

# REEP Residential

## REEP Residential Return to Work Program Policy

Effective Date: May 2, 2026

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### 1. Purpose

REEP Residential is committed to supporting employees who experience work-related injuries or illnesses by providing a structured Return to Work (“RTW”) Program. The purpose of this program is to assist employees in returning to productive work as soon as medically appropriate while helping reduce the operational and financial impact associated with workplace injuries.

This program is intended to:

- Support employee recovery and successful return to work
- Reduce lost work time and workers’ compensation costs
- Provide temporary modified duty opportunities when appropriate
- Maintain communication and support throughout the recovery process
- Promote consistency and compliance with workers’ compensation procedures

### 2. Scope

This policy applies to all REEP Residential employees who sustain a work-related injury or illness and are medically able to return to work with or without restrictions.

### 3. Policy Statement

REEP Residential will make reasonable efforts to provide temporary modified duty assignments to employees who are medically released to work with restrictions whenever operationally feasible and consistent with business needs.

Temporary modified duty assignments may include adjusted schedules, alternative tasks, limited physical duties, or temporary reassignment based on medical restrictions and operational needs.

Participation in the Return to Work Program requires cooperation from the employee, management, Human Resources, and medical providers throughout the recovery and return process.

### 4. Injury Reporting Procedures

Employees are required to immediately report all workplace injuries, illnesses, or incidents in accordance with REEP Residential’s Workplace Accident Reporting procedures.

Failure to timely report workplace injuries may impact the company’s ability to appropriately evaluate and respond to the incident.

## **5. Medical Treatment & Work Status**

Where appropriate and permitted by law, employees may be directed to approved or preferred medical provider networks for treatment.

Following medical evaluation or treatment, employees are expected to provide updated work status documentation identifying:

- Ability to return to work
- Any medical restrictions or limitations
- Estimated duration of restrictions
- Follow-up treatment or appointment information

Employees must continue providing updated medical documentation throughout the duration of restrictions.

## **6. Modified Duty Assignments**

Where operationally feasible, REEP Residential may provide temporary modified duty assignments to employees who are medically able to work with restrictions.

Examples of modified duty may include:

- Administrative support tasks
- Office or clerical assignments
- Limited physical activity assignments
- Temporary schedule adjustments
- Temporary reassignment of duties

Modified duty assignments are temporary in nature and may be modified, reassigned, or discontinued at the discretion of REEP Residential based on medical updates, operational needs, or business considerations.

## **7. Job Descriptions & Essential Functions**

REEP Residential maintains written job descriptions outlining:

- Essential job functions
- Routine task requirements
- Physical demands of the position
- General position responsibilities

These job descriptions may be used to evaluate medical restrictions and determine appropriate modified duty opportunities or return to work status.

## **8. Employee Responsibilities**

Employees participating in the Return to Work Program are expected to:

- Follow medical treatment recommendations
- Attend scheduled medical appointments
- Provide timely medical documentation and work status updates

- Maintain communication with Human Resources and management
- Cooperate with approved modified duty assignments

Failure to comply with Return to Work expectations may impact modified duty opportunities or workers' compensation processes, subject to applicable law.

## **9. Supervisor & Human Resources Responsibilities**

Supervisors and Human Resources are responsible for:

- Coordinating Return to Work efforts
- Reviewing medical restrictions
- Identifying temporary modified duty opportunities
- Maintaining appropriate documentation
- Supporting compliance with workers' compensation procedures
- Communicating with employees throughout the Return to Work process

## **10. Training & Communication**

REEP Residential will provide communication and training regarding the Return to Work Program as appropriate. This policy will be made available to employees through onboarding resources, company communication platforms, and Human Resources.

## **11. Program Administration**

REEP Residential reserves the right to interpret, modify, suspend, or discontinue this program at any time based on business needs, operational considerations, or legal requirements.

This policy does not create a contract of employment or alter the at-will employment relationship between REEP Residential and its employees.