EMPLOYEE HANDBOOK 2026

v3.0

FAIR WINDS WAY EMPLOYEE HANDBOOK

This Handbook contains the employment policies and practices of Fair Winds Way in effect at the time of publication.

This Handbook applies to all Fair Winds Way employees and is intended to provide guidelines and summary information about our policies, practices, benefits and rules of conduct. Nothing in this handbook creates, nor is it intended neither to create a contract, promise, or representation of continued employment for any employee nor to guarantee employment for any specific period of time. Fair Winds Way adheres to the policy of employment-at-will, under which Fair Winds Way or an employee may elect to terminate the employment relationship at any time and for any reason. If any of the provisions or policies of this Handbook contradict any federal, state, or local laws, such laws will prevail.

On the following pages, we have outlined our policies concerning employment, compensation, working hours, absence, paid time off, benefits, vacations, and other matters of interest. While the outline is based on Company policy, it may not necessarily represent the entire policy.

Of course, on an ongoing basis, Fair Winds Way continually reviews its personnel policies. Except for employment at-will status, Fair Winds Way reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice and interpret them at its sole discretion.

WHAT'S BEEN UPDATED

v3.0
- increase in paid days off
- increase in sick days, removal of length of service for amount of sick days
- minor typographical errors corrected

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to select, place, train, and promote qualified individuals upon relevant factors such as work quality, experience, and other work-related habits and behavior so as to realize an equal employment opportunity. Fair Winds Way prohibits discrimination based on race, color, religion, sex, national origin, sexual orientation, age, marital status, disability or veteran's status and other protected classes as provided by applicable Federal and State Law. This policy also includes compliance with the Americans with Disabilities Act. This equal employment opportunity policy covers all personnel practices, including, but not limited to, recruitment, hiring, training, promotion, rates of pay and employee benefits.

ADA COMPLIANCE

Fair Winds Way has a policy that all employees must comply with the Americans with Disabilities Act of 1990 (ADA). Fair Winds Way welcomes applications from people with disabilities and will not discriminate against them in any way. Please refer to our Non-Harassment Policy.

AT-WILL EMPLOYMENT STATUS

Fair Winds Way is an at-will employer. Therefore, both you and Fair Winds Way have the right to terminate the employment relationship at any time. Employment is with the mutual consent of you and the organization. This policy of at-will employment is the sole and entire agreement between you and the organization for the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at-will, terms and conditions of employment with the organization may be notified at the sole discretion of the organization at any time, with or without cause of notice. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the organization include, but are not limited to; promotion, demotion, transfers, hiring decisions, compensation, benefits, qualifications, corrective action, layoffs or recalls, rules, hours of schedule, work assignments, job duties and responsibilities, production standards, subcontracting, reduction, cessation, or expansion of operations, sale, relocation, merger, or consolidation of operations, determination concerning the use of equipment, methods, or facilities, or any other term and condition that the organization may determine to be necessary for the safe, efficient, and economic operation of its business.

The employment at-will relationship will remain in effect throughout your employment with Fair Winds Way regardless of job position, status, compensation or length of employment. This employment at-will relationship may not be modified by any oral or implied agreement.

Nothing in this handbook or in any document or statement shall limit the right to terminate employment "at-will." No manager, supervisor or employee of Fair Winds Way, or any third party has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement for employment other than at-will. Only the president/executive director of the organization has the authority to make any such agreement, and then only if it is done expressly in a written agreement and signed by both the president and the employee.

ORIENTATION

All new employees will undergo an orientation process to acquaint themselves with Fair Winds Way's policies and procedures, their jobs, and their internal and external working relationships. The purpose of this orientation is to give employees a level of success to aim for, to assist them in succeeding and to give feedback to them on performance.

90-DAY PROBATIONARY PERIOD

The first 90 calendar days of salaried employment with Fair Winds Way are considered the probationary period. During this time, new employees and Fair Winds Way will have an opportunity to evaluate one another and the employee's compatibility, ability, interest in and performance on the job. As an at-will employer, the employment agreement relationship can be terminated by the employee or by Fair Winds Way and the employee may be transferred, reassigned, suspended, demoted, or discharged at any time during or after this initial probationary period, with or without cause or notice.

New, rehired, or current employees assuming a new position may be evaluated within a reasonable period on or near the 90th day of employment. Fair Winds Way may extend the probationary period one or more times, if it determines in its sole discretion such an extension is appropriate. The Executive Director also reserves the right to end the probationary period before the end of the 90-day period depending on the work that the employee puts forth.

PRE-EMPLOYMENT SCREENING & CREDENTIALING

In verifying individuals' qualifications for employment, Fair Winds Way conducts reference and background checks of all applicants for employment. Information obtained from checking references and investigating an applicant's background is used to: (1) verify accuracy of employment, academic, certifications, licensures, or background information provided by applicants; (2) identify and/or verify job-related accomplishments, skills, abilities, and characteristics that help establish the applicant's qualifications for employment; and (3) determine, evaluate, and ensure the applicant's background check as well as other screenings as deemed necessary by the position in question and Fair Winds Way. As such, all employment is fully contingent on your satisfactory passing this contrary to the information you provided on your employment application, resume or verbally, any offer of employment will be rescinded or, in the event you have commenced employment with Fair Winds Way, terminated.

EMPLOYMENT VERIFICATION

Fair Winds Way is committed to full compliance with federal immigration laws. Accordingly, Fair Winds Way neither hires nor continues to employ an individual who is not legally authorized to work in the United States. Moreover, Fair Winds Way does not discriminate on the basis of citizenship status or national origin in recruitment, hiring, or discharge.

All offers of employment are conditioned upon the individual's ability to provide satisfactory evidence of identity and legal authority to work in the United States. All newly hired and rehired employees will be required to provide proof of identification and legal authority to work in the United States, and to complete the employee portion of the INS I-9 form in ink, within three business days of the start of employment. Failure to present proper documentation or to satisfy all other requirements of federal law constitutes grounds for revocation of any offer of employment or discharge from employment.

REHIRED EMPLOYEES

Former employees who left Fair Winds Way in good standing may be considered for rehire. Those employees may be subject to a background/credentialing screening process. Employees rehired will be given credit for service completed before their separation from Fair Winds Way. This adjustment will be made following one year of consecutive services after rejoining the company and will be used for computing the length of service for company benefits.

OPEN DOOR POLICY

We shall make ourselves available to discuss any problems we may be having regarding work. Outside vendors and Professional Independent Contractors are encouraged to promptly communicate any situation, which may be financially or potentially harmful to Fair Winds Way's objectives or services requirements.

CONFLICT OF INTEREST

The actions and decisions of employees should promote the best interest of Fair Winds Way. Occasionally situations arise where the personal interests of an employee interfere — or have the potential to interfere — with the ability of an employee to act in the best interests of Fair Winds Way. Fair Winds Way has set up three main guidelines to avoid conflict of interest:

1. Personal involvement with a competitor of Fair Winds Way that impairs an employee's ability to exercise good judgment on behalf of the company creates an actual or potential conflict of interest.

2. Employees are not to accept gifts, gratuities, free trips, personal property or other items from an outside person or organization as an inducement to provide services.

3. Engaging in any employment, business, profession, work, enterprise, or personal interest that is inconsistent, incompatible, or in conflict with the efficient performance of the employee's duties, functions and responsibilities at Fair Winds Way is prohibited.

NON-HARASSMENT POLICY

It is the policy of Fair Winds Way to maintain a work-environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which prohibits discriminatory practices, including sexual harassment and harassment based on race, color, religion, sex, marital status, citizenship, national origin, sexual orientation, age, handicap or disability. Harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated by Fair Winds Way. Engaging in harassment also may expose the harasser and Fair Winds Way to legal liability.

The purpose of this Non-Harassment Policy is to educate all of our employees about what may constitute harassment, that harassment will not condoned or tolerated, and to establish a procedure which encourages anyone who feels they have been subjected to harassment to report such conduct.

DEFINITION OF HARASSMENT BASED ON RACE, COLOR, RELIGION, SEX, MARITAL STATUS, CITIZENSHIP, NATIONAL ORIGIN, AGE, AND OR DISABILITY:
Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her race, color, religion, sex, marital status, citizenship, national origin, sexual orientation, age, handicap or disability, or that of persons with whom the individual associates. It is the policy of Fair Winds Way to prohibit behavior which:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment within the workplace itself or in other work-related settings.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Fair Winds Way strictly prohibits sexual harassment of any staff member, intern, volunteer and client by another individual. As defined by the courts and by the Equal Employment Opportunity Commission, sexual harassment includes unwelcome and unwanted gender based conduct: (1) when an employee's submission to or rejection of this conduct affects decisions regarding hiring, evaluation, promotion, or any other aspect of employment; or (2) when such conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment. Violators are subject to disciplinary action up to and including termination.

Fair Winds Way will not tolerate retaliation against any individual who makes a report of harassment, or initiates a discussion or raises issues regarding harassment within the organization. Retaliation is a serious violation of this Non-Harassment Policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action up to and including termination.

MAINTENANCE OF LICENSES AND CERTIFICATIONS

It will be the responsibility of all employees of Fair Winds Way to pay the cost of obtaining his/her license or certifications and of maintaining it in a current status. Employees must also provide adequate prior notice of any changes in the status of their license or certification.

CONFIDENTIALITY IN THE MEDIA

No employee should attempt to answer questions from any media source or outlet, even if the questions appear to be straightforward. Instead, the employee should collect as much information as possible regarding the contact and source of requested information, then immediately notify Will Shonts. Employees should respond to all media request with the following statement: "I have no authority to respond to your request. Please refer your question to Will Shonts."

CONFIDENTIALITY

During your employment with Fair Winds Way, you will or may have access to and possession of confidential client information, confidential business information, and proprietary information including but not limited to its: business, financial or operational plans, strategies, technology, software products, and information received by third parties under confidential conditions. You may not, without prior written consent, "subpoena documentation", or the approval of Will Shonts, disclose any confidential information. All files including both personnel and client information are to remain in the strictest confidence and locked. These restrictions apply regardless of whether such Confidential Information is in written, graphic, computer, recorded, photographic or any machine-readable form, or is orally conveyed to, or memorized by, you.

Employees must sign a HIPAA Employee Confidentiality Agreement within three business days of the start of employment.

JOB DUTIES

Your supervisor will explain your written job descriptions and the performance standards expected of you within your position. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department. Your cooperation and assistance in performing such additional work is expected.Fair Winds Way reserves the right, at any time, with or without cause or notice, to alter, change, or add job responsibilities, reassign or transfer job positions, or demote or discharge any employee.

WORK SCHEDULES

Office hours will range from 8am-5pm. All employees are entitled to a 1-hour lunch break and two 15-minute breaks, one in the morning and one in the afternoon. Employees finding they are unable to report to work on time due to unexpected illness and expect to miss a full day of work must inform their supervisor as soon as possible, and are requested to give a minimum of 24 hours notice, and at no time, later than one hour prior to the beginning of their work shift.

PUNCTUALITY AND ATTENDANCE

Good attendance and punctuality are vital to the smooth operation of the company. Employees are expected to arrive to work, staff meetings, phone conferences and other meetings on time. Any employee who will be delayed in reporting to work for any reason is required to call or text Will Shonts promptly to explain the circumstances. An absence of three consecutively scheduled workdays without proper notice to, or approval by Will Shonts will be considered a voluntary resignation of employment from Fair Winds Way. Frequent tardiness as well as excessive or unexcused absences will be subject to disciplinary action up to and including termination.

PAYMENT OF WAGES

Salaried employees are paid every two weeks. Checks may only be released to the employee to whom the check is issued. If an absent employee wishes to have someone else pick up his or her paycheck, the employee much provide written authorization in advance.

Employees may elect to have their paychecks directly deposited into their bank account. If you are interested in this option, please contact your supervisor or the Financial Manager for additional information and forms.

If there is an error on your check, please report it immediately to your supervisor or to the Financial Manager. Incorrect checks will be canceled and a corrected check issued. Lost checks should be reported to your supervisor or the Financial Manager upon discovering the loss. The lost check will be canceled and a replacement check issued as quickly as possible.

DEDUCTIONS FROM PAYCHECKS

Fair Winds Way will make deductions from employee's paychecks as required by federal and state law. Amounts withheld according to the employee's earnings, their marital status and the number of their exemptions. It is the employee's responsibility to notify Will Shonts of any changes to their marital status, number of exemptions or change of address. Deductions will also be made for group health premiums for the employee and dependents pursuant to the employee's written request. All deductions are itemized on the paycheck stub.

GARNISHMENT OF WAGES

Fair Winds Way is required by law to recognize certain court orders, liens, and wage assignments. When the organization receives a notice of a pending garnishment or wage assignment, Will Shonts, when possible, will notify the employee in a confidential manner. This is done to give the individual an opportunity to settle the problem without involving the organization.

PERSONNEL RECORDS

Fair Winds Way maintains confidential records of your history of employment with Fair Winds Way. It is extremely important that we have your correct address, telephone number, and names of persons in case of any emergency. Government regulations and insurance companies also require we be informed of any change in marital status, dependent coverage, beneficiary designation and address. When such changes occur, tell Will Shonts, so that your records can be updated.

You have the right to inspect your personnel file, as provided by law, in the presence of Will Shonts, as a mutually convenient time. No copies of documents in your file may be made, except those documents you have previously signed. You may add your version of any disputed item to the personnel file. All requests for information from personnel files must be directed to Will Shonts.

PERFORMANCE REVIEW AND FEEDBACK

All of Fair Winds Way supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additionally, formal written performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify area of development, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

The first performance evaluation will be made after completion of the first 30-days of the probationary period.The evaluation will be executed within a reasonable period, on or near the 30th day anniversary date of employment. The second

performance evaluation will be made after the completion of the 90-day probationary period. Again, the evaluation will be executed on or near the 90th day anniversary date of employment. After that review, performance evaluations will be conducted annually, but may be delayed by management, when appropriate. The date of any position change will establish a new evaluation date. Written evaluations may be done more frequently than once per year when warranted.

All employee evaluations and promotions require a minimum, the approval of your supervisor and the next level of management. Based upon the evaluation and your total work record, your rate of pay will be reviewed following each of these periodic reviews and pay increases may be recommended. It should be understood, however, that increases in your rate of pay are not automatic with the performance review.

After the review, the employee will be asked to sign the evaluation report, acknowledging it has been presented and discussed with them and that they are aware of its contents. A copy of the evaluation will be placed in the employee's personnel file and credentialing file for audit purposes.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Fair Winds Way requires employees to follow rules of conduct to protect the interests and safety of all employees and of the company. We have outlined many policies earlier in the Handbook and have assembled a partial list of acts and or behavior the company deems unacceptable. You are encouraged to read this list to ensure you fully understand its content.

It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. The following is merely a few examples of infractions of rules of conduct that may result in corrective action, up to and including terminations of employment.

1. Theft or unauthorized removal of possession of company, employee property, records, or other materials;
2. The unauthorized copying or installation of licensed computer software onto Fair Winds Way computers;
3. Falsification of, or making a material omission on forms, records, or reports, including but not limited to timekeeping records, employee documentation, client documentation;
4. Actual or threatened violence toward another employee, a client or visitor;
5. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs on company property, or any violation of the company's drug-free workplace policy;
6. Possession of dangerous or unauthorized items on company property;
7. Negligence or improper conduct leading to damage or destruction of company, employee property, records or other materials;
8. Insubordination or habitual lack of cooperation including failure to cooperate with internal company investigations;
9. Refusal by an employee to follow instructions or to perform the work requested by a supervisor;
10. Violation of safety or health rules or practices, or engaging in conduct that creates a safety or health hazard;
11. Violation of the Non-Harassment Policy;
12. Tardiness or absence, including absence of two consecutive work days without notification or satisfactory reason for failure to notify;
13. Fraternization or inappropriate socialization with, or dating of, supervisors or clients;
14. Misrepresentation of physical condition or other important facts in seeking employment;
15. Distributing literature, materials, and/or petitions at Fair Winds Way facilities is prohibited without prior authorization by Will Shonts.

Any employee who witnesses any unacceptable behavior should immediately report the incident to Will Shonts.

Fair Winds Way will not retaliate in any way against an individual for reporting any violation of this policy truthfully and in good faith. Any employee who believes they have been retaliated against in violation of this policy should immediately bring the matter to the attention of Will Shonts.

PROGRESSIVE DISCIPLINARY POLICY

The main purpose of any discipline plan is to establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to certain rules of good behavior and good conduct. Degrees of discipline are progressive and are used to ensure that the employee has the opportunity to correct his or her performance. In general, one or more oral warnings should be given, at the next infraction, be followed by a written warning, followed at the next infraction by discharge. This is especially true in those cases where the time between offenses is short and the employee demonstrates a poor desire to improve his/her performance.

- Probation: You may be placed on probation in connection with the written warning for a period of time determined by Fair Winds Way. Wage increases will not be given during this period, but all other benefits will continue.
- Discharge: When the employee is discharged as a result of a serious offense, or as the final step in an accumulation of infractions for which a warning notice or notices have been written, the employee will be discharged for cause instead of being given the option to resign, be laid off, or retire.
- Grievance: If an employee feel disciplinary action was unfair or unjust, a grievance may be filed. A grievance committee will review the disciplinary action and review if the disciplinary action taken was fair and appropriate.

Please refer to the Fair Winds Way Policy and Procedure manual for the further explanation on this policy. All employees must sign a Progressive Disciplinary Policy Agreement acknowledging receipt of the policy.

VOLUNTARY TERMINATION

Employees, who voluntarily resign their employment, fail to return from an approved leave of absence, or fail to report to work for three consecutively scheduled work days without notice to, or approval of Will Shonts will be considered to have voluntarily terminated employment with Fair Winds Way. All company owned property (keys, documents, manuals, handbooks, identification badges, cell phones, computers, etc.) must be returned immediately upon termination of employment.

INFORMATION TECHNOLOGY & EQUIPMENT POLICY

This policy establishes rules governing employee use of company provided Internet services, Fair Winds Way applications, company email, and phone services. No company email or phone services are to be used to transmit vulgar, profane, offensive or harassing messages or images. Prohibited uses of email and phone services include, but are not limited to, soliciting outside business ventures, advertising for personal enterprises, or soliciting for non-Fair Winds Way related purposes. This policy does not prohibit personal messages of a social nature which do not contain otherwise prohibited content.

Use the company provided email for company use. Personal email addresses are not HIPAA compliant and not for company use.

Fair Winds Way provides Internet services for employees' business use. All employees should avoid using company services for non-business purposes, and should take care to manage use so as not to unduly burden system resources. Fair Winds Way also reimburses for the iPlum cellphone phone/texting app with HIPAA compliance package, to be used as a company phone number. We find this to be more practical than a provided physical cell phone, so the employee is not burdened with a second phone to carry along with their own personal phone. Please ask for assistance for setting up the application. It is the responsibility of each employee to keep his/her User ID's and passwords secure at all times. Do not share your

passwords with other individuals. No Fair Winds Way software may be used in violation of the software's license agreement. This includes use of the software on local area networks and on multiple machines. The copying of software, duplication, and alteration of software by anyone other than the IT Administrator or other authorized IT department members is strictly prohibited. Employees violating this policy are subject to disciplinary action, up to and including termination, and may result in civil or criminal penalties under the U.S. Copyright Act.

SECURITY

To help maintain a secure workplace, employees must:

1. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances, exits, and service areas.
2. Report any suspicious persons or activities to Will Shonts.
3. Secure work areas and computers at the end of the day, or when called away from the work area for an extended time.
4. Do not leave valuable or personal articles in or around workstations that may be easily accessible.

HEALTH AND SAFETY

Fair Winds Way's objective is to maintain safe and healthful working conditions for all employees. The company complies with all applicable state and federal laws, regulations and standards. Every employee is responsible for their personal safety as well as for the safety of others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times, reporting any safety hazard to a supervisor immediately. Failure of employees to comply with general safety rules releases all liability on health or safety issues and may result in disciplinary action, up to and including termination.

The following general safety rules apply to all employees. Your supervisor will explain any specific safety rule or rules for your work area.

1. Employees will report all accidents, no matter how minor, to their supervisor immediately and obtain medical treatment promptly, if required.
2. Employees must report all unsafe work conditions, unsafe practices or faulty pieces of equipment to their supervisor immediately.
3. Employees will maintain safety, sanitation and health standards by properly using all safety, sanitary and hygienic facilities, and assist in keeping work areas and passageways clean.
4. Employees must learn the locations of fire exits, fire alarm boxes, and fire extinguishers.
5. Employees should not lift material they believe to be too heavy or too large.
6. When working with moving machinery, exposed, energized electrical circuits, or other dangerous items, employees must remove watches, bracelets, or other jewelry or loose clothing that could cause injury.
7. Only qualified and authorized employees shall modify or make repairs to computers or other equipment.
8. Hazardous materials used in work operations will be kept in approved containers and labeled properly.

FIRE EVACUATION OR NATURAL DISASTER

Any fire or disaster near or on the premises of Fair Winds Way should be reported immediately to 911. If a fire is reported in the building, all persons are required to leave the building immediately. Please report any fire to other persons in the building. Please exit the building immediately.

SMOKING

No smoking or vaping is allowed inside any Fair Winds Way facility. Smoking is permitted only outside and away from entryways. Employees are responsible for keeping all designated smoking areas clean and free of smoke debris.

WORKERS' COMPENSATION

Fair Winds Way, in accordance with state law, provides insurance coverage for employees in case of work related injuries. To ensure employees receive any workers' compensation benefits to which they may be entitled, employees must;

1. Immediately report any work-related injury to their supervisor and
2. In the event the injury results in time away from the position the employee must provide Fair Winds Way with certification from a licensed health care provider regarding the need for workers' compensation disability leave. That certification must also include details on the employee's ability to perform the current job duties, with or without restriction, and an estimated return-to-work date.

DRUG-FREE WORKPLACE POLICY

Fair Winds Way has a policy, which addresses the problems of excessive use of alcohol and the illegal use of drugs. The objectives of this policy to establish fair and effective means of dealing with instances of substance abuse and to provide a drug-free, safe, and secure work environment.

Any employee's use of alcohol or drugs may have a direct or indirect adverse bearing on work performance, the welfare of other employees or clients, and/or the reputation of Fair Winds Way or business interest and will, therefore, be cause for employer intervention. Such intervention will vary depending on the severity of the problem and may include disciplinary action up to and including termination. Fair Winds Way reserves the right to ask staff members with extended tenure who violate this policy, to participate in an approved rehabilitation or drug abuse assistance program as an alternative to discipline.

1. Employees are expected to and required to report to work on time and in an appropriate mental and physical condition for work. An employee who is visibly impaired will not be allowed to work.
2. The unlawful manufacturing, distribution, dispensation, possession or use of any controlled substance on company premises or while conducting company business off company premises are prohibited. Abuse of alcohol or prescription medication will be dealt within the same manner as the use of illegal substances.
3. As a condition of employment, employees must abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off company premises while conducting company business. A report of a conviction must be made within five days after the conviction to Will Shonts.
4. All employees will also agree to random drug screens to be given at anytime

The above policy complies with the provisions of the federal Drug-Free Workplace Act of 1988. Fair Winds Way reserves the right to conduct searches of company property or employee and their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Employees who us prescription or over the counter drugs that may impair their ability to safely perform the job, or affect the safety or well-being of others must immediately notify Will Shonts before starting or resuming work.

PERFORMANCE AND ATTENTION TO DUTIES

The purpose of this policy is to define a timeline expectation for annotated notes. All staff members are expected to have their annotated notes typed into the computer system within 24-72 hours of the contact. An employee's supervisor must be notified as soon as possible about the delay in this policy. Any arrangements must be made with the supervisor to complete the work as soon as possible. Any employee with repeated or excessive lateness or failure to meet work goals will be subject to disciplinary action up to and including termination.

USE OF A.I.

Employees are NOT to utilize any type of Artificial Intelligence such as ChatGPT to help write client notes.

PERSONAL STANDARDS

Every employee, through contact with clients and the public, represent Fair Winds Way in appearance as well as actions. A professional appearance, proper attire and suitable grooming help create a favorable image of the company. Employees are expected to maintain appropriate, professional levels of hygiene and to wear clothing suitable to the nature of the business and type of work. If an employee reports to work dressed inappropriately, the employee may be sent home to change into clothing that is more appropriate for our business. The wearing or displaying of political material is prohibited in the work environment.

EMPLOYEE BENEFIT PROGRAMS

Because of the evolving nature of the provision and delivery of employee benefits, Fair Winds Way reserves the right to make changes in the various plans and programs, or terminate them entirely as it, in its sole discretion, considers appropriate within such restrictions as imposed by applicable law. The benefits described in this handbook were in effect as its printing date, but may be changed without notice at a later date.

HOLIDAYS

To enable employees to celebrate holidays with family and friends, Fair Winds Way provides staff a total of five paid holidays per calendar year. Fair Winds Way recognizes the following holidays:

1. Thanksgiving Day
2. Day After Thanksgiving
3. Christmas Eve
4. Christmas Day (or other comparable religious holiday of your choice)
5. New Year's Eve
6. New Year's Day

VACATION (PAID TIME OFF)

In order to provide time away from work for rest or relaxation, Fair Winds Way grants paid vacation benefits to eligible employees. Vacation time is accrued and based on length of service with the company. Eligible employees begin to accumulate vacation days on the first day of salaried employment. New employees can start using vacation time after 90 days of employment.

Company Service	**Vacation Eligibility**
90 days - 1 year	10 days per year
After 1 year	15 days per year

All vacation time must be requested 30 days prior to requested time off and have a supervisor's approval with a specific backup plan in place before taking paid time off. All requests must be turned into the Human Resource Director.

At no time, will the company allow more than five days as paid/or non-paid time off. No employee can use any vacation or PTO time during their 30-day voluntary termination notice with the company. When leaving Fair Winds Way employment, no vacation time will be paid out.

All vacation time must be used within the calendar year. Vacation time does not roll over from year to year unless approved by the Executive Director.

SICK/PERSONAL DAYS

Fair Winds Way understands the hardships of financial loss when an employee must miss work due to illness or injury, and so allows each eligible employee a limited number of absences per calendar year for illness or injury without loss of compensation.

Employees are required to notify their supervisor as soon as they realize they must be absent due to illness or injury. Failure to notify the supervisor of an absence may result in disciplinary action or loss of compensation.

Sick Days
10 days per year
Sick/Personal time in not accrued

Employees on an unpaid leave of absence will not accrue sick days while on leave. No employee can use any sick/personal time during their thirty-day voluntary termination notice with the company. When leaving Fair Winds Way employment, no sick/personal time will be paid out.

Sick/personal days in excess of the amount allowed in this policy can be requested in writing. Fair Winds Way may require a physician's statement evidencing proof of illness or injury for three or more consecutive sick days, or from an employee with excess absences.Employees using a sick day immediately prior or immediately following a holiday may be paid for both that sick day and holiday if medical documentation of the need for the sick day is provided to their supervisor. An employee returning from leave taken from his or her own serious health condition must provide proper medical certification that they are able to resume work, with or without restrictions. All sick/personal time must be used within the calendar year. No sick/personal time rolls over to the next year.

INSURANCE BENEFITS

At this time Fair Winds Way does not provide insurance benefits.

LEAVE OF ABSENCE

Fair Winds Way recognizes certain circumstances may prompt the need for an extended period of requested time off to be taken by an employee. The reasons may be personal, medical, or to fulfill a civic obligation. The following information outlines the circumstances under which Fair Winds Way will grant leaves of absence. Failure to return on the expected date from any of the leaves of absence described will be considered voluntary termination. The effective date of termination will be the last day worked unless the employee has been on an approved medical leave of absence.

Fair Winds Way requires employees on leave to check-in periodically with their managers to inform them of their status and intent to return to work. An employee returning from leave taken for his or her own serious health condition must provide proper certification showing they are able to resume work, with or without restrictions.

JURY DUTY OR SUBPOENAED LEAVE

Fair Winds Way encourages employees to fulfill their civic duty by serving jury or witness duty when called. You should notify Will Shonts of the need for time off for jury or subpoenaed leave as soon as a notice or summons from court is received. You must put the request for time off in writing and get approval from Will Shonts You may be requested to provide written verification from the court clerk of being served.

MILITARY LEAVE

Fair Winds Way is strongly committed to supporting our employees who are also members of the armed forces. We realize the invaluable contribution these employees make to the company and to our grateful nation. Fair Winds Way has designated a military leave policy in compliance with and in addition to provisions of the Uninformed Services Employment and Re-employment Rights Act.

Employees who provide advance notice of military services are entitled to a leave of absence for military duty. Members of the National Guard or Reserves who are expected to participate in periodic field training will receive unpaid military leave during the period of their training. Such leave shall NOT affect normal vacation in any way. Employees who are indefinitely deployed in active service via the draft or the act authorizing the President to order to active duty the National Guard and reserve components of the Navy, Army, Air Force, or Marine Corps are entitled to military leave. Military leave is leave of absence without pay and terminated either 90 days after the employee's discharge from the service, or one year after the employee is released from hospitalization continuing after discharge. The employee will be reinstated to his or her former position if possible or a similar seniority position, status and pay if Fair Winds Way is informed of discharge no fewer than 60 days prior to the employee's planned return.

PERSONAL LEAVE

Employees may apply in writing to Will Shonts for an unpaid personal leave of absence not to exceed 60 calendar days. Such applications must state the reasons for leave, length of time needed, and return date. To be eligible for a personal leave of absence, an employee must have completed twelve calendar months of continuous service and be in good standing. If approved for non-maternity leave, an employee must have exhausted all earned vacation time and allowable sick days. Leave may be for reasons of maternity, paternity, adoption, or to provide extended care to a spouse, child, or parent.

FAMILY AND MEDICAL LEAVE ACT OF 1993

This policy is intended to set forth Fair Winds Way Company policy regarding employee leave requested under the Federal Family and Medical Leave Act of 1993 (FMLA). This policy should be read in conjunction with other policies regarding employee sickness, disability, vacation, and personal leave. In addition, this policy will comply with any applicable state and federal laws.

Employees are eligible to request leave under the FMLA if:

1. The employee has been employed by Fair Winds Way for at least 12 months; and
2. The employee has worked a minimum of 1250 hours during the 12-month period before leave is requested.

Employees may take a total of up to twelve weeks of unpaid leave during a rolling year. A rolling year is defined as a twelve-month period, as measured backward from the date the employee first uses FMLA leave. For example, if an employee takes an approved FMLA effective 1/1/2023, and uses the first twelve weeks, they will not be eligible for FMLA again until 1/1/2024- 1 year after the first leave began. FMLA may be taken for any of the following reasons:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for the spouse, son, daughter, parent has a serious health condition; or
4. Because of a serious health condition that makes the employee unable to perform the functions of his/her position.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition which involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility;

2. Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by a health care provider; or
3. Continuing treatment by, or under the supervision of a health care provider for chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity for more than three calendar days, or for prenatal care.
4. Any period of incapacity or treatment for such incapacity due to pregnancy or prenatal care;
5. Any period of incapacity or treatment for such incapacity due to chronic serious health condition.

Leave taken by an employee for the birth, placement of a child, or serious health condition must be taken in one continuous segment (twelve-week maximum). All such requests should be made in writing to Will Shonts. Employees are required to give 30-days written notice of their intent to take leave, unless such leave is unforeseeable. In such a case, the employee must give notice as soon as possible. Employees do not accrue any other benefits during the leave period, nor does the leave period entitle the employee to any greater rights than he or she would have had if he/she had remained in the workplace.

If the employee takes leave for the placement of a child, or to care for someone with a serious health condition, all paid vacation leave and sick days will be applied to the leave period until such leave is exhausted. The remainder of the leave period will be unpaid. If the employee takes leave for his or her own serious health condition, all paid leave (vacation and sick) should be exhausted prior to any unpaid leave.

An employee returning from leave will be reinstated to the same position if available or to an equivalent position, with equivalent pay, benefits, and other terms of employment. An employee does not accrue any additional right/benefits during FMLA. In accordance with the FMLA, certain higher-level employees may be denied their right to reinstatement. Fair Winds Way should be consulted if the employee is believed to be within the highest 10% of workers employed.

An employee who request leave to care for his/her own serious health condition, or the serious health condition of a family member, must provide certification by the health care provider justifying the leave. This certification must be provided by the employee within 15 calendar days of the request for leave, unless it is not practicable to do so. Failure to provide the required certification on time may affect the employee's ability to take leave as requested. Finally, an employee returning from leave taken for his or her own serious health condition must provide certification from the health care provider that they are able to resume work.

Any questions regarding the procedure for requesting family and medical leave should be addressed to Will Shonts.

- END OF HANDBOOK -