expected of you and what you can expect from our organization.

This Employee Handbook replaces all previous NorthStar Regional handbooks, policies and memoranda. Failure to follow any of the policies in this handbook may result in disciplinary action, up to and including, termination of employment.

NorthStar Regional and G&A Partners are in a co-employment work relationship. This means that NorthStar Regional handles the day-to-day activities related to its core business. G&A Partners handles the administrative responsibilities such as payroll processing and benefits, and supports the company in many human resources issues.

You should have already signed an Employment Agreement outlining your employment relationship with G&A Partners. Contact your supervisor or an G&A Partners payroll or human resource specialist if you have any questions.

We hope that your experience with us will be challenging, enjoyable and rewarding. Again, welcome!

EMPLOYMENT

AT-WILL EMPLOYMENT

Your employment with NorthStar Regional is at-will which means that you or NorthStar Regional may terminate your employment at any time for any lawful reason unless a written employment agreement exists with NorthStar Regional that provides otherwise. Your employment with G&A Partners is at-will regardless of whether you have a written employment agreement with NorthStar Regional.

NorthStar Regional has the right to transfer, demote, or otherwise discipline an employee at any time for any lawful reason. G&A Partners does not have the authority to change your at-will status with NorthStar Regional, enter into any agreement for employment for any specified period or make any promises or commitments to the contrary. Likewise, NorthStar Regional does not have the authority to change your at-will status with G&A Partners, enter into any agreements on behalf of G&A Partners for employment for any specified period or make any promises or commitments to the contrary. NorthStar Regional however, maintains the ability to enter into employment agreements, independent of G&A Partners, which is not binding on G&A Partners and does not alter the at-will nature of your employment with G&A Partners. For an employment agreement with NorthStar Regional to be considered valid, it must be signed by the CEO.

This handbook is not a contract guaranteeing employment for any specific duration. As provided in the Handbook Acknowledgement, nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook replaces any and all prior handbooks, written documents (with the exception of authorized employment agreements) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

ACCOMMODATION OF DISABILITIES

NorthStar Regional is committed to making every reasonable effort to accommodate an employee's disability. An accommodation may be provided as long as the employee can perform the essential duties of the job, and it does not create an undue hardship for the company. A reasonable accommodation may include changes in the work environment or in the way a job is performed, so a person with a disability may enjoy equal employment opportunities.

Under this policy, if you are pregnant and request a reasonable accommodation for the duration of or any part of your pregnancy, we will explore all possible means of providing the reasonable accommodation including, but is not limited to, the following:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake;
- Breaks for periodic rest;
- Seating;
- Assistance with manual labor;
- Light duty;
- Temporary transfer to a less strenuous or hazardous position;

- Acquisition or modification of equipment;
- Changing the employee's job duties;
- Changing the employee's work hours;
- Relocating the employee's work area; or
- Providing leave necessitated by pregnancy, childbirth, or medical or common conditions relating to pregnancy or childbirth.

Accommodations depend upon the employee's job qualifications and the specific facts and circumstances of each individual situation.

Please inform your supervisor if you require an accommodation, so the company can have an interactive discussion with you. Your supervisor will work with you to determine if there is a need for an adjustment or change at work to accommodate your disability.

EQUAL EMPLOYMENT OPPORTUNITY

NorthStar Regional and G&A Partners provide equal employment opportunities to all employees and applicants in all company facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment either voluntarily or involuntarily by resignation, retirement, lack of work, poor performance or other reasons.

Exit Interviews

Management may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about NorthStar Regional. During the exit interview, you can provide insights into areas for improvement for the company and your specific position.

Return of Company Property

Any property issued to you by the company such as software, computer equipment, databases, files, cell phone, pager, keys, parking passes, credit card(s) or any other equipment must be returned at the time of termination. You will be responsible for any lost or damaged items.

CHANGE IN POLICY

The company may change, revoke or supplement the policies in this handbook at any time without notice. The company will determine the effective date of any changes and every effort will be made to notify you in advance. However, failure to give advance notice will not void any policy's application in the workplace.

Supervisors do not have the authority to change the policies in this handbook on their own. If you are uncertain about any policy or procedure, contact your supervisor for clarification.

EMPLOYMENT REFERENCES

You should refer all requests for employment verification, on current or former employees, to G&A Partners Employment Verifications at 1-866-497-4222. G&A Partners will only release your last title and dates of employment, unless you have authorized in writing certain additional information to be provided.

PERSONNEL FILES

NorthStar Regional and G&A Partners each maintain a personnel file on each employee. Contact your supervisor to request a review of your company personnel file, or contact your G&A Partners payroll or human resource specialist to view your G&A Partners personnel file.

To ensure that your personnel file is up-to-date at all times, notify your supervisor or your payroll specialist of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency. Additionally, complete and forward an Employee Change of Personal Information form to your G&A Partners payroll specialist or you may update your file through your G&A Partners portal. Or by emailing: accesshr@gnapartners.com. Assistance may also be provided through the G&A Partners Contact Center at 866-497-4222, 7AM-7PM CT Monday-Friday.

EMPLOYEE CONDUCT

ANTI-HARASSMENT

NorthStar Regional and G&A Partners are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, NorthStar Regional and G&A Partners will promptly take any necessary and appropriate disciplinary action.

NorthStar Regional and G&A Partners will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term "harassment" includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

NorthStar Regional and G&A Partners provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware his or her conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company owner and the G&A Partners Anti-Harassment Hotline number at 866-497-4222. We cannot resolve a harassment or discrimination problem, unless we

know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the G&A Partners Anti-Harassment Hotline, please be sure to leave your name, G&A Partners employee identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, NorthStar Regional and G&A Partners will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. NorthStar Regional and G&A Partners may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, NorthStar Regional and G&A Partners will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or

incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the G&A Partners Anti-Harassment hotline number so an investigation may promptly proceed. The company and G&A Partners may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

VIOLENCE IN THE WORKPLACE

NorthStar Regional and G&A Partners are committed to providing a safe workplace for employees, customers, vendors, volunteers, independent contractors and others with whom we do business. The company has zero tolerance for violent acts or threats of violence.

You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional or veiled threat of harm to any employee, guest or company property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others will not be tolerated.

All employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to his/her supervisor, a management member or G&A Partners. You must assume that any threat is serious. The company will carefully investigate reports and maintain employee confidentiality to the fullest extent possible.

NorthStar Regional will take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employee who commits or threatens to commit a violent act against any person while on company premises or while engaged in company business off the premises.

GUIDELINES FOR APPROPRIATE CONDUCT

In order to conduct the operations of NorthStar Regional efficiently and professionally, all employees are to follow the rules of conduct that will protect the interests and safety of all employees and the company. All employees are expected to act in a professional manner with customers, and the general public.

Although it is not possible to list all forms of inappropriate behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other company records;
- Violating the Anti-Harassment policy;
- Violating certain state, federal or local laws and regulations;

- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment;
- Soliciting gratuities from customers or clients;
- Displaying excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on company property without authorization, in violation of policy or while on duty;
- Using the company's property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way;
- Negligent damage of property;
- Violating the Violence in the Workplace policy;
- Violating the Drug-Free Workplace policy;
- Committing theft or unauthorized possession of company property or the property of fellow employees; possessing or removing any company property, including documents, from the premises without prior permission from management; using company equipment or property for personal reasons without proper authorization; using company equipment for profit;
- Giving confidential or proprietary information to competitors; working for a competing business while an employee of the company; breaking confidentiality of information such as, Social Security Numbers, including any part of Social Security Numbers. Personal information also includes driver's license numbers, state-issued identification card numbers, date of birth, credit or debit or other account numbers, passport numbers, alien registration numbers or health insurance identification numbers. ;
- Engaging in abusive conduct, or bullying, such as using obscene, abusive or threatening language or gestures or other verbal or physical conduct a reasonable person would find threatening, intimidating, or humiliating;
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time.

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or poor performance is unacceptable, and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.
- Termination - If an employee fails to follow acceptable conduct or performance standards, the company may terminate the employee's employment.

Depending on the specific circumstances, the company may suspend or terminate an employee without prior discipline, or without following a particular order of discipline.

ABSENTEEISM AND TARDINESS

Regular attendance is important to the smooth operation of NorthStar Regional. If you are late or absent, it places a burden on other employees and may impact productivity, customer satisfaction and team morale.

You are expected to be reliable and punctual by reporting to work on time and as scheduled. If you are not able to work your scheduled shift you must alert your supervisor no later than 4 hours before the start of your shift. In the event of a sickness or accident while performing your duties, notify your supervisor immediately.

If you are absent for three or more consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider, unless state or local law provides otherwise, before you will be permitted to return to work. Failure to properly report your absences of three consecutive work days will be considered a voluntary resignation of your position.

CONFLICT OF INTEREST

In all situations, you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations. Employees should not engage in any work activity, practice or conduct which is or appears to be a conflict of interest for the company, its customers, suppliers, contractors, competitors or any person doing or seeking to do business with NorthStar Regional, as described below.

You are to act in the best interests of the company, regardless of personal preference, and must not create the perception of personal advantage. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (related by blood or marriage, or a similar relationship).

The mere existence of a relationship with outside firms does not necessarily create a conflict of interest. However, if you have any influence on transactions involving purchases, contracts or leases, you must disclose the existence of the relationship to your supervisor as soon as possible.

Employees should not solicit or accept a promise of future employment or any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job. You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed.

DRUG-FREE WORKPLACE

NorthStar Regional is committed to protecting the safety, health and well-being of all employees, customers, clients, and vendors in our workplace. "Workplace" includes company

property, any company-sponsored activity or any other site where you are performing work or representing the company.

The term “drug” as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines.

All employees are expected to contribute to maintaining a drug-free workplace. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer or cultivation of drugs in the workplace. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, is not a violation of this policy.

As a condition of continued employment, all employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Contact the Employee Assistance Program (EAP) for information about the availability of treatment programs such as assistance provided by Insperity’s health care plan coverage or drug and alcohol abuse rehabilitation and education programs.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations or any other federal, state or local agency drug testing regulations related to a particular industry.

NorthStar Regional realizes that the misuse of drugs and alcohol impairs employee health and productivity. NorthStar Regional is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs or alcohol on NorthStar Regional premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

Per Minnesota chemical dependency licensure law, staff must be free from problematic substance use at least one year to be eligible for employment as a paraprofessional, recovery peer, or any other staff with direct client contact, and two years to be eligible for employment as a treatment director, supervisor, nurse, counselor, student intern or other professional. We also reserve the right to randomly drug test employees at any time.

TOBACCO-FREE WORKPLACE

NorthStar Regional is committed to providing all employees with a safe and healthy work environment. All company premises are smoke-free, unless clearly marked otherwise. Smoking a cigarette, cigar, e-cigarette, or pipe or any other form of tobacco is not allowed. For your convenience, designated smoking areas are clearly marked. Employees are expected to use the waste disposal receptacles for smoking products.

WEAPONS

NorthStar Regional strives to provide a safe and secure workplace for employees, clients, customers and visitors. The company has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on company property or conducting company business. For purposes of this policy, company property includes, but is not limited to, all company facilities, company-provided vehicles and equipment that are either leased or owned by the company or a company client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, NorthStar Regional reserves the right to request inspections of any employee and their personal effects while on company property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on company-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy you should immediately report this information to their onsite supervisor.

WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of NorthStar Regional who reports an activity that the employee considers to be illegal or dishonest business activity. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include but are not limited to, violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge of, or a concern of illegal or dishonest fraudulent activity, contact your supervisor, Program Director or CEO. Whistleblower protections are provided in two important areas -- confidentiality and protection from retaliation against an employee who makes such a report. To the extent possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Additionally, NorthStar Regional does not condone retaliation of any kind. A whistleblower who believes he/she has been retaliated against must contact immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Pursuant to the Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (A) is

made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document that is filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the employer's trade secret to the attorney of the individual and use the trade secret information in the court proceeding if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

All reports of illegal and dishonest activities will be promptly submitted to the Program Directory and Chief Executive Officer, who is responsible for investigating and coordinating any corrective action needed.

If you have questions regarding this policy, contact the Program Director or CEO.

HOURS AND COMPENSATION

Additional leave of absence policies for the states of Minnesota, see addendum.

HOURS OF OPERATION

Normal operating hours for NorthStar Regional Chaska office are from 8:00 a.m. to 9:00 p.m., Monday through Friday. These hours are subject to change as conditions warrant. Other locations may operate at different hours. These hours may vary depending upon your position and work requirements. If applicable, your supervisor will provide direction for lunch and rest breaks in order to facilitate the smooth flow of business and to maintain an adequate number of staff.

Give your supervisor as much advance notice as possible for any schedule changes.

PAY PRACTICES

For overtime calculations and salary administration, the fixed 7-day "workweek" for NorthStar Regional is the period beginning at midnight Monday and ending at 11:59pm Sunday. All employees will be paid bi-weekly on Thursday. For paydays falling on a weekend or holiday, you will be paid the prior business day.

If you are absent on payday and someone else is to pick up your check, it will not be released without a signed note from you authorizing the named person to pick it up. The person designated to pick up your check will be asked to produce satisfactory identification; otherwise, your check will not be released.

If your employment ends, you will be paid your final wages in accordance with applicable state law.

EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week they perform work. Their weekly salary may be reduced only in the following circumstances:

- Employees who are absent for at least a full day because of personal reasons, sickness or disability will not be paid for that day unless they have accrued paid time off under the NorthStar Regional paid time off, vacation, sickness or disability policy and the absence qualifies for pay under the policy. Their salary will not be reduced for less than a full day because of personal reasons, sickness or disability.
- Employees who are absent from work for jury duty, attendance as a witness or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.

- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the company paid time off, vacation, sickness or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.
- Employees who violate a safety rule of major significance, may have their salary reduced in an amount to be determined by the company as a penalty for that violation.
- Employees may be suspended without pay for other types of workplace misconduct, but only in full day increments. This refers to suspensions imposed according to a written policy applicable to all employees regarding serious misconduct, including, but not limited to, workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of unpaid suspensions is included into all similar policies.

This policy is subject to applicable state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Prohibited Reductions/Complaint Procedure

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your G&A Partners human resource specialist. No employee will be penalized in any way for making a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements, and applicable state law will be applied and modified as necessary in accordance with the requirements, and is not to be considered any type of contract.

OVERTIME FOR NONEXEMPT EMPLOYEES

Depending on the company work needs, employees will be required to work overtime when requested to do so. Nonexempt employees will be paid overtime premiums at the applicable federal or state wage rate, whichever is higher. You are responsible for clearly noting all hours worked, including any overtime hours, on your timesheet.

It is our policy that no overtime can be worked without the advance approval of your supervisor. Failure to obtain approval in advance of working the overtime is a violation of company policy and you may be subject to disciplinary action.

If, during a workweek, you are away from the job because of an injury, paid holiday, jury or witness duty, sick day or vacation day, those hours not worked will not be counted as hours worked for the purpose of computing overtime pay, even if you receive pay such as sick or vacation pay for such time missed.

Prohibited "Off the Clock" Work

Employees are not to work "off the clock" and are required to ensure that all time worked is properly recorded. If you are given directions to perform work "off the clock," you should promptly notify your supervisor. If your supervisor has given you directions to work "off the

clock” and/or has told you not to record all hours worked, notify your G&A Partners human resource specialist. You will not be penalized in any way for making such a complaint.

ERROR IN PAY

NorthStar Regional and G&A Partners make every effort to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

You should review your paycheck when received and, if you believe an error has been made, contact your supervisor and G&A Partners human resource specialist immediately. All necessary steps will be taken to research the problem and to assure that any necessary correction is promptly made.

BUSINESS EXPENSE AND TRAVEL

NorthStar Regional will reimburse all actual and reasonable business-related expenses incurred by employees in performing their job duties according to the following guidelines:

Documentation Requirements

You are required to provide a daily record of expenses, which shows the date, business location (city and state) and business purpose. Receipts must be attached for amounts exceeding for individual meals, entertainment, lodging, auto rental, cab fare and commercial travel.

Travel Time

Nonexempt employees will be compensated for time spent traveling if that travel is part of the employee’s daily work activity, including travel from one job site to another or travel from a designated meeting place to a job site. Travel by a nonexempt employee who will be away from home overnight is work time only during those periods the employee is engaged in company business, which typically will coincide with the employee’s regular working hours. Such time counts as hours worked even if it occurs on a non-working day. If an employee uses his or her own car rather than available public transportation for travel away from home, the employee can count as hours worked either the time spent driving or the time that would have been spent on public transportation during regular working hours.

Lodging

In certain cities and locales, NorthStar Regional may have negotiated discounted room rates with specific hotels. You should make every effort to utilize lodging in locations where these arrangements exist. When a guaranteed reservation must be changed, every reasonable effort should be made to cancel the reservation on a timely basis to avoid additional fees.

Transportation

Every effort should be made to use the lowest priced transportation available. Reimbursement will be made for the following modes of transportation:

- Commercial airline travel will only be reimbursed for economy class unless approved by management.
- Negotiated discount rates for auto rental may be available. You should utilize these arrangements where possible. Additional insurance should not be purchased.
- Personal auto used for business will be reimbursed at the current IRS mileage rate; however, the total amount for mileage must not exceed the economy class airfare for the same trip. The mileage reimbursement rate covers all vehicle expenses including gas, insurance and depreciation.
- Local commuting costs between an employee's residence and work location are not allowable business expenses. If the distance between your residence and place of departure is further than the distance between your residence and work location, the excess mileage is an allowed expense.

Meals

Reimbursement will be made for the actual cost of meals up to per day, including reasonable gratuities when away from home on company business or for approved business meetings.

Parking and Highway Tolls

All parking expenses and highway tolls related to business travel will be reimbursed.

Miscellaneous Expenses

Miscellaneous business expenses not described above (such as telephone, postage, service gratuities, small supplies on an emergency basis, etc.) will be reimbursed. Laundry and valet expenses are allowed when an employee is requested to extend scheduled trips or when away from home from more than five days.

While away on business, a reasonable expense for personal telephone calls will be allowed. Purchases of miscellaneous supplies, software or computer hardware should be purchased through the appropriate department and obtained under circumstances on an expense report.

Business Entertainment

Reimbursement is allowed for ordinary and necessary business meal and entertainment expenses for employees who have an influence on NorthStar Regional business. Expenses must be directly related to the business and obtained under circumstances related to a business discussion.

When reporting expenditures for entertainment, provide the following:

- Date;
- Name and address or location of restaurant or other facility;
- Name, title and company of the person(s) involved;
- Business reason; and
- Amount of each separate expense.

Business Gifts

Gifts in excess of to any individual are not reimbursable unless approved in advance by management. Employees are to supply all required information to the accounting department related to all gifts.

Professional or Technical Organizations Dues

Dues paid for approved memberships in professional or technical organizations are reimbursable with the proper documentation.

Training, Conferences and Seminars

Registration fees or similar expenses for approved training courses, conferences, seminars and conventions are reimbursable if approved by your manager.

Donations or Contributions

Donations or contributions are not reimbursable expense items.

Expense Advances

NorthStar Regional does not provide cash advances for employee travel. Employees traveling regularly on business are encouraged to personally obtain a widely accepted credit card. Any interest charges incurred are considered personal expenses and will not be reimbursed.

LACTATION BREAK

NorthStar Regional will provide a reasonable amount of break time, or amount of time required by state law, to accommodate a female employee's need to express breast milk for the employee's infant child for up to one year following the child's birth, or as required by law. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods. NorthStar Regional will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, where the employee may express milk in private. Speak with your supervisor should arrangements for a refrigerator be required.

You should notify your immediate supervisor if you are requesting time to express breast milk under this policy.

MINNESOTA WAGE DISCLOSURE PROTECTION - MINNESOTA

Under the Minnesota's Women's Economic Security Act, employees are free to voluntarily discuss, inquire about, or disclose their compensation to any other employee, without fear of adverse consequences. No employee will be penalized in any way for engaging in such discussions.

Employees may not however, disclose proprietary information, trade secret information, or information that is otherwise subject to a legal privilege or protected by law without the written consent of the employees. Employees are also prohibited from discussing wage information of other employees to any NorthStar Regional competitors.

OPERATIONS

APPEARANCE

All employees are to exercise sound business judgment with regard to grooming, neatness, and personal hygiene when reporting for work and engaging in work-related activities. You are expected to dress in a manner that is consistent with both the workplace and the type of work you perform.

Scope

This policy applies to all employees and independent contractors of the company, as well as other parties that may represent it.

Policy elements

The following guidelines must be always observed 24/7/365 regardless of job or shift. The only exception is on Friday, when jeans are acceptable.

- All employees must wear their name badge at all times
- All employees must be clean and well-groomed. Grooming preferences or dictates by religion, ethnicity etc. are not restricted but should always be well-presented
- All clothes must be clean and in good repair. Discernible rips, tears or holes will not be tolerated
- All clothes must be appropriate for the office. Clothes worn typically in workouts, outdoor activities or recreation ventures are not allowed
- All clothes must project professionalism. Clothes that are too revealing or inappropriate for a specific situation are prohibited
- Employees should avoid clothes with stamps that might be perceived as offensive or inappropriate

Disciplinary Consequences

When an employee disregards the company's dress code, they will be reprimanded and it will be expected from them to start respecting the policy. Returning home to change is considered a valid request from an employee's supervisor.

Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, leggings and/or form fitting pants and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, shorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, and slippers, are not acceptable in the office.

Jewelry, Makeup, Perfume, and Cologne

Should be in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Kitchen Staff

Black shoes, black pants and black t-shirt or chef's shirt. Lead cook can pick a color of chef's shirt or coat. Hat is mandatory unless your hair is under a Quarter of an inch. Black Shorts are permitted if the outside temp is over 80 degrees.

Casual Fridays

Appropriate attire would include: jeans, t-shirts, sweatshirts, etc. as long as no rips or wholes, dirty or greasy, or inappropriate logos or words on the attire.

USE OF COMPANY PROPERTY

Employees may use company property, equipment and reference materials for business purposes. Company equipment (including, but not limited to, computers, printers, fax machines, etc.) assigned to employees is the property of the company and may not be removed from the building without first obtaining written permission from your supervisor. You are expected to take proper precautions concerning the equipment, reference material and/or property you are assigned to use. Any equipment that is malfunctioning should be reported immediately to your supervisor.

GIFTS AND FAVORS

As part of its conflict of interest policy, NorthStar Regional requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with Five Stars or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. "Responsible Person" is any person serving as an officer, employee or a member of the board of directors of NorthStar Regional.

Section 2. "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to NorthStar Regional is not a "contract" or "transaction."

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or his designee or for gifts of a value less than \$10 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with NorthStar Regional or,
2. Does or seeks to compete with NorthStar Regional or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with NorthStar Regional.

Gift Statement

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

JOB PERFORMANCE EVALUATIONS

NorthStar Regional is committed to attracting and retaining a qualified and competent workforce. Employees typically will receive an annual written performance review and may receive additional performance evaluations at other intervals. Written performance reviews will be based on your overall performance in relation to your job responsibilities, your achievements and work behavior. Informal performance discussions typically occur throughout the year and encourage open supervisor-employee communication.

A positive performance review does not guarantee either an increase in compensation or continued employment. Raises, if given, may be based on a number of factors, such as the company's performance and profitability, department or group performance and individual performance.

VISITORS

Visitors are permitted on company premises if approved by management. Prior approval is necessary to protect our property, safeguard employee welfare, and reduce potential distractions. All approved visitors should enter the main entrance and sign in with the receptionist. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized person in the workplace, notify security or your supervisor immediately.

WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor and/or Human Resources or G&A Partners. If you or another employee is seriously injured, contact outside emergency response agencies. No matter how insignificant an injury may seem at the time of occurrence, you are to notify a supervisor or NorthStar Regional's Human Resource Department and G&A Partners.

The federal law, Occupational Safety and Health Administration (OSHA) requires that we keep records of all illnesses and accidents, which occur during the workday. Employees are required to report any workplace illness or injury, no matter how slight. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor or NorthStar Regional's Human Resource Department and/or G&A Partners for more information.

Questions regarding workers' compensation insurance coverage should be directed to your supervisor or the G&A Partners Department at 866-497-4222.

COMMUNICATIONS

COMPLAINT RESOLUTION PROCEDURE

NorthStar Regional is committed to providing a comfortable and productive work environment for employees. It is important that your concerns are resolved in a timely manner in an atmosphere of open communication and mutual respect. You are encouraged to follow the process below for bringing concerns to management for resolution. Employees will not be penalized for taking advantage of this procedure.

First, discuss the problem with your supervisor. If you do not believe a discussion with your supervisor is appropriate, request a meeting with an G&A Partners human resource specialist. In an effort to resolve the problem, the G&A Partners human resource specialist will consider the facts and may conduct an investigation.

Additionally, the Anti-Harassment Policy in this handbook outlines procedures for employees to report complaints of harassment and discrimination.

USE OF COMMUNICATION SYSTEMS

NorthStar Regional provides the communication systems necessary for you to conduct business. You are expected to adhere to proper use of all communication systems. These include, but are not limited to, the telephone, email, wireless communication devices, iPads, tablets, facsimile, Internet access and other external network connections, network file share and storage systems, wide area network, company intranet, voicemail, computers, modems, systems, audio/visual equipment, and other software and equipment.

The Company's computing and communications systems are to be used in a productive manner primarily for the company business.

No Privacy Expectations

You should have no expectation of privacy of any correspondence, messages or information located or sent across in the company's computing and communication systems, regardless of the content or purpose. This includes email, social media sites, text messages, chat messages, internet searches and stored documents.

The company may access, monitor, copy, capture, disclose, delete, and use any communication, information or data, whether personal or business related, that is created on, stored on (permanently or temporarily), viewed on, downloaded or uploaded to, accessed by, printed from, or communicated across the company's computing and communication systems with or without notice to the employee. This includes instances where employees transmit or receive text or instant messages on company devices. All messages, regardless of content or the intent of the sender, are a form of company correspondence, and are subject to the same internal and external regulation, security and scrutiny as any other company correspondence.

Email communications must be written following customary business communication practices as is used in correspondence. Email communications are official internal company communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the specific employee(s) rather than sending a global message to all employees. It is the employee's obligation to notify any third parties affected by this policy of the company's policies regarding monitoring employee communications.

Communication systems shall not be used as a forum to promote religious or political causes, or an illegal activity. Offensive or improper messages or opinions, transmission or postings of sexually explicit images or other images or materials inappropriate for the workplace, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental/intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation are also prohibited.

Unless authorized by personnel with the authority to grant such authorization, any attempt to gain access to another employee's personal communications system and messages is prohibited.

INTERNET CODE OF CONDUCT

Access to the internet has been provided to employees primarily for the benefit of the organization. The following guidelines have been established for using the Internet.

Acceptable Use of the Internet

You should use the Internet in an effective, ethical and lawful manner. You may use the Instant Messaging Systems and Internet Forums primarily to conduct official company business or to gain technical or analytical advice. Databases may be accessed for information as needed.

Unacceptable Use of the Internet

You should not use the internet during working time for non-productive reasons. Nonworking time includes the time before and after your scheduled shift, and the time when you are on a rest or lunch break. Use of the Internet while on company time must not interfere with your productivity or disrupt the operations of the company network or the network of other users.

Communications

You are responsible for the content of all text, audio or images that you place or send over the Internet including, but not limited to, any Web-based sites or programs utilized through the company. Employees should avoid posting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating; that disparage clients, or vendors; or that might constitute harassment or bullying. Examples of this conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Except to the extent that you are discussing your wages, hours or terms and conditions of employment, the following guidelines apply: All messages communicated on the Internet should have your name attached to them if they mention or refer to NorthStar Regional in any way. No messages regarding or relating to the company are to be transmitted under an assumed name. Employees may not transmit messages or other communication by means that either mask or hide their identity or indicate that they are sent by someone else if it contains information regarding the company's business.

Software and Copyright Issues

NorthStar Regional intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the company. You should obtain prior approval before downloading any software. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company, up to and including immediate termination or legal action by the copyright owner.

Confidentiality and Passwords

While our systems may accommodate the use of passwords for company security, you should not expect confidentiality of your files at work. NorthStar Regional reserves the right to access your Internet use and messages at any time, without notice.

Never disclose personal or system passwords to anyone other than authorized company representatives. You are not to attempt to gain access to another employee's system, including email or voice mail messages.

Security

All messages created, sent or retrieved over the Internet are the property of the company and are not private. The company may access and monitor all messages and files on the computer system at any time. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Violations

Violations of any guidelines listed in this policy may result in disciplinary action, up to and including immediate termination. If necessary, the company will advise appropriate legal officials of any illegal violations.

SOCIAL MEDIA

Social media refers to sites including, but not limited to, Facebook, Instagram, LinkedIn, Twitter, YouTube, etc., as well as blog postings. Social media can include written information, photos, drawings, videos, other graphic or audio content, Internet message boards, chat rooms, web pages or any similar form of communication.

All employees are expected to follow these guidelines when using social media:

- Maintain the confidentiality of NorthStar Regional's trade secrets and private, proprietary or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not make any reference to the company's clients, partners or customers without their express written consent.
- You are not authorized to represent the company in online communications unless assigned as part of your responsibilities or given express permission in writing by an officer of the company.
- Do not post things such as, discriminatory remarks, harassment and threats of violence, bullying, retaliation or similar inappropriate or unlawful conduct. The company's Equal Employment and Anti-Harassment policies apply to all social media communication.
- Use a disclaimer such as "The postings on this site are my own and don't represent organization name's positions, strategies or opinions"

If you use social media outside of the work environment, we suggest the following guidelines:

- Respect copyright laws and reference or cite sources appropriately. Plagiarism applies online, as well. If you are unsure about whether a message would violate company policy, speak with your manager or supervisor before posting it.
- If NorthStar Regional is a subject of the content you are creating, clearly and conspicuously disclose your relationship with the company and clarify that you are not authorized to make statements on behalf of the company.
- Make sure you are always honest and accurate when posting information or news pertaining to the company. If you make a mistake, correct it quickly. Never post any information or rumors that may be false about the company, co-workers, or customers.
- Do not use NorthStar Regional's email addresses to register on social networks, blogs or other online tools utilized for personal use. The company requires all employees who participate in such activities to comply with all company guidelines and policies, including, but not limited to the Anti-Harassment policy.

While on work time or while using company-provided equipment, only use social media for work-related activities as authorized by your manager or consistent with the Internet Code of Conduct policy and the Use of Communication Systems policy.

Nothing in this policy or in any other company guideline and/or policy is intended to prohibit any employee from receiving a communication or engaging in activities that are protected by law. Examples include, but are not limited to, communications between employees related to wages, hours and other terms and conditions of employment.

EMPLOYEE BENEFITS

HOLIDAYS

All full-time employees (regularly scheduled 30 or more hours) will receive holiday pay at their regular rate of pay, provided they meet the following conditions:

Employees will not be entitled to holiday pay in the following circumstances:

- The employee is on leave of absence when the holiday occurs.

Full-time exempt (salary) employees that are requested to work during the paid holiday can elect to take a different regularly scheduled day off and receive holiday pay at their regular rate of pay.

Full-Time non-exempt (hourly) employees that are requested to work during the paid holiday will not get a different regularly scheduled day off, but will receive double their regular rate of pay for the hours worked on the holiday.

NorthStar Regional observes the following holidays each year:

New Year's Day	Thanksgiving Day
Memorial Day	
Independence Day	Christmas Eve after 5:00pm
Labor Day	Christmas Day

A recognized holiday that falls on a Saturday will be observed on the preceding Friday and a recognized Sunday holiday will be observed on the following Monday.

PAID TIME OFF (PTO)

PTO is provided by NorthStar Regional for eligible employees to be away from work due to vacation, illness or other personal requirements. All full-time regular employees will begin PTO accrual as of their hire date or date which they began working full-time hours (30+) on a regular basis

PTO accrues annually. PTO accrues on a pro rata basis so that, for example, employees who have been employed for one week have accrued 1/52 of their annual accrual. Employees will not earn PTO while on any type of leave.

Employees will earn PTO according to the following schedule:

Length of service (Calendar Year)	Accrual rate annually	Maximum annual carry-over
Date of hire through end of 1 year	120	40
Start of 2nd year through end of 3rd year	144	40
Start of 3rd year through end of 4th year	168	40
Start of 4th year through end of 5 th year	192	40
Start of 5 th year and continuing thereafter	216	40

In the event that available PTO is not used by the end of the calendar year, you can carry over up to 40 hours into the next calendar year

Employees classified as exempt may take time off in half-day (4 hour) or full-day (8 hour) increments. Nonexempt employees should record their time off in time increments to the quarter hour, (for example, 1.0 hours, 1.25 hours, 1.5 hours, 1.75 hours). PTO is used for your regular scheduled days. You are not able to take PTO on days you normally are not scheduled to work.

So that the company may schedule work and plan for business requirements, you should give as much notice as possible in scheduling time off. If there are conflicting dates, preference generally will be given to the employee who has the most tenure. A more junior employee who already has an approved PTO schedule will not, however, be bumped by a more tenured employee.

Pay for PTO days will be paid on the regular pay cycle and as straight time hours. No overtime hours are included in PTO accrual. PTO days are not considered hours worked when calculating overtime hours.

Payment / Non-payment upon Termination

In accordance with Minnesota law an employee will be paid their PTO balance upon resignation, layoff or retirement for all PTO hours accrued to date but not used and any rolled over hours up to 40 hours. Otherwise, an employee will not be paid their PTO upon termination.

Subject to applicable state laws, if an employee voluntarily leaves NorthStar Regional accrued but unused PTO will be paid upon separation provided the employee gives three (3) weeks written notification and/or is not being involuntarily terminated for any reason.

Employees who give three weeks' notice of employment termination must work the three weeks without utilizing PTO unless prior approval has been given.

While PTO is paid through G&A Partners, PTO is solely a NorthStar Regional policy.

BENEFITS

A benefits package is provided to eligible employees through NorthStar Regional's co-employment relationship with G&A Partners. Details describing these benefits, including eligibility information, can be found in the Benefits Book provided to each employee when hired. Employee benefits will start at date of hire if employee enrolls within 30 days. Additionally, you can call the G&A Partners Contact Center at 1-866-497-4222, 7:00 a.m. – 7:00 p.m. CT, Monday through Friday for more information on the benefits available to you from G&A Partners.

Retirement/401k Plan

Following 90 days of employment, all employees are allowed to enroll in the NorthStar Regional approved 401k plan. Full-time employees can contribute any whole percentage of their salary provided that they do not contribute more than the maximum permitted by the Internal Revenue Service code. NorthStar Regional will match 100% of the employee contribution up to a maximum 3% of their annual salary. Therefore, an employee would contribute 3% if they wanted to receive the maximum company match of 3%. Employee contributions to the 401k plan are taken out of their paycheck pre-taxes in accordance with plan rules and regulations.

CONTINUING EDUCATION REIMBURSEMENT

NorthStar Regional will pay the tuition for a maximum of three days attendance at the MARRCH Fall Conference for licensed counselors. Employees are not required to use PTO in order to attend the MARRCH Fall Conference and will be paid their normal salary for the days they attend. Employees may attend other CEU's instead of the full MARRCH conference, but will only

be reimbursed up to the amount of the full conference. Employees are responsible for getting coverage for their assigned duties while they are out.

G&A Partners ONLINE SERVICES

Visit G&A Partners online to access training, secure personal information and work tools. Go to <https://worksight2.gnapartners.com/login>. Follow the steps below to log in and begin using G&A Partners Worksite:

Step 1: Enter your email and password created at onboarding

Step 2: Navigate Dashboard:

Left side of dashboard access:

- Pay stubs
- Benefits Enrolled
- G&A Customer Service Contact information

Your personal information is accessible only to you through multiple layers of security and industry-standard data encryption. Since payroll information and other sensitive data are accessible through your account, it is important you do not share your username and password with others.

G&A Partners employee contact center at 1-866-497-4222, Monday through Friday from 7:00 a.m. to 7:00 p.m. Central time for questions about your G&A Partners benefits.

LEAVE OF ABSENCE

BONE MARROW DONATION LEAVE - MINNESOTA

Employees who work an average of 20 hours or more per week may request up to 40 hours of paid leave to donate bone marrow. If you did not qualify as a bone marrow donor, any time that you used prior to that medical determination will not count toward a leave. You may be required to provide a doctor's verification describing the reason and length of leave requested.

You should notify your supervisor in writing as soon as possible if you need bone marrow leave.

BEREAVEMENT LEAVE

Full time and part time regular employees may take up to 2 days off work for the death of a spouse, registered domestic partner, civil union relationship, child, parent, sibling or comparable step-relation, aunt or uncle and up to 1 day off work for the death of a grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law. You may take off one day of bereavement leave for the death of a relative who is not a member of your immediate family. The eligible time off will be paid. Contact your supervisor as soon as reasonable to request time off for bereavement leave.

CIVIL AIR PATROL LEAVE - MINNESOTA

NorthStar Regional provides unpaid leave time to eligible employees to serve as a member of the Civil Air Patrol on the request of the state or its political subdivisions. To be eligible, you must work an average of 20 or more hours per week. You may choose to take accrued paid time off for the leave. You must give as much advance notice as possible and provide certification from the Civil Air Patrol authority in advance, unless you are called for emergency service.

CONTINUATION OF BENEFITS

All active, full-time employees covered by the G&A Partners Group Health Plan or the G&A Partners Health Care Flexible Spending Account (FSA) Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or for any longer period, as required by law.

While on leave, you must continue to pay any required contribution for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from your wages (e.g., supplemental life insurance, credit union loans, and 401(K) loans). Your failure to pay any required employee contributions does not relieve you of your obligation to pay such contributions. Contact the G&A Partners Contact Center at 866-715-3552 for details regarding employee contributions. For questions regarding 401(K) loan payments, contact G&A Partners Retirement Services at 888-401-5273.

If you do not return to work upon expiration of the applicable 12-week period (or such longer period as required by law), coverage will terminate and you will have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

CRIME VICTIM LEAVE - MINNESOTA

An employee who is the victim of a crime is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. NorthStar Regional will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

FAMILY MILITARY LEAVE - MINNESOTA

Minnesota Family Military Leave provides up to 10 days of unpaid leave to immediate family members of a service member who is injured or killed while engaged in active military service. Immediate family members include:

1. Spouse;
2. Parent;
3. Child;
4. Sibling; or
5. Grandparent

Additionally, Minnesota Family Military Leave provides one day per calendar year of unpaid leave to certain family members of a service member ordered to or returning from active duty to attend send-off or homecoming ceremonies. Eligible family members include those listed above and the service member's:

1. Legal guardian;
2. Grandchild;
3. Fiancé; or
4. Fiancée

Minnesota Family Military Leave and federal Family Military Caregiver Leave under the FMLA, will run concurrently, when applicable. Employees taking family military leave have the option to use accrued unused vacation, personal leave, paid time off (PTO) and any other leave that may be granted to the employee, except sick leave and disability leave, prior to taking unpaid family military leave. At the end of the family military leave, an employee will be restored to the position held when the leave began or to a position of equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

JURY DUTY AND WITNESS LEAVE

If you are summoned to jury duty or to appear in court as a witness, NorthStar Regional will continue your pay in accordance with FLSA and applicable law. If you are summoned to jury duty, NorthStar Regional will continue your pay for 5 days of jury service per calendar year. If you are required to serve more than 5 working days of jury service in a calendar year, you will be allowed additional time off without pay to complete the jury service. NorthStar Regional will continue to pay for this extended period of service in accordance with FLSA and applicable law. You must notify your supervisor as soon as it is known your jury duty will be extended.

To qualify for either jury or witness duty leave, you must submit a copy of the summons to your supervisor as soon as it is received. In addition, you must also submit to your supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

MILITARY LEAVE OF ABSENCE

A leave of absence without pay for military or reserve duty or National Guard training will be granted to employees. The employee should submit copies of military orders to his or her supervisor as soon as possible. The employee may use any accrued but unused vacation time or paid time off. Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus an offset for the military pay for the week. Eligibility for reinstatement following a military leave of absence will be determined in accordance with applicable federal and state laws.

PERSONAL LEAVE OF ABSENCE

You may be granted a leave of absence to attend to personal matters in situations in which the company determines that an extended period of time away from the job will be in your and the company's best interest.

Requests for a leave of absence or any extension of a leave should be submitted in writing to your supervisor at least 30 days prior to commencement of the leave period or as soon as is practicable. Your supervisor will forward the request to the appropriate manager recommending approval or denial. Management will make the final decision concerning the request. While on approved leave, you are expected to report any change of status in your need for leave or your intention to return to work.

You may be required to use all accrued paid time off while on leave before going on unpaid leave. For information on health care coverage during a leave of absence, refer to the Continuation of Benefits policy. Benefits that accrue according to length of service, such as paid time off, holiday, and sick days, do not accrue during periods of leave.

Upon return from a personal leave due to an illness or injury, you must provide a release to return to work. Any restrictions must be noted on the release. The company will consider modifications or adjustments to help facilitate your return to work.

A personal leave of absence may not provide a guarantee of reinstatement to the same or similar position.

PREGNANCY AND PARENTAL LEAVE - MINNESOTA

This Policy is in effect only where NorthStar Regional is a covered employer under Minnesota parental leave law, and NorthStar Regional employs 21 or more employees at least one site.

NorthStar Regional provides unpaid parental leaves of absence to eligible employees as provided under Minnesota law. **Eligible Employee**

To qualify to take Minnesota Parental Leave, you must meet the following requirements the date leave is to begin:

1. You are an active employee and have performed services for hire for your current employer for at least 12 months preceding the request and;
2. Have worked at least a weekly average equal to one-half the full-time equivalent position during the past 12 months; and
3. Leave is taken within 12 months of the birth or placement of the child(ren) unless the child must remain in the hospital longer than the mother, then the leave must begin within 12 months after the child leaves the hospital.

Approved Reasons for Leave

Minnesota Parental Leave may be taken for the following reasons:

1. The birth or adoption of an employee's child; and
2. A female employee for prenatal care or incapacity due to pregnancy, child birth or related health conditions

Length of Leave

An eligible employee is entitled to up to 12 workweeks of unpaid leave.

Substitution of Paid Leave

If you are taking leave, you should substitute all accrued paid leave, including accrued and unused sick leave, paid vacation, paid personal time, paid time off and, if applicable, short-term salary continuation, before continuing leave on an unpaid basis. When receiving disability benefits under a disability benefit plan, the substitution of your accrued paid leave is not required. Any leave, whether paid, unpaid or a combination, will be counted toward the leave entitlement, as applicable.

Employee Notification Requirements

If you expect to take Minnesota Parental Leave, you must notify the G&A Partners Leave and Disability Group of your intention to take leave at least 2 weeks in advance of the expected leave by completing a Leave of Absence Request form. If the leave is not foreseeable, you must

provide notification as soon as practical. In addition, you must comply with NorthStar Regional's established absenteeism and tardiness policies.

Job Restoration

When returning from an authorized leave, an employee will normally be returned to the same or an equivalent position, with no loss of benefits accrued prior to leave. Absences due to leave will not be counted as time worked for the purpose of seniority or computing paid time off for vacation, sick leave or personal days. In the event your position is affected by a decision or event not related to your leave of absence (e.g., job elimination or layoff), you will be affected to the same extent as if not on leave.

Questions About Minnesota Parental Leave

If you have any questions about your rights or responsibilities under this policy, contact the G&A Partners Contact Center toll free at 866-715-8582 (select "Benefits"), weekdays between 7 a.m. and 7 p.m. Central time. NorthStar Regional and G&A Partners will comply with all applicable federal, state and local laws in administering this policy.

SCHOOL ACTIVITIES LEAVE - MINNESOTA

Since school events sometimes occur during working hours, NorthStar Regional recognizes the challenge for working parents, legal guardians or custodians to fully participate in their children's education and school activities. Therefore, you are permitted to take time off work up to a total of 16 hours per year to:

- Attend parent teacher conferences;
- Attend school-related activities;
- Volunteer or otherwise be involved;
- Attend school sponsored events; or
- Respond to an emergency involving the child.

Where possible, you should give written notice at least 5 school days in advance. You may be required to provide written documentation from the school indicating your participation in the school event.

If you are a nonexempt employee taking school activity leave, you may choose to use accrued vacation or paid time off (PTO). However, if no paid leave is available, you may take the time without pay.

VOTING LEAVE - MINNESOTA

Employees are encouraged to fulfill their civic responsibility by voting in local, state and national elections. If you are unable to reach your polling place outside of work hours, you may take a sufficient amount of paid time off to vote. The time off must be taken in the morning. You are required to provide reasonable notice to your supervisor, and evidence of voting may be required.

HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received the company's Employee Handbook ("the Handbook"), dated October 13, 2022, and understand the violations of the policies contained in the Handbook including, but not limited to, the Anti-Harassment Policy, could result in disciplinary action, up to and including termination.

I understand I must repay the company any vacation/PTO used but not accrued at the time my employment ends, and I hereby authorize the company to deduct such amounts from my final paycheck to the extent permitted by law. I also agree that if requested, I will complete a new deduction authorization for to facilitate such deductions.

I further agree and consent to all policies contained herein and understand that the informations contained in the Handbook represents guidelines for the company and that the company reserves the right to modify the Handbook or amend or terminate any policy, procedure or employee benefit program at any time.

I further understand that the contents of the handbook do not form a written employment contract for employment for a specific term or duration. My employment with G&A Partners is at-will. My employment with NorthStar Regional is also at-will unless a duly authorized employment agreement with NorthStar Regional provides otherwise.

I further understand that no manager, supervisor or other representative of th company, other than the president or vice president, has any authority to change my at-will status or enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be duly authorized and enforceable unless it is in writing and signed by both parties. Notwithstanding the above, I also understand that an agreement made by either the president or vice president of NorthStar Regional is not binding on G&A Partners unless it is agreed to in writing by either the president or vice president of G&A Partners.

My signature below certifies that I understand the at-will employment relationship between the company and myself

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the on-site supervisor.

In the event there is a conflict between a policy in this Handbook verses a policy posted on Worksite, the policy in this Handbook governs.

Employee Signature

Date

Print Name

G&A Partners Employee ID Number

Please sign and return one acknowledgment to your supervisor and retain the other for your records. A copy of this signed acknowledgement should be sent to G&A Partners.

Rev. October 2022