



Think **Why**TM

The WhyGuide
Company Policies and Procedures

Table of Contents

WELCOME TO THINKWHY	3
INTRODUCTION.....	4
GENERAL EMPLOYMENT POLICIES AND PRACTICES	4
EQUAL EMPLOYMENT OPPORTUNITY	4
YOUR EMPLOYMENT RELATIONSHIP WITH THE COMPANY	4
CONFIDENTIALITY.....	4
CONFLICTS OF INTEREST	5
CUSTOMER CONTACTS	5
EMPLOYEE WORKPLACE CONDUCT.....	5
INTELLECTUAL PROPERTY.....	6
OUTSIDE EMPLOYMENT.....	6
USE OF COMPANY ASSETS.....	6
DATA AND EMPLOYEE PRIVACY.....	7
SAVING AND STORING DOCUMENTS.....	7
EMPLOYMENT CLASSIFICATIONS.....	7
IMMIGRATION LAW APPLICABLE TO ALL EMPLOYEES	7
HOURS OF WORK AND ATTENDANCE	8
DRESS CODE.....	8
PERSONNEL RECORDS	8
PERFORMANCE REVIEWS.....	8
SOCIAL MEDIA.....	8
DRUG FREE WORKPLACE	8
DRINK RESPONSIBLY	9
ANTI-DISCRIMINATION AND HARASSMENT	9
DISCRIMINATION IS PROHIBITED	9
AMERICANS WITH DISABILITIES ACT	9
DISABLED DEFINED	9

REASONABLE ACCOMMODATION.....	9
ANTI-HARASSMENT POLICY.....	10
PAYROLL.....	10
SALARY DEDUCTIONS AND WITHHOLDING.....	10
TAXES.....	10
INSURANCE.....	10
OTHER DEDUCTIONS.....	11
DIRECT DEPOSIT.....	11
GENERAL.....	11
INSURANCE BENEFITS.....	11
WORKERS' COMPENSATION INSURANCE.....	11
PAID TIME OFF.....	12
HOLIDAYS.....	12
PERSONAL LEAVE.....	12
BEREAVEMENT LEAVE.....	12
MILITARY SERVICE LEAVE.....	12
JURY DUTY.....	13
APPEARANCE AS A WITNESS.....	13
VOTING.....	13
EXPENSE REIMBURSEMENT.....	13
LEAVING THE COMPANY.....	13
EMPLOYEE ACKNOWLEDGEMENT FORM.....	14

Welcome to ThinkWhy

We are excited to have you join us on this journey of transforming an industry! We believe in the power of people and we encourage every employee to be their best by empowering them with a great working atmosphere and challenging work atmosphere. When we do that, we are confident that we will achieve our overall mission of helping people realize 'their why'.

The employee handbook is a document that will evolve over time. Our core values have been set to drive our culture and decision making; when in doubt always refer back to our ThinkWhy Core Values. We are:

- **Passionate**

People inspire us. Our commitment to a vibrant, healthy culture is deeply rooted; it's what gets us up every morning. We know how great it is to be in the right place with the right team. We are passionate about great company culture and are here to share it with the world. We exhibit this in all we do.

- **Adaptive**

As a differentiating value, being adaptable reminds us that life is not always fair or smooth. Move forward. Embrace change and see the value in new experiences and opportunities to learn. We maintain effectiveness in a changing environment.

- **Determined**

We step up when times are toughest. Being determined is a positive emotional feeling that involves persevering towards a goal in spite of obstacles. We take risks and know that it may mean failing but work toward goal attainment with great outcomes.

- **Accountable**

Our goals and commitments are kept in focus. We start our day with a task completed. We keep our word to our clients, colleagues and company, and hold ourselves accountable to all resources and deliverables.

- **Caring**

Our desire in both word and action is to respect and care for everyone -- our clients, our colleagues and teams. Being caring means we leave no one behind and understand the value of finding people to help us through life.

Please to familiarize yourself with the content of your WhyGuide. Like many of our existing colleagues, you will find that your decision to join ThinkWhy will be one of the best you've made in your career life!

Sincerely,

Claudine Zachara
Chief Operating Officer

Ronald Johnsey
Chief Executive Officer

Introduction

This Employee Handbook ("Why Guide") is a compilation of personnel policies, practices currently in effect at ThinkWhy and that have been crafted with our Core Values in mind.

The Handbook is designed to introduce you to our Company, provide guidelines on our workplace, work style, benefits, and help answer many of the questions that may arise in connection with your employment.

The Why Guide is not a contract. Like most American companies, ThinkWhy generally does not offer individual employees formal employment contracts. This Guide does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of this Guide is simply to provide you with a convenient explanation of present policies and practices at our Company.

By its nature, this guide cannot cover every matter that might arise in the workplace. Any absence or ambiguity should be interpreted with ThinkWhy's Core Values in mind and specific questions regarding the applicability of a particular policy or practice should be addressed to a member of the Leadership Team. We take the policies outlined in this guide seriously and trust you will too. It is important to note that employees who do not adhere to the policies outlined in this guide may be subject to disciplinary action, which may result in termination of employment and the Company may take legal action to enforce certain violations.

The Company reserves the right to modify any of our policies and procedures, including those covered in this Why Guide, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

General Employment Policies and Practices

Equal Employment Opportunity

ThinkWhy is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Your Employment Relationship with the Company

Your employment with ThinkWhy is on an "at will" basis, meaning that you may terminate your employment with us at any time for any reason. Likewise, ThinkWhy may terminate your employment at any time for any reason.

This Employee Handbook is not a contract.

It does not create an agreement, express or implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this document should be construed as creating a contract guaranteeing employment for any specific duration, nor does it obligate you to continue your employment for a specific period of time. The handbook does not guarantee any prescribed process for discipline and discharge.

Confidentiality

We trust our employees will make every decision with the Company's best interest in mind. Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you will have access to confidential information regarding the Company and potentially its vendors, customers, clients, IP, and perhaps even fellow employees. In no way should you reveal or divulge any such information unless it is deemed necessary for you to do so to carry out the performance of your duties. Documents containing confidential information must be

securely maintained and stored at all times. Access granted to confidential information should be on a "need-to-know" basis and may be disclosed only to those persons within the Company whose need to know is clearly established.

Employees will follow all security procedures required by Company policies. Employees agree to maintain the confidentiality of Company information both during the term of their employment and after their employment with the Company ends.

Conflicts of Interest

In the words of George Strait, we've all "got friends in low places." Professional interactions with, and decisions relating to clients, customers and vendors must not be influenced by an employee's personal relationships or financial interests. Employees shall disclose to their Manager any ownership, board positions, or beneficial interest they or members of their immediate families may have in any organization that competes with the Company or in any client companies or vendors.

Client Contacts

The Company has worked and will continue to work hard to develop relationships with our customers and clients. We respect our clients and know you will too. Accordingly, it is expressly understood by both the Company and the employee that any customers or clients using the services provided by the Company are the customers or clients of the Company and not of any one (or more) individual employee(s). Additionally, employees who work directly with our clients are prohibited from diverting away business from the Company or from soliciting those clients for another entity while employed by the Company and for a period of one year after leaving the Company. This prohibition is necessary to protect, among other things, the goodwill of the Company. Similarly, vendors employed by the Company and/or any of its employees, work for the Company and not for

any one (or more) individual employee(s). The same restrictions regarding customers also apply with respect to vendors.

Employee Workplace Conduct

Employees are expected to conduct themselves in a business-like, professional manner at all times. This includes dealings with customers, clients, vendors, partners, board members, co-workers, or any entity seeking information about the Company. Courtesy, respect, and cooperation are vital to a successful environment.

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

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage property
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or unathoried firearms in the workplace
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Acceptance of any form of compensation, loans, gifts, or kickbacks whether directly or

indirectly, from clients, vendors, or anyone doing business or soliciting business from the Company

This policy in no way affects the employee's at-will status. Either the employee or the Company may terminate the employment relationship at any time, for any reason.

Intellectual Property

All intellectual property rights in any work product resulting from the work performed by employees belong to, and are rightfully owned by, ThinkWhy. This includes any and all deliverables, photography, images, concepts, designs, copy, code, algorithms, reports, data, and any other material, whether written, printed, or drawn, and whether or not copy written (including material discovered by you or by you with others). Not only are we going to change the world, we're also going to create some really cool things. Things that no one has created before. For this reason, employees agree to help the Company patent and/or copyright such items made while they are employed at the Company and to assign patents or copyrights to the Company, if necessary. Employees also agree they will cooperate with the Company in obtaining patent and copyright protection for their inventions and creations. In the event the Company decides not to seek a patent and decides to keep the invention or creation a secret (#stealthmode), employees agree not to divulge any information to anyone else about any inventions they created or worked on while at the Company.

Outside Employment

As an employee of ThinkWhy you are expected to devote your energies to the job we have hired you to do. For this reason, additional jobs outside of the company are discouraged.

Should you consider working for another entity or individual while employed at ThinkWhy, you are to notify your Manager in writing to secure approval before proceeding.

The following types of outside employment are strictly prohibited:

- Employment that conflicts with an employee's work schedule, duties, or responsibilities;
- Employment that creates a conflict of interest or is incompatible with employment with the Company;
- Employment that impairs or has a detrimental effect on the employee's work performance;
- Employment that requires the employee to conduct work-related activities on the Company's property or to use Company equipment; or
- Employment that competes with the Company.

If your side-gig is authorized, please understand the Company assumes no responsibility for your outside employment and reserves the right to revoke any authorization it provides for outside employment at any time.

Use of Company Assets

The Company's assets have a direct effect on our success. We expect employees to protect these assets and use them efficiently. This means employees may not use any of the Company's assets, services, owned or leased equipment for their own personal advantages or benefit. Company assets should be used for legitimate business purposes only. Employees are expected to prevent damage, theft or misuse of Company assets and should not use them for any unlawful or unauthorized purpose. All Company assets must be returned when leaving the Company.

The Company prohibits the unauthorized duplication or use of any software licensed by the Company. Likewise, employees should not download or install any non-Company provisioned or approved software. If you learn of the misuse of any software, the network or the personal computers of the Company, please inform your Manager immediately.

Data Privacy

Any information composed, transmitted, or received on Company assets will become part of the Company's official records and is subject to disclosure to law enforcement or other third parties. It is your responsibility to ensure the business information contained in internet searches, e-mail messages, chat apps, collaboration tools, and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

The Company retains the right to review, access, and monitor this data without your consent. This includes but is not limited to emails, chat forums, internet searches, downloads, instant messages, etc. There should be no expectation of privacy when using these tools on any Company asset. Please remain professional and respectful.

Saving and Storing Documents

To enable the Company to be as collaborative and efficient as possible, we have purchased an Office 365 license for each employee. You are expected to use the desktop apps included in the Microsoft suite, and must use the cloud storage features (i.e. OneDrive, Teams, SharePoint) to store your documents. This is a company requirement; not an option. In the event your computer dies or becomes inaccessible, all files and work product must be accessible for business continuity.

Employment Classifications

The following terms will be used to describe employment classifications and status:

Exempt Employees

Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet the requirements of the U.S. Department of Labor's regulations. In general, at ThinkWhy, an exempt employee is one who is paid on a salary basis and who holds an administrative, professional, or management position. Certain outside sales persons and a few other job categories are also exempt.

Non-Exempt Employees

Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) and many hourly employees are generally not exempt from the FLSA's overtime provisions and are eligible to receive overtime in accordance with applicable law.

Full-Time Employees

Full-time employees are those who are regularly scheduled to work at least 30 hours per week.

Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than 30 hours per week.

Immigration Law Applicable to All Employees

ThinkWhy complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9).

Hours of Work and Attendance

We seek to hire the most talented, motivated, and 'people inspired' individuals available. We are here to disrupt an entire industry. We will only achieve this goal when each individual is focused and contributing. We trust you to show up and get the work done, otherwise we wouldn't have hired you.

Per our core values, attendance, punctuality, and performance-driven mindsets are part of our environment. We're in an office environment to work together, inspire, and motivate. Generally speaking, employees are expected to work from the office. The Company understands that from time to time, an employee may require flexibility to work from home. Work with your Manager to coordinate any flex scheduling or remote status. Role-based exceptions to normal working hours will be agreed upon between the employee and their Manager. Depending on your role, committed hours may change.

Dress Code

Our dress code is defined as 'Smart Casual'. This typically includes neat, business casual attire. If you prefer to dress to the nines every day, go for it. If jeans are more your style, that's fine too. Remember that you are a business professional and paid to represent the organization. We expect you to act the part and dress appropriately. Please avoid ripped jeans, mini dresses, sleeveless shirts and shorts, crop tops, inappropriate graphics on clothing, or raggedy T-shirts. When in doubt, ask yourself, "Would my mother approve of me wearing this in my class photo?". If the answer is "no" or you're not sure, select a different option.

Personnel Records

It is important that the Company maintain accurate personnel records at all times. You are responsible for notifying your Manager of any change in name, home address, telephone number, marital status, number of dependents, immigration status, or any other pertinent information. By promptly notifying us of such changes, you will avoid compromise of your

benefit eligibility, the return of W-2 forms, or similar inconvenience.

Performance Reviews

Performance reviews will generally be conducted quarterly and will typically be led by the employee's Manager. The frequency of performance evaluations may vary depending upon length of service, role, past performance, or changes in job duties.

Social Media

The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. You are an agent, representative, and influencer to others on behalf of our company. We strive to continuously make our employees proud to work at ThinkWhy and sincerely hope this pride is displayed appropriately across the social media channels you come into contact with. The same principles and guidelines found in the Company rules, policies, and procedures apply to an employee's social media activities online.

Drug Free Workplace

It is the Company's desire to provide a drug-free, healthful, and safe workplace. We care deeply about our people and strive to create a healthy work environment in which they can mentally and physically thrive. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. We have adopted a strict no-smoking policy that prohibits the use of any tobacco products while on company premises.

Employees may never use, possess, distribute, sell, or be under the influence of alcohol, inhalants, or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it

does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace.

Drink Responsibly

We work hard and believe in celebrating both successes and failures. Heck, sometimes we'll have an impromptu celebration for no reason on a Tuesday. If and when consuming alcohol at Company functions or on Company premises... always 'ThinkWhy'. Use good judgment, drink, and act responsibly. The Company will not be liable for your actions resulting from poor judgment or negative consequences as a result from the consumption of alcohol.

Anti-discrimination and Harassment

Discrimination Is Prohibited

The Company is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or 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, benefits, compensation and training. The Company makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

We seek to comply with all applicable federal, state, and local laws related to discrimination and will not tolerate the interference with the ability of any of the Company's employees to perform their job duties.

If you believe that an employment decision has been made that does not conform to ThinkWhy's commitment to equal opportunity,

you urge you to promptly bring the matter to the attention to a member of the Leadership Team. We promote a culture of honesty and transparency and will respect any request made to remain anonymous. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment. As a matter of Company policy, and in accordance with applicable law, the Company prohibits discrimination against people with disabilities.

Disabled Defined

Briefly stated, an applicant or employee is considered disabled under the law if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record or past history of such an impairment; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Company in order to allow them to perform a particular job. If you are disabled and you desire such reasonable accommodation, contact your Job Manager. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will work with you to determine whether your disability can be reasonably accommodated and explore alternatives and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the Company does not have to provide the accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, any accommodation that will impose undue hardship on the Company is not considered reasonable.

The Company's policy is intended to reflect, and not to reduce, minimize, or expand the requirements of the ADA and any other applicable law.

Anti-Harassment Policy

The Company is committed to providing a harassment-free workplace. ThinkWhy will not tolerate any speech or conduct that is intended to, or has the effect of, abusing or harassing any employee because of his or her race, color, religion, sex, national origin, age, physical or mental disability, or any other characteristic protected by law.

This policy applies to all persons involved in the operation of ThinkWhy and prohibits harassment of employees by any managers, supervisors, coworkers, vendors, subscribers, customers or clients of the Company. In our line

of work, you may be forced to interact with an angry customer. If and when you find yourself in this situation, we challenge you to be quick to listen and slow to speak. All employees should be courteous and professional in dealing with their customers, coworkers and the general public, even when emotions run high.

Any conduct not supporting our expectations, as stated above, could result in loss of employment. If you believe you have been subject to any type of harassment, you should immediately inform your Job Manager or a member of the Leadership Team. The Company emphasizes that you are not required to complain first to your Job Manager if he/she is the individual you believe is harassing you. In this case, you should contact a member of the Leadership Team or any other Job Manager.

Compensation and Time Recording

Payroll

Employees are paid semi-monthly. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

Salary Deductions and Withholding

The Company will withhold the following from your paycheck:

Taxes

Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Insurance

Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs.

Other Deductions

Other deductions which you authorize, including any health benefits you elect along with any voluntary insurance elections.

Direct Deposit

You may have your paycheck deposited directly into your bank account. The direct deposit form is included in your on-boarding packet.

Benefits

General

This section describes the fringe benefits provided by the Company and information on your eligibility for benefits. Details regarding each benefit plan are contained in the Company's Benefit Booklet, included in your Onboarding package.

Full-time employees are eligible to participate in the various insurance programs offered by the Company on the first of the month following the start of employment. If you decline to participate in these programs on your initial eligibility date, you may request entry into the plan during Open Enrollment or Special Enrollment due to a Life Changing Event.

Insurance Benefits

The Company offers medical insurance to all full-time employees. Details of the plan may be found in the benefit booklets. This Handbook does not constitute such a legal document. The Company offers medical, dental and vision coverage for eligible employees and their eligible dependents. These programs are administered by a major medical insurance carrier. An employee contribution for coverage will be deducted from your salary based on your benefit selections. Your Summary Plan Description (SPD) contains more details about these plans. For more details, please refer to the specific SPD that governs each of the plans. In the event of any conflict between the information contained in this Handbook and in the Company's SPDs, the SPDs shall govern. These plans are subject to change at the

Company's discretion. Additionally, the amount that you may be required to contribute towards the premiums for any of these plans may be changed at the Company's discretion

Workers' Compensation Insurance

The Company carries workers' compensation insurance to cover medical costs in the case of injury or illness sustained in the course of employment at the Company that requires medical treatment. The Company pays the entire cost of this insurance. Benefits include payment for medical and rehabilitation treatment. Lost wages are replaced at a rate of 66 2/3% of the amount of the weekly salary being earned prior to the injury or illness. Workers' compensations benefits are not subject to federal income tax.

To receive these benefits, specific procedures must be followed. If you are injured in the course of your work at the Company, you must report the injury immediately to Human Resources. The day the accident occurs, a C-2 form must be filled out and filed with the Office Administrator whenever an accident occurs, even if time is not lost from work and the accident is a minor one. This is necessary to comply with the law and to protect employees in case of complications from the accident at a later time. Please note that benefits cannot begin until the C-2 form has been filed. If you are out one week or less, the Company will continue your salary without charging your Paid Time Off. The Company's insurance carrier will begin making benefit payments after the first week of absence. Workers' compensation does not provide benefits for partial days of absence. Benefits are provided for intermittent days. For example, if one complete day off is necessary to attend physical therapy treatments, and then you work three full days and then another full day of absence is necessary for treatment, these days off would be covered with documentation from the physician.

Holidays, Paid Time Off, and Other Leave

Paid Time Off

The Company recognizes the importance of time off from work and grants annual paid time off ("PTO") to its full-time regular employees. Employees are encouraged to use PTO during the year it accrues.

Earning Paid Time Off

PTO days are accrued on a pay period basis and eligible employees earn the appropriate accrual only for complete pay periods of service. The maximum amount of PTO accrual days varies by Job Role.

Each eligible employee will accrue, at a minimum, 15 days per anniversary year to be used for time away from work. Once an eligible employee has reached their maximum amount of accrual days, accruals will stop until time is depleted and accruals will begin again. To take time off, eligible employees should request advance approval from their Job Manager. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

An employee who terminates his or her employment with the Company for any reason will not be paid any unused accrued time on their last regular check.

Holidays

ThinkWhy recognizes the following holidays:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas
- New Year's Eve
- New Year's Day

In addition, the Company provides each employee 2 floating holidays to take advantage of during the calendar year.

Personal Leave

An employee may request a Personal Leave at any time during employment for sufficient personal reasons. In the event a Personal Leave is granted, up to five (5) days of leave may be paid by the Company at the Company's discretion. Any other leave time not paid by the Company will be subject to PTO and/or at the discretion of the COO. While on unpaid leave the employee will be responsible for any payroll deductions owed for benefits.

Bereavement Leave

Employees will receive up to five (5) days of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouses, domestic partners, children, parents, parents-in-law, brothers or sisters, and brothers-in-law or sisters-in-law, grand-parents, aunts, uncles, nieces and nephews.

Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations as servicemembers. Service members must provide advance written or verbal notice to the Company for all military duty, unless giving notice is impossible, unreasonable, or precluded by military necessity. Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may, but are not required to, use accrued PTO while performing military duty.

ThinkWhy complies with, and intends to comply, with the provisions and applicable regulations of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Please

Speak with your Job Manager should you require or need any military-based leave of absence from employment.

Jury Duty

The Company strongly encourages employees to fulfill their civic duties. To that end, employees are authorized leave to serve on a jury, if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. The Company will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. Within reason, the Company will either support or deny a request for leave.

Appearance as a Witness

Supported by documentation, an employee called to appear as a witness will be permitted no more than three (3) days off to appear.

Voting

The Company strongly encourages all employees to vote and will support your right to do so. Give your Job Manager a heads up if you expect to be out of the office.

Additional Provisions

Expense Reimbursement

It is the professional responsibility of all employees to comply with the Company's expense reimbursement policies. Professional discretion and good judgement will always be required when making business expense decisions. Employees should not incur financial gain in the reimbursement of their expenses while on Company business. Submission of estimated expenses is not permissible.

Reimbursement will be made only for actual, approved, necessary, receipt documented, and reasonable expenses:

- **Receipts are required for all Company expenses.** We don't expect you to carry around a rolodex of receipts. Instead, snap a pic with that smart phone of yours to attach to your expense report
- **Manager approval is required for all expenses.** In this instance it's critical you ask for permission, not forgiveness. We are a lean, resourceful bunch. Employees are encouraged to explore assets readily available to them prior to requesting approval to incur any expense.
- **Expense reports must be submitted within 30 days of the incurred expense.** We have bills to pay and so do you. Help us help you replenish your funds by submitting your expense reports on time. Expenses submitted for reimbursement more than 60 days after the date the expense was incurred may not be reimbursed.

These guidelines provide an overview of the Company's expense policies and are not exhaustive.

Leaving the Company

If you wish to resign your employment with the Company, you are requested to notify your Manager of your anticipated departure date. This notice should be in the form of a written note or letter. The Company may request employees to participate in an exit interview prior to leaving the Company. This provides an opportunity to return parking passes, keys and other property, and to tie up any loose ends.

Employee Acknowledgement Form

The Employee 'Why Guide' describes important information about the Company, and I understand that I should consult my Manager or COO regarding any questions not answered in this Guide. I have entered into my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Company can terminate the relationship at will, for any reason, at any time.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the Why Guide may occur, except to the Company's policy of employment-at-will. I also understand that revised information may supersede, modify or eliminate existing policies. Only the COO of the Company has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Why Guide is neither a contract of employment nor a legal document. I have received the Why Guide and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it.

EMPLOYEE NAME (printed): _____

EMPLOYEE SIGNATURE: _____

DATE: _____

This acknowledgement will be uploaded into ThinkWhy's online portal and stored in your personnel file.