IIN Institute for Integrative Nutrition™

Employee Handbook

Effective January 1, 2022

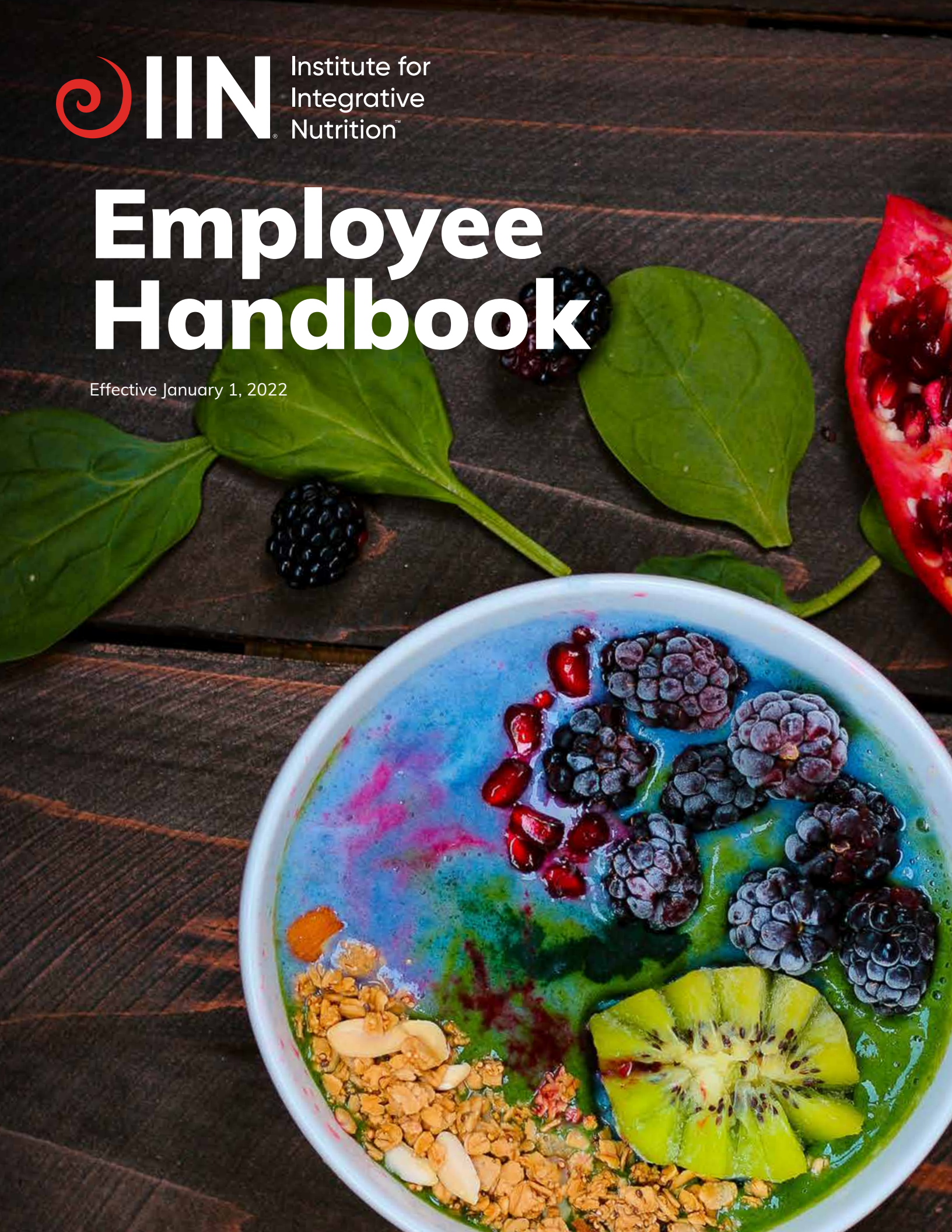

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Table of Contents

Welcome to IIN!

We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the Company's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, our Company will continue to achieve its goals. We sincerely hope you will take pride in being an important part of our Company's success.

With your loyal support, we will work together with a shared interest to serve our prospective students, current students, and graduates and the world around us. You are helping to change the lives of thousands of people each year. We do amazing work and are excited to have your creative energy join us. We hope you will share our pride in our achievements and that you will grow with us through the years. Together, let's make a huge impact, creating change and inspiration. Please take the time to review the policies contained in this handbook. If you have questions, feel free to ask your manager or to contact the People Team.

In health!

Lynda Cloud

Lynda Cloud
CEO

Important Notice

This Employee Handbook serves all entities, including:

- IIN, LLC
- Integrative Nutrition, LLC, d/b/a Institute for Integrative Nutrition ("IIN"), and
- LivIIN Well, LLC ("LivIIN Well").

These separate entities shall be collectively referred to as the "Company" or "Company Entities" solely for purposes of this Employee Handbook and does not infer a joint-employer relationship between the entities.

Please note that certain policies in this Handbook and accompanying addenda (Addendum(s)/Addenda) may only apply to employees of certain states due to state law or state programs or to employees of certain Company Entities due to the nature of the policy. Such policies that are limited to employees of certain states may include, but shall not be limited to, state-specific parental leave policies, state-specific disability policies, state-specific protected leaves, etc. Accordingly, the Company reserves the right to deny any policy in this Employee Handbook to an employee if such policy does not apply to the employee due to the state where they reside and/or from where they perform work, regardless of whether or not the Employee Handbook, relevant Addendum, and/or relevant policy specifies whether employees in such state qualify for the policy. Further, the Company reserves the right to deny any policy to an employee if such policy does not apply employees of the Company Entity that employs them, regardless of whether or not the Employee Handbook, Addendum, and/or relevant policy specifies whether employees of that Company Entity qualify for the policy.

Our History

Founder Joshua Rosenthal brought together 20 like-minded individuals in a rented kitchen in the heart of New York City to discuss health and wellbeing, sparking the fire that would soon turn into the largest nutrition and health coaching school in the world. What started as a small classroom of passionate students in a live setting, is now the world's largest nutrition school and the most well-known for its Health Coach Training Program. Today our Company is led by our CEO, Lynda Cloud, who is leading us into an even more exciting and successful future.

Who We Are

We are so much more than a school; we are a global movement, empowering our students to take control of their health to reach their health goals—from weight loss to stress management to resolving chronic conditions through diet—and teach others how they can do the same.

That's our Company's mission: spread health and happiness to the world, and make an impact one person at a time. Through an innovative, one-year online course built especially for the adult learner, Integrative Nutrition's holistic program teaches Health Coaching and personal development philosophy, business skills, and over 100 dietary theories with lectures by the world's leading physicians, researchers, doctors, and nutrition experts.

Mission Statement

Our mission is to play a crucial role in improving health and happiness, and through that process, create a ripple effect that transforms the world.

Our Core Values

- Be a source of positive change
- Do what you love and love what you do
- Set an example of self-development and growth
- Support each other in the shift to better health
- Embrace learning and new ways of doing things
- Strive to create balance in all areas of life

Employment

Full-time employees are those who are regularly scheduled to work at least 30 hours per week. Full-time employees are generally eligible for Company benefit programs, subject to the terms of the plan or program.

Part-time employees are those who regularly work less than 30 hours per week, and who are generally paid on an hourly basis. Part-time employees are not eligible for Company benefit programs.

Interns are those who regularly work for a finite period of time or project basis. Interns are generally not eligible for Company benefit programs.

In addition to the above, employees will also be categorized as either exempt employees or non-exempt employees.
Exempt employees are those employees who meet the federal and state standards for exempt classification and are exempt from the overtime provisions of applicable wage and hour law. Exempt employees are paid a fixed salary and are expected to work any and all hours necessary to achieve the targeted objectives of their position.

Non-exempt employees are generally those employees who are paid on an hourly basis and do not meet the federal and state standards for exempt classification. Such employees are eligible for overtime payments in accordance with applicable wage and hour law.

Employment "At Will"

Your employment with the Company is "at will," which means that it is for no definite period and may be terminated at any time by either you or the Company Entity for which you work, with or without cause, notice, or procedural requirement. Neither this Handbook nor any other Company policy, individual Company Entity policy, procedure, or communication shall create or grant any contractual or other right, or guarantee employment for any period. No representative of any Company Entity may enter into any agreement or make any representation, written or oral, to alter your at-will status or otherwise create a contractual obligation to you.

Personnel Records

The People Team will keep your personnel records on ADP (ADP or ADP portal refer to the Company's web-based human resources platform). It is very important that you keep your ADP profile up to date regarding changes in your name, address, telephone number, withholding exemption status

(for income tax purposes), persons to be notified in case of emergency or accident, and additions to your family. Failure to record changes in this kind of information can affect your withholding tax and proper health insurance benefit coverage. Please make necessary changes on ADP as soon as possible. If you have any issues making changes on ADP, please contact ADP through its Employee Service Center phone number (855-547-8508) or you can email ADP at HRServicesemployee@adp.com. Please be sure to include "Integrative Nutrition" in the subject line of the email.

Speaking for the Company/ Employee References

It is important that only those who are authorized to speak on behalf of the Company and/or any specific Company entity do so. As such, employees are not to speak publicly, to the press, or to others as a representative of the Company or any specific Company entity unless authorized by the Company to do so. To the extent employees speak about the Company, they must specifically note that the opinion expressed is their own, and not that of the Company.

All employment verification requests, including those received from current or former employees, prospective employers of current or former employees, must be directed to joanna.leung@ integrativenutrition.com for an official Company response.

All requests for references and employment verification requests will be responded to by only confirming dates of employment and position. An employee's salary will not be divulged in connection with references or employment verification requests unless written consent from the employee is provided.

Under no circumstances are any other employees, including managers and supervisors, authorized to provide a written or official employment reference on behalf of the Company, a response to an employment verification request, or information to a third party regarding another employee's salary.

Employee Suggestions

We encourage employees to offer suggestions about their work and develop opportunities for improvement. We hope to empower you and hope to create a dynamic work environment where employees are passionate about their ideas and proud of their work. We support you in discussing your ideas with managers.

We strive to provide open communication, sensitivity to your concerns and expectations and recognition of the need for constructive and timely feedback.

Employment Eligibility Verification

The Company is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. The Company will not knowingly employ individuals who do not possess valid authorization to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification I-9 and present documentation establishing identity and employment eligibility in person.

Employees will also be asked to present appropriate work authorization to the People Team upon the expiration of any prior authorization as required by law. Employees may raise questions without fear of reprisal.

Fair Employment Practices

Policies Prohibiting Unlawful Discrimination and Harassment and Availability of Workplace Accommodations

The Company wants its staff members to work in an environment that will allow them to feel safe and to flourish. That is why our goal is to maintain a work environment based upon mutual respect and cooperation, free of discrimination, harassment, retaliation, and any inappropriate conduct. The Company expects each employee to communicate and act in a professional manner at all times. The following policies and procedures serve to clarify our expectations.

Equal Employment Opportunity

It is the policy of the Company to base all employment-related decisions on principles of equal employment opportunity. In particular, it is the policy of the Company to recruit, hire, promote, assign, compensate, and train highly qualified persons without regard to age (18+), race, color, sex, pregnancy, pregnancy related conditions, gender, sexual orientation, gender identity, dysphoria, or expression or transgender status, national origin, ancestry, alienage, citizenship status, ethnicity, religion, creed, marital or partnership status, disability, past, current, or prospective service in the uniformed services (including military and veteran status), familial status, caregiver status, predisposing genetic characteristics, genetic information, domestic violence victim status, sex offense victim status, stalking victim status, arrest or conviction status in violation of applicable state and federal law, credit history, salary history, unemployment status, sexual and reproductive health decisions, opposition to practices prohibited by the NY State Human Rights Act, relationship or association with a member or members of a protected category covered under applicable laws, or other characteristic protected by applicable law.

This policy governs all aspects of employment, including compensation, benefits, transfers, layoffs, discipline, termination, Company-sponsored training, education, and social and recreational programs.

The Company strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy. We believe that our continued success depends upon

our ability to maintain a leadership role in the attraction, development, and retention of a highly competent workforce and to create a climate for effective and productive use of our employees. Our management is guided by ethical standards that comply with legal requirements. These standards will be implemented consistently by the Company to ensure that equality is afforded to all applicants and employees.

State and City Protections on Sexual and Reproductive Health Decisions

The Company prohibits discrimination and retaliation in employment based on an employee's or an employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device, or medical service. It is an unlawful employment practice for the Company to access an employee's personal information regarding their or their dependent's reproductive health decisions without the employee's prior informed affirmative written consent; discriminate or take any retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of or based on the employee's (or the employee's dependent's) reproductive health decisions; or to require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health decisions. Any employee who feels there has been a violation of this policy should report their concern to the People Team. The Company will investigate and take appropriate remedial action. An employee may also file a private action and can seek remedies to the extent available under applicable law. Discrimination and retaliation against employees who exercise rights under this policy is prohibited.

The Company acknowledges that protections include "sexual and reproductive health decisions," defined as "any decision by an individual to receive services, which are arranged for or offered or provided to individuals relating to sexual and reproductive health, including the reproductive system and its functions." Services include, but are not limited to:

- Fertility-related medical procedures;
- Sexually transmitted disease prevention, testing, and treatment; and
- Family planning services and counseling, such as birth control drugs and supplies, emergency contraception, sterilization procedures, pregnancy testing, and abortion.

Workplace Accommodations

The Company complies with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. We are committed to providing equal employment opportunities to all individuals, including those with disabilities.

The Company is committed to engaging in an interactive process to determine the availability of a reasonable accommodation to any qualified individual who:

- Requests an accommodation during the application process;
- Requests an accommodation to enable them to perform essential job functions or gain access to Company facilities; or
- Asks for an accommodation to enjoy equal benefits and privileges of employment.

The Company will provide reasonable accommodations, upon request, for qualified individuals with known disabilities (including pregnancy-related medical conditions) or those who require accommodations due to their sincerely-held religious beliefs (including accommodations related to wearing religious garb or facial hair), unless doing so would result in undue hardship. This policy is not intended to afford employees with any greater protections than those which exist under federal, state, or local law. It is the responsibility of employees or applicants to request an accommodation when they believe an accommodation is needed to allow them to perform the essential functions of the job for which they are otherwise qualified. The request must be in writing, unless a medical emergency prevents the employee from making the request in writing, and must include a statement describing the portions of the job that the employee is unable to perform due to disability or a sincerely-held religious belief and suggested accommodations. To the extent permitted by law, the Company reserves the right to request that the employee provide documentation supporting the need for an accommodation.

Anyone who believes they require such a reasonable accommodation should contact the People Team at HR@integrativenutrition.com with a written request as set forth above. Failure to provide the request for an accommodation in writing, unless in instances of a medical emergency, may result in a slower response time from the Company.

Pregnancy Non-Discrimination and Accommodations

The Company will also provide a reasonable accommodation(s) to an employee or applicant with a pregnancy-related condition. Pregnancy-related condition means a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques. The definition is limited to conditions which, with reasonable accommodations, do not prevent the employee from performing their job functions in a reasonable manner. Pregnancy-related conditions must be treated as temporary disabilities.

Reasonable accommodation means actions taken which permit an applicant or employee with a pregnancy-related condition to perform her job functions in a reasonable manner and include, but are not limited to:

- provision of an accessible worksite; acquisition or modification of equipment;
- job restructuring;
- and modified work schedules.

The Company will not require an employee who is pregnant to take a leave of absence, unless the employee's pregnancy prevents her from performing the activities involved in the job or occupation in a reasonable manner.

Anyone who believes they require such a reasonable accommodation should contact the People Team at HR@integrativenutrition.com with a written request as set forth above. To the extent permitted by law, the Company reserves the right to request that the employee provide documentation supporting the need for an accommodation.

Lactation Accommodation Policy and Breaks to Express Breast Milk

The Company will provide accommodations to employees who express breast milk during work hours.

The Company will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy can be reported to the People Team (HR@integrativenutrition.com).

Use of IIN's Lactation Room

IIN's dedicated lactation room is located on the 7th Floor.

The lactation room: is clean; is free from intrusion and shielded from view of others; contains at least one electrical outlet, a surface to place a pump and other personal items, and a chair; is near running water; and can be locked from the inside.

When more than one employee needs to use the designated lactation room, the Company will discuss various options with all known employees who use the lactation room to determine what arrangement addresses each employee's needs such that each employee has access to the lactation room amenities. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.

Even if the lactation room is available, an employee who wishes to pump at their usual workspace will be permitted to do this so long as it does not create an undue hardship for IIN (or any relevant Company Entity).

A refrigerator is available in the lactation room for employees to store breast milk.

Breaks and Reasonable Time to Express Breast Milk

The Company will provide a reasonable amount of time for an employee to express breast milk and will not unreasonably limit the amount of time or the frequency that an employee expresses breast milk.

Whether an employee is paid while pumping depends on the circumstances. If an employee is not completely relieved of all work duties during the time that they are pumping, they will be paid. Employee shall have the option, but shall not be required, to use sick time or PTO in permissible incremental amounts to pump. The Company does not require the employee to work while pumping. However, if the employee works while pumping, the employee will be paid at their regular rate for that time.

Lactation Accommodation Request Process

- Employees may request a lactation accommodation by contacting the People Team (at HR@integrativenutrition.com).
  - Verbal Requests: A request may be made orally to any member of the People Team.
  - Written Requests: A request may be made in writing to People Team (at HR@integrativenutrition.com) and should indicate that the employee will need an accommodation for expressing breast milk at work.
- The People Team will respond to a request for a lactation accommodation as quickly as possible. Under no circumstances will this amount of time exceed five (5) business days. During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, the Company will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs, unless that poses an undue hardship for the Company.
- The Company recognizes that employees' lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

Undue Hardship

If the Company believes that the lactation accommodation requested poses an undue hardship on the Company, the Company will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible, but no later than five (5) business days from the date of the request. The conversation between the Company and the employee will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation granted or denied. This process gives the employee an opportunity to have an open discussion with the Company about their needs, and the Company has an opportunity to hear its employee and work with them to come up with an appropriate accommodation for the employee.

Policies Prohibiting Unlawful Discrimination, Harassment, and Retaliation

Discrimination is Strictly Prohibited

The Company prohibits unlawful discrimination based on age (18+), race, color, sex, pregnancy, pregnancy related conditions, gender, sexual orientation, gender identity, dysphoria, or expression or transgender status, national origin, ancestry, alienage, citizenship status, ethnicity, religion, creed, marital or partnership status, disability, past, current, or prospective service in the uniformed services (including military and veteran status), familial status, caregiver status, predisposing genetic characteristics, genetic information, domestic violence victim status, sex offense victim status, stalking victim status, arrest or conviction status in violation of applicable state and federal law, credit history, salary history, unemployment status, sexual and reproductive health decisions, opposition to practices prohibited by the NY State Human Rights Act, relationship or association with a member or members of a protected category covered under applicable laws, or other characteristic protected by applicable law. This policy applies to all terms and conditions of employment with the Company, including, but not limited to: hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

Sexual Harassment is Strictly Prohibited

One form of harassment prohibited by this policy is sexual harassment. Sexual harassment is unlawful, violates Company policy, subjects the Company and the harasser to potential liability, constitutes employee misconduct, and will not be tolerated. Appropriate sanctions and/or disciplinary action (up to and including termination) will be enforced against individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue.

Sexual harassment is a form of sex discrimination and includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature or directed at an individual because of their sex, when:

- Such conduct is made either explicitly or implicitly a term or condition of employment;

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment.

Sexual harassment in the form of "hostile environment" harassment consists of words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Hostile environment harassment also consists of unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the workplace which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment in the form of "quid pro quo" harassment occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other term, condition, or privilege of employment.

Sexual harassment can occur between males and females, or between persons of the same sex. Sexual harassment that occurs because the target is transgender is also unlawful. Sexual harassment is prohibited not only at the workplace but also while off-premises, at Company-sponsored events, or over calls, texts, emails, or social media. Conduct does not have to be directed at an individual for it to be sexually harassment (for example, overheard comments can qualify).

The following describes some of the types of acts that may be unlawful sexual harassment:

- Unwanted sexual advances, propositions, or other sexual comments, such as:

  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;

  - Subtle or obvious pressure for unwelcome sexual activities; or

- Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience that create a hostile work environment.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Physical acts of a sexual nature, such as:

  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body;

  - Rape, sexual battery, molestation, or attempts to commit these assaults.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or status of being transgender, such as:

  - Interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job;

  - Sabotaging an individual's work; or

  - Bullying, yelling, or name-calling.

- Sex stereotyping – When conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

Other Unlawful Harassment is Strictly Prohibited:

The Company's policy prohibiting harassment applies equally to harassment age, race, color, national origin, ancestry, alienage, citizenship, ethnicity, religion, creed, marital or partnership status, disability, past, current, or prospective service in the uniformed services, familial status, marital status, caregiver status, predisposing genetic characteristics, genetic information, domestic violence victim status, arrest or conviction status, credit history, salary history, unemployment status, or other characteristic protected by applicable law. Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (e.g., epithets, derogatory statements, slurs, derogatory comments or jokes, or obscene language).
- Physical (e.g., assault or inappropriate physical contact).
- Visual (e.g., displaying derogatory posters, cartoons, or drawings or making derogatory gestures).
- Online (e.g., derogatory statements in any e-mail or through any social media platform).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated, including, but not limited to, any harassment that denigrates or shows hostility towards an individual; has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassment can occur while off-premises, at Company-sponsored events, or over calls, texts, emails, or social media. Conduct does not have to be directed at an individual for it to be harassment (for example, overheard comments can qualify).

Discrimination and Harassment Complaint and Investigation Procedure

Preventing unlawful discrimination and harassment is everyone's responsibility. The Company cannot prevent or remedy harassment unless it knows about it. Anyone who witnesses, becomes aware of, or is subjected to behavior that may constitute discrimination or harassment or otherwise violates this policy is strongly encouraged to **immediately** report such behavior to any SLT/ELT member or the People Team. The availability of the complaint procedure does not preclude individuals who believe they have been subjected to harassing conduct or who have observed harassing conduct from promptly advising the alleged harasser that the harassing behavior is unwelcome and requesting that it be discontinued.

Reports of discrimination, harassment, or any other violation of this policy should be made in writing, though verbal reports will be accepted. A Complaint Form for the submission of reports of discrimination, harassment, or any other violation of this policy shall be included in ADP (under Resources >Company Information >Company Policies (as well as "Forms Library" and Tools/References"), and all personnel are encouraged to use this Form. If the report is verbal, the complainant will be asked to complete a written Complaint Form. If they decline, the Company may prepare a Complaint Form based on the verbal report.

All supervisors who receive a report or information about, observe, or suspect any potential discrimination, harassment, or other violation of this policy **must immediately** report it to the SLT/ELT or the People Team.

A supervisor who fails to make such a report or otherwise knowingly allows discriminatory, harassing, or retaliatory behavior to continue will be subject to disciplinary action, up to and including termination of employment.

The Company will investigate any report or complaint of discrimination, harassment, or other violation of this policy that it receives. Investigations will be conducted in a prompt and timely manner, and will be confidential to the extent possible. The Company will take prompt and appropriate corrective action whenever it determines that harassment or another violation of this policy has occurred.

All persons involved, including complainants, witnesses, and accused individuals, will be accorded due process, as outlined below. While the process may vary from case to case depending on the circumstances, an investigation of a report made under this policy will generally include the following steps:

- Upon receipt of a report of harassment or other violation of this policy, the Company will conduct an immediate review of the allegations and take any appropriate interim action.
- Relevant documents and electronic communications will be collected and reviewed.
- Interview the complainant, witnesses, and accused.
- Create confidential written documentation of the investigation.
- Notify the complainant(s) and accused individual(s) that the investigation has concluded and any other relevant information where appropriate.
- Implement any corrective action.

All employees are required to cooperate fully with any investigation conducted under this policy.

Retaliation is Strictly Prohibited

The Company strictly prohibits and does not tolerate any retaliation against an individual because they have in good faith (1) made a complaint of, reported, or opposed discrimination or harassment, either internally or with any government agency, or encouraged another to do so; or (2) testified or assisted in an investigation or proceeding involving discrimination or harassment under the Human Rights Law or other anti-discrimination law. Such retaliation is unlawful and contrary to Company policy. An individual is protected from retaliation if they had a good faith belief that the practice complained of was unlawful, even if it ultimately does not rise to the level of a legal violation. These protections do not apply, however, to any person making an intentionally false charge of discrimination or harassment or providing intentionally false information in connection with an investigation under this policy.

Retaliation consists of adverse action taken against the individual because they have engaged in any of the protected activities described above.

The action need not be job-related or occur in the workplace. Unlawful retaliation can be any action, more than trivial, that would have the effect of dissuading a reasonable worker from engaging in any protected conduct.

An adverse employment action is not retaliatory simply because it occurs after the protected activity in question. Employees continue to be subject to all job requirements and disciplinary rules after having engaged in protected activity. In order to make a claim of retaliation, the individual must be able to prove that the adverse action was retaliatory.

Sexual Harassment – Statutory Provisions, Redress Rights, and Adjudication Forums:

This policy is intended to prohibit all types of sex harassment and discrimination that is unlawful pursuant to the New York Human Rights Law § 296.1 (codified as N.Y. Executive Law, Article 15), and the federal Civil Rights Act of 1964, Title VII (codified as 42 U.S.C. § 2000e et seq.). The Human Rights Law applies to all employers in New York State with respect to sexual harassment and protects employees, paid or unpaid interns, and non-employees, regardless of immigration status. A complaint alleging a violation of the Human Rights Law may be filed with either the Division of Human Rights (DHR) or in New York State Supreme Court. Additional information about DHR can be found at www.dhr.ny.gov. If sexual harassment is found to have occurred, DHR or a court has the authority to award appropriate relief.

Title VII of the Civil Rights Act of 1964 applies to private employers with at least 15 employees. A complaint alleging a violation of Title VII may be filed with the Equal Employment Opportunity Commission (EEOC). If the EEOC determines that there is reasonable cause to believe that harassment occurred, it will issue a Right to Sue letter permitting the complainant to file a complaint in federal court. The EEOC does not hold hearings or award relief, but may pursue cases in federal court on behalf of a complainant. Additional information about EEOC can be found at www.eeoc.gov. If sexual harassment is found to have occurred, federal courts may award appropriate relief.

There may also be applicable local laws that protect individuals from sexual harassment. An individual may contact the county, city, town, or village in which they live to determine whether such a local law exists. Employees who work in New York City may file a complaint of sexual harassment with the New York City Commission of Human Rights (CHR).

CHR will investigate any sexual harassment complaint filed with it and determine whether there is probable cause to credit the allegations of sexual harassment. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, CHR has the authority to award relief. An individual does not need an attorney to file a complaint with the CHR and there is no cost for filing a complaint with the CHR. Additional information about CHR can be found at www.nyc.gov/html/cchr/html/home/home.shtml.

The remedies available to victims of sexual harassment vary depending on the circumstances and forum involved, but may include requiring the defendant(s) to take action to stop the harassment, or redress the damage caused, including reinstatement/instatement to a job, payment of monetary damages (e.g., back pay, out-of-pocket expenses), compensatory damages, punitive damages in certain circumstances, reasonable attorneys' fees, and civil fines.

If the sexual harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Redress can be sought by contacting the local police department.

Administration of Policy

This policy is intended to comply with and implement New York law regarding sexual harassment policies (Labor Law § 201-g) and any accompanying regulations. To the extent that this policy is inconsistent therewith, the law and applicable regulations will apply. While this policy is intended to comply with New York law, the Company shall apply the policy and protections above to all employees, regardless of whether or not they work in New York. To the extent the state, city and/or locality in which an employee works extends more generous protections than what is set forth above, the more generous policy/protections shall apply. Please contact the People Team if you need additional guidance.

Employee Benefits

We are deeply committed to our employees and their well-being. We provide you with a variety of benefits that will help you maintain a high- quality, balanced life – both personally and professionally. We hope you'll take full advantage of these amazing benefits. All benefits are governed by the terms of the benefits plans. The following is just a brief summary. Please be sure to check the Company's ADP portal for information on the Company's benefits.

Group Insurance Benefits

The health of you and your family are very important to us and that is why we presently offer all eligible full-time employees with the option to participate in certain group benefit plans, including medical, dental, vision, life, and long-term disability benefits.

You become eligible for health care coverage on the first day of the month following your date of hire. For example, if your first day of work is January 18th, your health care coverage would begin on February 1st.

To review current health care coverage options and for any questions that you might have, please contact the Company's ADP representatives through ADP's Benefits Service e-mail (IINBenefits@adp.com) or ADP's Employee Service Center phone number (855-547-8508) (service hours 8:00 a.m. to 11:30 p.m.). You may also contact the Company's healthcare representative for specific questions relating to the Company's health plans. For the health care representative contact information please log in to your ADP account and refer to the applicable Benefits Guide posted on the ADP Homepage.

Flexible Spending Account

After six months of full-time employment, you are eligible to participate in the Company's flexible spending account program (FSA) and dependent care account program (DCA). An FSA account allows you to set aside pre-tax dollars for eligible health care expenses during the plan year, and a DCA account allows you to set aside pre-tax dollars for eligible dependent care expenses during the plan year. You can enroll and begin contributing up to the maximum amount permitted by law per year on January 1st, or once you become eligible after six months of employment. Please contact the Company's ADP representatives through ADP's Benefits Service e-mail (IINBenefits@adp.com) or ADP's Employee Service Center phone number (855-547-8508) for the most up to date terms and requirements of the FSA and DCA programs. Please note that you may not be enrolled in the high-deductible health care plan/HSA benefit while simultaneously enrolled in the FSA program.

401(k) Retirement Plan

Your financial well-being is important, and we recognize that saving for the future is a key component of that. Full-time and part-time employees are eligible to participate in the Company's 401(k) retirement plan after completing two (2) months of employment with the Company. Employees may elect to contribute to the Company's 401(k) retirement plan with tax-free contributions each pay period up to the maximum amount permitted by law.

Presently, the Company matches certain contributions to the 401(k) retirement plan up to an annual amount equal to 5% for eligible employees. All contributions to the 401(k) plan are 100% vested at all times and are subject to the terms of the plan and the law.

ADP will send you an e-mail with enrollment information at or around the time of your 2-month anniversary and you will then have the opportunity to designate your contribution. Your first deduction will be in the first possible paycheck following your enrollment. Once you are enrolled, you can log in to the ADP Retirement Services website to review and allocate your contributions. Simply go to www.mykplan.com and log on to your account. If you have trouble accessing the site, or forget your login information or password, please review ADP's FAQ page, which is accessible from the homepage: https://www.mykplan.com/.

If you have any questions about enrolling in the Company's 401(k) plan, please contact ADP at 866-695-7526.

Other Benefits

From time-to-time, the Company provides employees with additional benefits at its sole discretion. Employee benefits might vary depending on whether an employee is a full- time or part-time employee and depending on whether an employee works in the Company's office or telecommutes. Please review the Company's ADP portal for a list of current benefits that might be available. These other benefits are subject to change in the Company's sole discretion and without notice.

Statutory Benefits

State Disability Insurance: If you suffer an illness or injury outside of the workplace that prevents you from working and earning income, you might be eligible for temporary disability benefits. However, not all states offer temporary disability benefits. Employees who are eligible for this coverage shall pay for it through deductions from their paychecks as permitted by law. To find out more about state disability insurance and whether your state offers this benefit, contact the People Team at HR@integrativenutrition.com.

Workers' Compensation Insurance: If you suffer from an illness or injury that is related to your work at the Company, you might be eligible for workers' compensation benefits. Workers' compensation benefits are defined by state law and may include medical and temporary disability benefits resulting from job-related illnesses or injuries.

If you are injured or become ill through work, please inform your manager and the People Team at HR@integrativenutrition.com immediately regardless of how minor the injury or illness might be. To find out more about workers' compensation coverage, contact the People Team at HR@integrativenutrition.com.

Unemployment Insurance: When your employment with us ends, you might be eligible for unemployment benefits. Unemployment insurance is temporary income for eligible workers who become unemployed through no fault of their own and who are ready, willing, and able to work and have sufficient wages in covered employment. The law governs eligibility for this benefit. For additional information and to determine if you qualify for unemployment benefits, contact the your state's Department of Labor.

Employee Health Coach Training Program Referrals

Company employees are eligible to receive $1,000 for every friend and family member they refer that enrolls in the Health Coach Training Program ("HCTP"), subject to the following. If the enrollee withdraws within 90 days of enrollment or fails to pay any portion of their tuition or fees, you will not be rewarded for the referral. If an employee's employment with the Company ceases, the employee is not eligible to receive this referral reward. The availability of the referral reward and the amount are subject to change in the Company's sole discretion. The referral reward will appear as a "referral reward" on your paystub.

Employees cannot participate in the Ambassador and Affiliate Programs, or any other referral program related to HCTP enrollments, while the Company employs them and must take down their Ambassador or Affiliate website and/or remove references to their Ambassador or Affiliate status from their websites and social media.

Employee Recruitment Referral Policy

We are always looking for talented individuals who can help us further our mission.

If you know someone who would be a good addition to the Company and they meet the qualifications for an existing, full-time open position, as defined herein, you will be eligible for a referral reward. Existing, full-time open positions are listed on careers website, www.integrativenutrition.com/careers ("Open Position(s)"). The Company does not pay referral rewards for positions other than full- time Open Positions.

If you know of someone who is qualified for and interested in an Open Position, please have them apply to the position on the careers website and ask them to indicate on the application that youhave referred them. Then e-mail their resume and any relevant information to People Team Referral rewards will not be paid for candidates who are already known to the Company.HR@integrativenutrition.com. Referral rewards will not be paid for candidates who are already known to the Company.

If the candidate is hired for a full-time Open Position as a direct result of your referral, the People Team will notify you if you are eligible for the referral reward. You will receive $1,000 (less applicable taxes) after your referral has been at the Company for six months, provided that your referral is in good standing and you are employed by the Company at that time. This amount is subject to change in the Companys sole discretion. Please note that ELT/SLT and hiring managers are not eligible for referral bonuses.

Retreats, Conferences, and Other Events

One of the benefits of working at the Company is that you might have the opportunity, in connection with your employment, to travel to retreats, conferences, and other events. To participate in these events, we require you to sign a travel waiver, which is provided and signed upon the outset of employment and maintained in your personnel file.

If you intend to seek any reimbursement in connection with your travel to retreats, conferences, and other events, you are required to comply with the Company's Travel Expense Policy, which is accessible on the ADP portal. If you do not abide by the Company's Travel Expense Policy, your request for reimbursement could be denied.

Ripple Award Program

Purpose

The Ripple Award Program is a means for the Company to provide immediate and visible recognition of employee contributions and to promote productivity.

Eligibility

Certain full- and part-time Company employees are eligible to receive spot awards, i.e., Ripple Awards. Independent contractors and temporary employees, whether contracted by the company or through an agency, are not eligible to receive an award.

Employees who are bonus/commission eligible are not eligible for Ripple Awards (Ineligible Employees). Ineligible Employees include, but are not limited to: employees who participate in the Annual Incentive Plan (AIP), employees who participate in any sales commission/bonus plans, including, but not limited to, Admissions Representative/Lead Responder commission/bonus plans, employees who participate in any other bonus/commission plan deeming them ineligible for Ripple Awards as determined by the Company, in its sole discretion.

Procedures

AWARD CRITERIA

The Ripple Award is to be used to recognize employee contributions that have exceeded expectations for exceptional performance. The employee contribution must be for an action or accomplishment that is beyond the scope of the employee's regular day-to-day activities and assignments. For example, the award could be for an employee who uses initiative and creativity to solve a challenging problem. It could also be for a one-time exceptional achievement that might not be otherwise noticed, such as volunteering for extra assignments during critical times while fulfilling all of the employee's ongoing work duties.

The Ripple Award should be tied to a discrete action rather than awarded for a situation of consistently exceptional performance. The award should be presented to the employee within 24 to 48 hours of the achievement.

AWARD AMOUNT

Each department will receive an allotment from which to issue Ripple Awards. The ELT member for each department will be ultimately responsible for adhering to the designated allotment, but may delegate day-to-day management of the allotment to another team member(s).

Each individual Ripple Award will be in an amount up to $150.00, issued in $50 increments (i.e., $50, $100, or$150). Any amount over $150 must be approved by ELT. Recipients will receive the Ripple Award in their paycheck, in accordance with the Company's payroll practices. All awards are considered taxable income and will be reflected on the employee's income earning statements.

AWARD RECOMMENDATIONS

The ELT, SLT and Company employees who report directly to members of the ELT or SLT have authority to recommend Ripple Awards for their team members. However, the ELT member who oversees the department must approve all awards for employees in their department. For non-IIN Company Entities, certain designated supervisory employees shall have the authority to recommend Ripple Awards for their team members.

Ripple Award recommendations must be submitted to rippleaward@integrativenutrition.com for processing.

Copying an ELT member on the email to rippleaward@integrativenutrition. com will be deemed as approval by the ELT member and it will be assumed that the nominating employee has abided by this policy and obtained necessary approvals.

Peer-to-Peer Award Program

Purpose

The Peer-to-Peer Award Program is a means for Company employees to recognize their colleagues' exceptional contributions to the Company.

Eligibility

All employees (full- and part-time) are eligible to nominate and be nominated for a peer-to-peer award. Independent contractors and temporary employees, whether contracted by the company or through an agency, are not eligible to receive an award.

Criteria

The award is used to recognize an employee's exceptional contributions to the Company and its community. The employee contribution must be for an action or accomplishment that is beyond the scope of the employee's regular day- to-day activities and assignments.

Procedures

If you would like to nominate a colleague, please complete a nomination form and please provide detailed information conveying why the nominee should receive the award, and include specific data around the impact to the business.

On a quarterly basis, ELT will review all of the nominations within the applicable quarter and identify the award recipients for that quarter. Up to five nominees per quarter will be selected to receive the award. Award recipients will be acknowledged during town hall meetings, or as otherwise deemed appropriate.

Award Amount

Award recipients will receive $250, which will be included in their paycheck in accordance with the Company's payroll practices. All awards are considered taxable income and will be reflected on the employee's income earning statements.

Course Enrollment for Employees

HCTP

We believe deeply in our mission. That is why all Full- time and Part-time employees who have been continuously employed with the Company for 6 months, and who are in good standing, are eligible to enroll in HCTP as a new student or to repeat the course. Employees' participation in the HCTP program is wholly voluntary and not directly related to employees' job responsibilities. Accordingly, employees' attendance in connection with the HCTP program should be outside regular work hours, and employees should not perform Company work during attendance.

If you're enrolled in the current HCTP program, you're entitled and encouraged to attend your Coaching Circle calls. All calls should be scheduled during non-work hours. If you set your call schedule prior to becoming an employee, you may still join your call but need to make up the missed time during the same day. Arriving early or staying late to make up this time needs to be pre-approved by your manager.

All student-related conferences that fall on a workday are not considered required employee work. Employees in HCTP may either take these days as unpaid or can use earned PTO. All schedules must be pre-approved upon enrollment in HCTP by your manager.

Graduation requirements apply to employees enrolled in the course. If you fail to meet your graduation requirements, you can remain in the course but you will not be eligible to receive a certificate.

Advanced and Specialty Courses

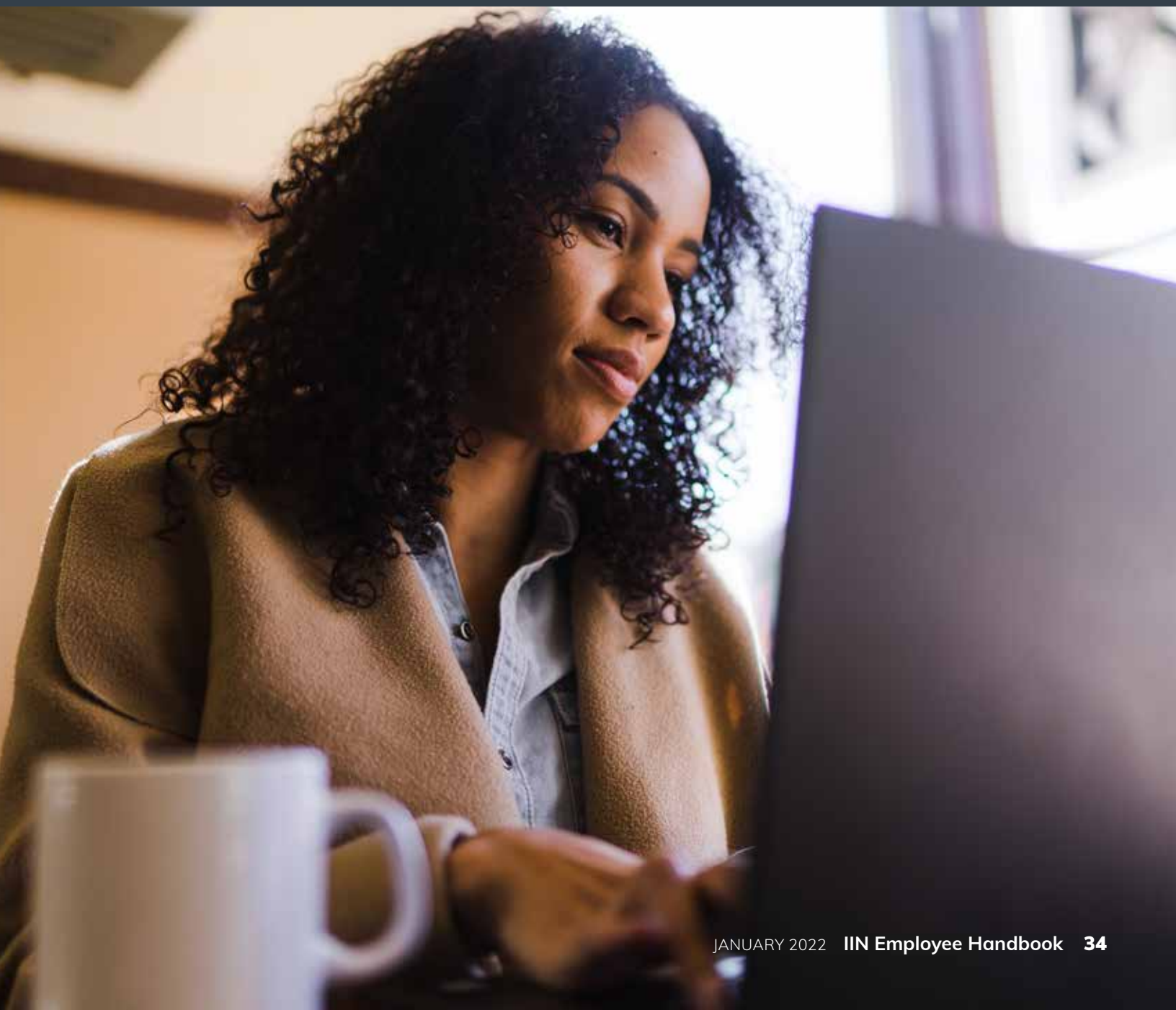
Individuals employed by the Company, who are in good standing, can enroll in Advanced or Specialty Courses from their hire date. The enrollment requirements of each Advanced Course/Specialty Course must be satisfied. Enrollment and participation in an Advanced or Specialty Course is wholly voluntary and not directly related to Company job responsibilities. Accordingly, you may not attend or otherwise participate in an Advanced or Specialty Course during Company working hours.

Advancement

We proudly hire talented and qualified people and will provide you with opportunities to grow and advance within the Company. Promotions are based on ability, leadership, and the willingness to accept responsibility. Promotions are not based on length of service. We encourage proactive thinking, well thought-out ideas, and enthusiasm.

You will be able to check on the progress of your work through continuous feedback from your manager. You may additionally arrange a time with your manager to discuss any questions you may have about your performance. Your manager will likewise continually discuss your performance with you so that you know how well you are doing or where improvements need to be made.

Work Schedules



IIN's regular hours of business are from 9:00 a.m. to 5:30 p.m., Monday - Friday ("Business Hours"). All employees are expected to start work when we open and work until the close of business, unless their schedules state otherwise. This applies to in-office and remote staff and telecommuters. Certain departments and Company Entities require alternate work hours and, if that is the case, the Company will inform you in writing of your work schedule. Exempt employees are expected to work the hours necessary to accomplish assigned tasks, which may include evenings, weekends, and holidays.

Due to the nature of our business, we work in a dynamic environment and, at times, it may be necessary to change your hours of work, perform extra work assignments, or change your meal period. Employees are expected to work as is necessary to complete their work assignments during the peak periods or when it is scheduled. Depending on your position, you might be required to work alternative hours, on weekends, in the evenings, and holidays. We appreciate your cooperation and will do our best to make sure we give you as much advance notice as possible.

We understand that there will be times when circumstances beyond your control might impact your ability to arrive at work on time. If, for some reason, you are going to be late, it is your responsibility to let your manager know in a timely manner. Repeated tardiness may subject an employee to discipline, up to and including termination of employment.

The Company may allow eligible employees up to two (2) temporary schedule changes per calendar year due to a "personal event." A "personal event" includes a caregiving emergency, a legal proceeding or hearing for subsistence benefits, or any permissible use of sick or safe time under ESSTA (defined below). Temporary schedule changes may include paid time off, working remotely, swapping or shift work hours, and taking unpaid leave. Employees shall be granted up to one business day per request; however, if the Company permits an employee to use two business days for one request, a second request need not be granted. The Company reserves the right to deny requests based on business needs.

Eligible employees include those who work 80 or more hours per calendar year and who have been employed by the Company 120 or more days. For more information, please go to ADP and review the Temporary Schedule Change Law Notice.

Flextime Work Schedule

Flextime is a work schedule with arrival and departure times that differ from standard Business Hours by not more than two hours. For example, an employee might start their day at 8:00 a.m. and end their day at 4:30 p.m.

Eligibility and Procedures

Flextime is not appropriate for all departments, employees, or positions and is not a universal employee perk. Full-time employees who have completed at least six months of continuous employment with the Company are eligible for flextime, and will be considered for flextime on a case-by-case basis.

If an employee is interested in flextime, they must submit a written request to their manager and the People Team. The manager is responsible for assessing whether flextime works within the department and for the particular role and employee, in accordance with the criteria set forth below.

To determine whether an employee is eligible for flextime, the manager must consider:

- The needs and best interests of the Company, department, team, and employee;
- The nature of the employee's work and responsibilities;
- The impact on colleagues;
- The duration of the proposed arrangement;
- The employee's ability to temporarily or permanently return to a standard work schedule when needed;
- The impact on customers and the business; and
- The impact on the quality and quantity of work product.

All of the following conditions must be met for a flextime schedule to be approved and maintained:

- The employee must:
  - Be a full-time employee who has completed at least six months of employment with the Company;
  - Have a satisfactory attendance record;
  - Meet all performance expectations in their current role;
  - Consistently demonstrate the ability to timely and appropriately complete tasks and assignments; and
  - Be agreeable to temporarily or permanently return to a standard work schedule when needed.
- The nature of the employee's work and responsibilities must be conducive to a flextime schedule without causing disruption to performance and service delivery.

The manager, with consent from the Executive or Senior Leadership Team member responsible for the department, if applicable, must approve flextime schedules. Prior to the announcement and implementation of a flextime schedule, the People Team will issue the applicable employee a written notification of the terms of the arrangement.

There will be a trial period to assess the impact of the flextime schedule. After successful completion of the trial period, the department head will formally review the arrangement at least semi-annually thereafter to ensure continued success. The arrangement may be canceled at any time and for any reason by management. An employee wishing to change or cancel a flextime schedule must obtain approval from their department head, with written consent from the People Team.

Exempt employees must depart from any flextime schedule to perform their jobs. Non-exempt employees may be asked to work overtime regardless of a flextime schedule.

Time Keeping

Non-exempt employees must accurately record their work time on a daily basis to ensure that they are paid properly. Non-exempt employees are required to start and end work at their scheduled times and receive written, pre-approval from their manager for any overtime.

All employees must report and request through ADP all sick leave, vacation, bereavement, jury duty, and any other time taken off. Falsifying time records or failing to report and request time off may result in disciplinary action, up to and including termination.

Employees must not record time for other employees or allow others to do so for them. If employees are ever asked by anyone not to report hours worked, they must immediately notify the People Team at HR@integrativenutrition.com.

Telecommuting Policy

Due to Covid-19 and until further notice, the Telecommuting policy has been replaced with the option of using an in-office, hybrid or fully remote work model based on your position and subject to business needs and Manager approval.

Relocation

The Company may allow team members or new hires who request to voluntarily relocate to other states outside of our base office location in New York. Under the terms of this policy, employees requesting voluntary relocations, whether temporary or permanent, will require approval from their immediate manager and ELT member (if applicable), before making a decision to voluntarily relocate.

Before entering into any voluntary relocation agreement, the employee and manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Job responsibilities** - The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a voluntary relocation arrangement.

- **Employee suitability** - The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for a successful voluntary relocation.

- **Equipment needs, workspace design considerations and scheduling issues** - The employee and manager will review the physical workspace needs and the appropriate location for the telework. The approval process involves obtaining approvals from your immediate manager, the People Team and Executive approval.

- **Dependent Care** - Telecommuting is not a replacement or substitute for childcare, eldercare, or other dependent care. Employees with telecommuting arrangements must make arrangements for child and dependent care during telecommuting work hours.

Entering into a voluntary relocation agreement does not alter any Company leave policy, including the company's family leave policy, unless otherwise required by law.

The Company reserves the right to refuse an employee's request to voluntarily relocate based on business needs.

The company will not cover the costs associated with a voluntary relocation and/or any moving expenses. Employees who voluntarily request to relocate will cover their own moving costs and expenses. The Company reserves the right to change or modify this policy as needed.

The Company is not responsible for any costs associated with remote work, home-based office furniture, office supplies and any costs associated with this type of arrangement. The Company provides all employees with a laptop and will only provide office supplies that were already pre-approved prior to the employee's' voluntary relocation.

If a voluntary relocation is approved, any travel and/or travel related expenses to the base office in New York for business related purposes must be pre-approved by your manager and ELT and must follow the travel policy.

Please note that the company has the right to make salary adjustments, based on the state the employee is moving if the cost of living is lower and if the employee will pay less state or city tax in the new location.

Policies for Remote Employees or Telecommuters

Dependent Care

Working from home is not a replacement or substitute for childcare, eldercare, or other dependent care. Employees who work from home must make arrangements for child and dependent care during work hours.

This does not alter in any way any company leave policy, including the company's family leave policy.

Equipment and Supplies

Employees working from home must establish an appropriate work environment within their home, which shall include, but shall not be limited to, having an internet connection able to support work systems. The Company will not be responsible for costs associated with initial setup of any remote locations such as remodeling, furniture, equipment setup, purchase of printers/scanners, or lighting nor for repairs or modifications to the remote work spaces, except as required by law. The company is also not responsible for operating costs, home maintenance, or any other incidental costs (i.e., utilities, internet costs, etc.) associated with your use of a home office, except as required by law. It is your responsibility to keep the designated workspace free from safety hazards and other dangers and to use equipment and supplies in a safe and appropriate manner.

The company will maintain equipment supplied by the Company but accepts no responsibility for damage or repairs to equipment own by employees. The company reserves the right to make determinations as to appropriate equipment, subject to change at any time. Further, equipment supplied by the company is to be used for business purposes only. Employees shall not allow others to use the equipment. Employees must immediately notify their manager of any equipment malfunction or failure that will prohibit employee from performing their job remotely.

The Company will not reimburse employees who work from home for the cost of office supplies (pens, paper, etc.), the cost of office equipment (laptops, printers, scanners, etc.), or internet connection charges required for successful completion of job responsibilities while working from home. These expenses shall be the employee's responsibility, unless otherwise required by law.

Work Location

Employees who work from home must maintain a designated work area at home that has sufficient space to accommodate comfortably a desk, chair, and necessary office equipment. Also, this space must provide a quiet, professional, secure and confidential work environment. Employees who work from home are expected to work from their homes and shall be accessible by phone, e-mail, voice mail, or other means within a reasonable time period during regular work hours, as would be expected of similarly situated employees working in the office. Employees who work from home will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

Employees entering into a work from home arrangement may be required to forego use of a personal company office or workstation in favor of a shared office arrangement to maximize office space needs. Additionally, if the employee is not working in the office on a given day, the company may allow another employee to use the employee's work station for the day.

In-Office Perks and Benefits

Employees who work from home will not be eligible for in-office company perks (e.g., snacks, food, lunch, or fitness/wellness perks, etc.) on days that they are not working in the office and the Company will not reimburse such employees for the cost of these in-office perks. As a reminder, the Company's TransitChek commuter benefit shall only be available to employees who regularly commute to the company's physical New York City office at least two (2) days per week. The Company shall not be responsible for the cost of transportation throughout the workday when an employee is working from home. In addition, employees have the opportunity to use pre-tax income toward the purchase of qualified transit to commute to the New York City office, up to a certain limit, per IRS guidelines. Please contact Payroll for additional information.

Breaks and Lunch

Employees who work from home shall have the right to take the same breaks available to in-office employees. *As a reminder to non-exempt employees working at least 6 hours in a given day, a mandatory 30 minutes will be deducted from your day for your unpaid lunch break.*

By the same token, employees who work from home shall not be eligible for breaks not granted to employees in office. For example, such employees shall not take lengthy breaks to complete household chores, grocery shopping, exercise classes, etc. during the workday..

Injuries

By participating in a work from home arrangement, employees agree that company responsibility for any work-related injuries will be limited to the applicable Workers' Compensation laws. Employees must report any work-related injury occurring in their home work space to their manager and the People Team immediately, but not later than forty-eight (48) hours after such injury.

Employees who take advantage of any work from home arrangement understand that the company will not be liable for personal injury (to the employee or others) or damages to the employee or third parties' personal or real property, resulting from employee's participation in any work from home program.

Company Policies

Employees who work from home will remain subject to all company policies, practices and programs while working from home (other than regular attendance at the Company's office), including, but not limited to, those in the Employee Handbook. Employees working from home will be required to comply with Company's time and attendance procedures, including, but not limited to, reporting time worked and absences.

Exempt employees are expected to work any and all hours necessary to achieve the targeted objectives of their position, regardless of whether the employee is working in the office or from home. Non-exempt employees may be asked to work overtime regardless of whether they are working in the office or from home.

Tax Implications

The Company makes no representations about the personal tax implications or other legal issues arising from a work from home arrangement. It is the employee's obligation to address these issues, seeking professional advice, if necessary.

Management Responsibilities

Direct managers shall be responsible for the day-to-day implementation of this policy. Managers should understand that the success or failure of this program lies in their ability to properly manage and motivate their team members. Should any issues arise, managers are encouraged to reach out to their managers and ELT to resolve the matter. If necessary, the People Team is always available to assist.

People Team Responsibilities

The Director of People has the general responsibility of overseeing this policy in accordance with payroll and legal requirements. Any requests for exceptions to this policy should be made in writing to the applicable manager, ELT/SLT and the People Team for review and approval. Only the Director of People, in consultation with the applicable ELT/SLT and the affected manager, may grant an exception.

Meal Beaks

We encourage you to enjoy your meal break each day. It nourishes your mind and body. We provide a daily, unpaid lunch break of 30 minutes. Your meal break is recognized as extending from eleven o'clock in the morning to two o'clock in the afternoon. An employee who works a shift of more than six hours, which extends over the eleven o'clock in the morning to two o'clock period, is entitled to thirty minutes off within that period for the unpaid lunch break.

Employees whose work day extends from before 11:00 a.m. to after 7:00 p.m. are also entitled to an unpaid meal period of 20 minutes between 5:00 p.m. to 7:00 p.m.

Meal breaks are unpaid for hourly (non-exempt) employees. Hourly (non-exempt) employees must not perform any work during their meal periods.

Time Off

Time Off Policies

Paid Time Off (PTO)

Annual Time Off Earned: Full-time employees will be eligible for PTO according to the schedule below based on their length of service to be used for vacation, sick and safe time.

Part-time employees are not eligible for PTO.

PTO Schedule

Years of Employment	Days per Year
Less than 2 years	10 days
2 years, less than 3 years	13 days
3 years, less than 5 years	15 days
5 years, less than 7 years	18 days
7+ years	20 days

PTO Process

Your PTO allotment will be available to use on January 1, subject to the PTO approval process described below. In subsequent years, your PTO allotment will renew on January 1.

Your January PTO allotment will include any additional time gained during a milestone year based on the above allotment schedule.

PTO balances that remain in your PTO bank at the end of the day on December 31 of the given year will not be paid out and are considered expired at that time. However, you may carry over up to 5 days of your unused PTO balance into the next calendar year ("Carryover Days"). Carryover Days must be used within the first 90 days of the new calendar year or they will expire, and they will not be paid out.

PTO Approvals

All PTO must be pre-approved by the employee's supervisor. Approval for all scheduled time away is subject to applicable workloads.

PTO Upon Termination

If you terminate your employment or if you are terminated, you will not be eligible for payment of unused PTO.

Sick Leave and Safe Time (56 hours)

We are dedicated to maintaining the health of our employs. If you are showing symptoms of being sick, please help to prevent the spread of illness and stay home and get well before coming back into the office. All employees are entitled to up to 56 hours (7 days) of paid sick leave every calendar year. A calendar year is defined as a 12-month consecutive period beginning in January and ending in December. Seven paid sick days will be made available to full-time employees at the start of their employment and every new calendar year.

Part-time employees will accrue sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 56 hours per calendar year. Sick leave may be used for any of the reasons set forth in the this Paid Sick Leave Law and the New York City Earned Safe and Sick Time Act (ESSTA), including, but not limited to, an employee's own illness, injury, or preventative medical care or that of an eligible family member, absences resulting from an employee or an employee's eligible family member being the victim of a family offense, sexual offense, stalking, or human trafficking, and employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency. An eligible family member under the NYC ESSTA includes any individual related to the employee by blood and any individual whose close association with the employee is equivalent of a family relationship.

Because sick leave is front loaded for full-time employees at the beginning of each calendar year, unused sick time does not carry over. Unused paid sick leave for part- time employees will carry over into the following calendar year although an employee's annual allotment will be capped at 56 hours of paid sick leave per calendar year.

The Company cannot substitute pay for unused paid sick leave at any time. If you terminate your employment or if you are terminated, you will not be eligible for payment of your unused sick leave.

Employees must use paid sick time in a minimum of one-hour increments. You must be actively working to earn sick leave and no time is earned during leaves of absence.

As permitted by law, the Company may 1) require employee to produce documentation from the relevant medical, social, legal, or other relevant service provider after more than three (3) consecutive workdays of sick or safe leave, attesting to both the existence of a need for sick or safe leave and the amount of work hours or days used as sick or safe leave; 2) ask for a date on which the employee is cleared to return to work; and 3) ask the employee to submit written verification or attestation that the employee used safe and sick leave for safe and sick leave purposes. Unless required or permitted by law, the Company shall not require the employee to disclose the reason for leave or provide confidential information, including the nature of an illness, its prognosis, treatment, or other related information, nor shall Company request details related to domestic violence, sexual offense, family offense, human trafficking, or stalking that necessitates the use of safe leave. The Company shall reimburse employees for fees charged by health care providers for sick leave documentation requested by the Company. The forgoing shall apply to request for documentation related to sick and safe leave. Documentation requests related to requests for accommodations shall be governed by the relevant reasonable accommodation provisions in this Employee Handbook and applicable law.

In the event that all paid sick days have been used, unpaid sick leave may be available.

The Company reserves the right to alter or amend employee policies at any time.

Winter Break and Summer Fridays

Winter Break: We want you to enjoy the holiday season, so our offices are closed the working days between Christmas Day and New Year's Day. Certain employees are required to work during this break and you will be notified if that is the case. The day before Christmas will either be a half-day or a day off depending on the winter break schedule. If Christmas or New Year's Day falls on a weekend, the mandatory vacation week will begin on the last work day prior to Christmas Day. Full-time employees will be paid for these days. Subject to how the calendar days fall, the official winter break schedule will be posted on ADP during the first quarter of every year. The mandatory winter break time off cannot be saved and used for future PTO, nor will unused days be paid out at any time.

Summer Fridays: The summer is great time to explore the outdoors. In celebration of the summer season, Full-time employees will have the ability to take three Fridays off beginning on the first Friday in June and ending with the last Friday in August. Summer Fridays cannot be split and used as half days. To ensure their departments have the appropriate level of coverage, employees must obtain advanced written approval from their managers before using a Summer Friday. All managers are required to take their department's business needs into account when considering whether to approve or deny requests for Summer Fridays. Summer Friday requests may be denied to ensure appropriate work coverage. Full-time employees who regularly work 40 hours per week will be paid for full days. Full-time employees who do not regularly work 40 hours per week will be paid in an amount proportionate to the terms of their employment. Summer Friday time off cannot be saved and used for future time off, nor will unused Summer Friday time off be paid out at any time.

Unpaid Time Off (UTO)

Employees can take ten (10) unpaid days off during each year of employment. UTO can only be used when PTO is not available. UTO must be approved by managers and is in the sole discretion of the Company and may be denied based on business needs.

Scheduling Time Off and Reporting Absences

All employees are responsible for reporting their requests for any time off on ADP. For planning purposes, employees, where practicable, are required to schedule their time off plans with their manager at least one month prior to their leave.

Employees must not make non-refundable travel plans prior to receiving approval for time off. Requests for time off will be considered on a first-come, first-served basis. All managers are required to take their department's business needs into account when considering whether to grant or deny requests for time off. Managers must not approve time-off requests for two or more employees in their department that are seeking to schedule time off at the same time or back-to-back without first seeking written approval from your ELT. Time off requests may be denied to ensure appropriate work coverage.

Managers should not schedule time off at the same time or back- to-back with each other. When employees, including managers and sub-managers, take time off at the same time or back-to-back, the particular department is usually brought to a halt and work cannot be properly performed until the department is fully staffed again.

If you are unable to come into work, for any reason, please let your manager know when you plan to return to work. Employees who fail to report to work for two (2) consecutive business days without notifying the Company of the absence will be considered as having voluntarily resigned as a result of job abandonment. In extreme circumstances, The Company will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

If the employee is unable to contact the Company for any absence, they should ask a representative (e.g., family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the Company due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or their representative from contacting the Company within two (2) business days), the employee or their representative must contact the Company as soon as practicable to explain the situation.

Please contact ADP's Employee Service Center Phone Number (855-547-8508) for questions and guidance on how to make time-off requests on the ADP site or you can email ADP at HRServicesemployee@adp.com. Please be sure to include "Integrative Nutrition" in the subject line of the email.

Holidays

Holidays are an important time for us to connect with family and friends. All full-time employees receive full pay for Company-recognized holidays. You will become eligible for holiday pay after your first day of work. Our holiday schedule is as follows:

New Year's Day	January 1
Martin Luther King Day	The Third Monday in January
Presidents Day	The third Monday of February
Memorial Day	The final Monday of May
Juneteenth	June 19
Day before Independence Day	July 3 (half day)
Independence Day	July 4
Labor Day	The first Monday in September
Thanksgiving Eve	Wednesday Afternoon (half-day)
Thanksgiving Day	The fourth Thursday in November
Day after Thanksgiving	The fourth Friday of November
Christmas Eve	December 24 (half-day)
Christmas Day	December 25
Winter Break	Weekdays between Christmas and New Year's Day

If the holiday falls on a Saturday the Company will observe it on the Friday prior to the holiday. If the holiday falls on a Sunday, the Company will observe it on the Monday after the holiday.

To help with the difficulties of traveling around the holidays, we provide half-days the day before Independence Day, Thanksgiving and Christmas. Check the Company's ADP Homepage for annual calendar dates.

Part-time employees are not eligible for paid holidays. All full-time employees are eligible to be paid their regular compensation for holiday time off.

In order to be paid for holidays, employees must work or be approved for pre-scheduled vacation time off on their regularly scheduled workday immediately before and after the holiday. No holiday pay shall be provided to employees on any unpaid leave of absence.

Bereavement Leave

The Company offers bereavement leave to provide mourning time after the loss of a family member. You may take up to three (3) consecutive days or shifts of paid leave for the death of an immediate family member. Immediate family includes: a spouse, domestic partner, child, parent, sibling, or grandparent and all step and in-law relations. You may take one (1) day of paid leave for a death of an extended family member. Extended family includes, but is not limited to, an aunt, uncle, or cousin. Employees should enter their time in ADP as Other Paid Leave. For longer absences, you may also use your PTO and UTO.

Jury Duty

Jury duty is an important civic responsibility. If you are called for jury duty, you are entitled to take time off, as necessary, to fulfill your jury obligations. Employees should enter their time in ADP as Other Paid Leave when scheduled to work during jury duty. Up to ten (10) days of jury duty will be paid by the Company, unless applicable state law requires additional paid time. Exempt employees will be paid as necessary to comply with federal and state wage and hour laws. Employees requesting leave for these purposes will be required to provide a copy of the summons to serve on jury duty prior to commencement of the leave. No employee will face discipline or retaliation for jury duty service. You must immediately inform your manager when you receive your jury duty summons. If you are chosen to sit on a jury, you must inform your manager how long the trial is expected to last and when you expect to return to work. You must also periodically check in with your manager during the jury service.

Volunteer Emergency Responder Leave

Employees may be eligible for unpaid time off from work to serve as volunteer emergency responders. During the time that an emergency exists that following a "declaration of emergency" (as that term is defined by applicable state law), an eligible employee may take unpaid leave while engaged in the actual performance of his or her duties as (a) a volunteer firefighter or (b) an enrolled member of a volunteer ambulance service (as that term is defined by applicable state law), as applicable, unless the Company determines that the employee's absence would impose an "undue hardship" on the conduct of Company's business. To be deemed eligible for this leave, the Company must have previously received written documentation from the head of the employee's volunteer fire department or volunteer ambulance service, notifying the Company of the employee's status as a volunteer firefighter or member of a volunteer ambulance service; and the employee's duties as a volunteer firefighter or member of a volunteer ambulance service are related to the declared emergency. Employee may choose to apply PTO to this leave. Upon request, the employee shall provide to Company with a notarized statement from the head of the volunteer fire department or volunteer ambulance service, as applicable, certifying the period of time(s) that the employee responded to any emergency covered under this policy.

IIN Paid Parental Leave

The Company is pleased to offer eligible full-time employees Paid Parental Leave in the amount of 8 weeks at 100% of the employee's weekly salary.

Paid Parental Leave is provided to care for a newborn child or a child placed with the employee for adoption or foster care. Such leave must conclude within twelve (12) months from the birth, adoption or foster placement. If you're eligible for FMLA these weeks of Paid Parental Leave will run concurrent with FMLA (defined below) and/or if you're eligible for NYPFLL (defined below) these weeks of Paid Parental leave will run concurrently with NYPFLL.

Inclement Weather

Your safety is important to us. In the event of extreme weather, Facilities will update employees on whether the office is closed.

Blood/Bone Marrow Donation

Employees who work at least 20 hours per week are entitled to unpaid time off of up to three (3) hours for blood donation off the Company's premises in a 12-month period, or may donate blood during work hours at least twice each year at a convenient time and place set by the Company, including a blood drive set up by the Company. Employees must provide advance notice of at least 3 working days of their intention to avail themselves of this leave, except in emergency situations. Employees may use accrued paid time off for this purpose.

Employees who work at least 20 hours per week are entitled to a maximum of 24 hours to donate blood marrow as well as to recover from the procedure and for resulting medical care. Employees may be asked submit verification by a physician for the purpose and length of each leave requested to donate bone marrow. Employees may use accrued paid time off for this purpose.

Employees who request such time off may be required to submit medical documentation of such activity.

Time Off for Victims of Domestic Violence

Employees who are the victim of domestic violence, stalking, or sex offenses are entitled to reasonable accommodation, including an unpaid leave of absence. The Company is committed to engaging in a cooperative dialogue and employees may be required to submit documentation evidencing their need.

Additionally, unless the employee's absence would constitute an undue hardship to the Company, employees who are victims of domestic violence may take reasonable time off for the following:

- To seek medical attention for injuries caused by domestic violence.
- To obtain services from a domestic violence shelter, program or rape crisis center.
- To obtain psychological counseling related to an incident of domestic violence.
- To participate in safety planning or to take other actions to increase safety from future incidents of domestic violence.

- To obtain legal services, assist in the prosecution of the offense or appear in court in relation to the incident of domestic violence.

The time off may be charged against any paid time off to which the employee may be entitled. If the employee has no available paid time off, the time off may be treated as unpaid time.

Victims who must be absent from work must provide the Company with advance notice. If advance notice is not feasible, the employee must provide a certification to the employer within a reasonable time after the absence, such as a police report; court order; or documentation from a medical professional, advocate or counselor.

Time Off for Crime Victims

Employees who are a victim of a crime, whose family member was killed as a result of an offense, who are the guardian or parent of a victim of a crime, who acted as good Samaritan in connection with the crime, who are applying for or seeking to enforce an order of protection under the criminal procedure law, or who are subpoenaed as a witness are entitled to take unpaid time off for required attendance at a criminal proceeding, consultation with the district attorney, or other exercise of rights, unless applicable law requires that such leave be paid. Employees who request such time off may be required to submit documentation of such activity.

Time Off to Vote

Employees who do not have sufficient time outside of their working hours to vote may be granted up to two (2) hours of paid time off at the beginning or end of their shift to vote, unless applicable state law requires otherwise. Employees must notify their manager at least two days before the election of their need for such time off.

Military Leave

In accordance with federal and state law, the Company does not discriminate against those engaged in military service, and grants employee an unpaid leave of absence, together with reemployment rights, for military service.

In addition, employees who work more than 20 hours per week may be granted up to 10 days of unpaid leave when their spouse who is a member of the National Guard, Reserves, or Armed Forces and who is deployed during a period of military combat to a combat theater or combat zone of operations is on leave during deployment.

Please contact the People Team at HR@integrativenutrition.com if you have any questions about Military Leave.

Family and Medical Leave

The Company recognizes that from time-to-time employees may require a leave of absence to attend to certain family or medical situations. Therefore, in accordance with the requirements of the federal Family and Medical Leave Act ("FMLA"), the Company will provide job- protected unpaid family/medical leave to eligible employees. This policy summarizes employees' rights, responsibilities and benefits, but in all cases, applicable law will apply.

Given the complexity of leave issues, employees who are contemplating taking family/medical leave are encouraged to contact the People Team.

Covered Leave: Leave will be provided to eligible employees requiring time off for the following reasons:

- For their own serious health condition (including pregnancy, prenatal medical care, childbirth, and on-the-job illnesses or injuries), which makes them unable to perform at least one of the essential functions of their job (referred to as "medical leave").

- To care for their newborn, adopted, or foster-placed child and for the adoption or foster placement of a child (within one year from the birth, adoption, or foster placement) (referred to as "family leave").

- To provide necessary care for the serious health condition of their spouse, parent, minor, or disabled child (referred to as "family leave").

- When a spouse, parent, or child is on, or has been called to, active duty in the Armed Forces and deployed to a foreign country, or is in the National Guard or Reserves and has been called to active duty in a foreign country in support of a contingency operation, and experiences a "qualifying exigency," such as the need to attend certain military events, arrange for alternative parent or child care, address certain financial and legal arrangements, attend certain counseling sessions, and attend post-deployment reintegration briefings (referred to as "family leave" or "military exigency family leave").

- To provide necessary care for a spouse, parent, child, or otherwise nearest blood relative who is a covered service member as defined by the FMLA, which may include certain Veterans, and who incurred or aggravated a serious injury or illness in the line of active duty in the Armed Forces, National Guard or Reserves (referred to as "family leave" or "military caregiver family leave").

Eligibility: To be eligible for family/medical leave, an employee must have worked for the Company for at least 12 months, and have actually worked at least 1,250 hours during the 12-month period immediately preceding the requested leave. Leave may be granted to employees who are not eligible for leave under the FMLA (including new employees and employees who have not worked the requisite number of hours), employees who have exhausted their 12-week FMLA entitlement, and to reasonably accommodate employees with disabilities, as long as such leave does not result in undue hardship to the Company, in the Company's sole discretion. Again, given the complexity of such situations, employees who are contemplating taking family/medical leave are encouraged to contact the People Team for further information.

Amount of Leave: Eligible employees are entitled to receive up to 12 weeks of unpaid family/medical leave in a rolling year. Depending on the circumstances, employees may be required to share their 12-week leave entitlement (such as when two employees are caring for their newborn or newly adopted child). Employees are entitled to up to 26 weeks of leave for military caregiver family leave in a single 12- month period under the FMLA, measured from the date such leave begins. Such 26- week entitlement includes any other leave taken under the FMLA.

Form of Leave: Leave may be taken consecutively, or when medically necessary due to the serious health condition of employees or their covered family members, intermittently (in separate blocks of time), or on a reduced schedule (fewer hours in a day or days in a week). Employees are not entitled to intermittent or reduced schedule leave for the care, adoption, or foster placement of a new child, but may be granted such leave at the sole discretion of the Company. Employees needing intermittent or reduced schedule leave are expected to consult with the People Team prior to scheduling treatment in order to work out a schedule that does not disrupt Company operations.

Such employees must provide documentation demonstrating that leave on an intermittent or reduced schedule basis is medically necessary. In accordance with applicable law and at its sole discretion, the Company may transfer employees requesting intermittent or reduced schedule leave to positions that would better accommodate such leave.

Notice and Applicable Forms: Employees should provide as much notice as possible of their need for leave. Employees requesting leave, to the extent that such leave is foreseeable, must notify the People Team at least 30 days prior to the requested leave. When the need for leave is not foreseeable, including in the case of military exigency family leave, employees must provide notice as soon as practicable. Employees must provide sufficient information for the Company to determine if the leave is covered by the FMLA, and the anticipated timing and duration of the leave.

Sufficient information may include that the employee is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Failure to provide proper notice may result in a delay of leave or discipline for unauthorized absence. Written request forms are available from, and should be submitted to, the People Team at the time of notice to the Company.

After a request for leave, the People Team will provide notice of employees' eligibility for leave. The People Team will be solely responsible for granting or denying a request for family/medical leave. In addition, employees must complete applicable forms, including an acknowledgment of their obligations while on leave, and submit documentation demonstrating their need for leave, including, but not limited to, proof of familial relationship, proof of military exigency, and medical certification. Applicable forms are available from the People Team. The People Team will designate employees' leave as FMLA leave, in writing, in a timely manner and will notify employees when leave is not FMLA-protected. If the Company is aware that an employee's absence is covered family/medical leave, it reserves the right, in its discretion, to designate such leave without the employee's participation or cooperation.

Medical Certification: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the covered family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three full consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment. Other conditions, including, but not limited to, incapacity due to pregnancy or a chronic condition, may also constitute serious health conditions.

Employees requesting leave due to their own serious health condition or to care for a family member suffering from a serious health condition must provide the People Team with written certification from a health care provider, initially within 15 days of a request, and thereafter every 30 days or upon the expiration of a previous certification, whichever is later. Such documentation must include, among other information, the nature and the anticipated duration of the need for leave, a statement that the condition in question constitutes a serious health condition, and in the case of leave to care for a family member, that the employee's presence is necessary for the physical or psychological care or comfort of the family member. When incapacitated for more than three days, employees may be required to submit a Health Care Provider Certification Form. They may also be required to provide re-certifications in certain situations, including but not limited to changed circumstances. Health Care Provider Certification forms are available from the People Team.

Employees who submit certifications that are incomplete, illegible, or otherwise insufficient will be required to obtain additional information from their health care providers. Failure to provide a complete Health Care Provider Certification form in a timely manner (within 15 days of an initial Company request or upon the expiration of prior certification) may result in the delay or denial of leave, benefits and/or reinstatement, and/or disciplinary action up to and including termination of employment for unauthorized absence. The Company reserves the right to require employees and/or their family members suffering from serious health conditions to submit medical certification, or obtain second or third medical opinions at the Company's expense, in order to determine the necessity of leave and/or eligibility for paid time off. A third opinion shall be final and binding. Before returning to work, employees on medical leave must obtain medical certification indicating that they may perform the essential functions of their position, with or without reasonable accommodation. The above provisions also apply with regard to serious injuries and illnesses in conjunction with service member family leave.

Use of Paid Time Off/Pay During Leave: Unless employees are otherwise entitled to compensation, leaves are without pay. Employees may be eligible for short-term disability, New York Disability Law (NY DBL) benefits (for New York employees), other states' disability benefits, or workers' compensation benefits during medical leave. To the extent permitted by law, employees must use all accrued but unused paid time off (e.g., PTO, sick days, Paid Parental Leave (if applicable), Floating Holidays, Summer Fridays (if applicable), any other form of paid leave provided by Company (if applicable), etc.) during any unpaid portion of their leave; provided however that employees are not required to use sick days if the underlying reason for taking FMLA is not covered by the Company's Sick Leave and Safe Time unless the employee requests to use such days. If employees are receiving statutory benefits (e.g., workers compensation, short-term disability, NY DBL benefits, or other state disability benefits) during FMLA leave, then employees may combine unused paid time off with the statutory benefits to receive an amount equal to their regular wages earned while actively working. Under no circumstances can employees receive combined statutory benefits and paid time off in an amount greater than their regular wages. Use of paid time will not extend the length of any leave, but shall only serve as compensation for employees during approved leave.

Other Employment During Leave: Employees who are, or are considering, working elsewhere during their leave must notify the People Team to allow the Company to determine whether such employment is inconsistent with their need for leave or otherwise represents a conflict of interest.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Maintenance of Benefits: The Company will continue to maintain coverage under its health benefit plans and other benefit plans such as long-term disability and life insurance, if applicable, for employees on FMLA leave if they continue to pay their share of the premiums for such benefits, if any. Employees who fail to continue to pay their premiums risk having their coverage terminated. Coverage shall cease due to non-payment retroactively after a grace period of 30 days and with 15 days' notice. The Company reserves the right to seek reimbursement of health benefit premiums paid for employees (other than for periods they took their paid time off) who fail to return from their leave for a reason other than a reason entitling them to FMLA leave.

Length of service and benefit accruals, such as PTO, sick time, Paid Parental Leave, or holiday benefits, will be suspended during leave periods during which employees are not using PTO, sick time, Paid Parental Leave, or other paid leave and will resume upon return to active employment.

Status Reports: Employees on leave may be required to provide periodic reports on their status and intent to return to work at the end of their leave. Employees are asked to be forthcoming about their intentions so that management can adequately plan staffing.

Reinstatement: Employees on leave must give at least two business days' notice of their intended return to work date. Upon returning from leave (up to their entitlement under the FMLA), the Company will reinstate employees to their same or an equivalent position, with no loss in salary, benefits, or other terms and conditions of employment.

Employees who would have been terminated (e.g., for poor performance or affected by a reduction in force or layoff) had they not taken leave, or who are considered "key" to the organization and who were previously notified that their leave and/or reinstatement would result in grievous economic harm to the Company, may not be entitled to leave and/or reinstatement. Employees who do not return to work upon their scheduled return date or who have not received an approved extension of leave, will be considered to have voluntarily resigned from their employment.

Extensions of Leave: Prior to the expiration of any approved leave, employees needing additional time off must request an extension of leave, in writing, and with appropriate supporting documentation, if necessary, including the reason for continued leave, specific dates requested, and other relevant information requested by the Company. Depending on the circumstances, the Company will grant or deny such leaves in its sole discretion. Extended medical leaves in addition to that provided by the FMLA will not be granted where such leaves would result in undue hardship to the Company. If the Company, in its discretion, allows employees to remain on medical leave past their entitlement, such employees are no longer guaranteed reinstatement to their same or an equivalent position. Depending upon the circumstances and in the sole discretion of the Company, such employees may be reinstated to their same or an equivalent position or to another available position for which they are qualified, or their employment may be terminated. Failure to comply with the above extension procedures may result in termination of employment for unauthorized absence.

Employee Rights: It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. Employees who believe their rights have been violated should contact the People Team immediately. Such employees may also file a complaint with the U.S. Department of Labor.

Again, employees contemplating taking family/medical leave or who have concerns about leave issues are encouraged to contact the People Team for further information regarding their rights, obligations, and the applicable procedural requirement.

New York Paid Family Leave

This policy shall only apply to eligible New York employees. If you are not a New York employee and are in need of family leave, please reach out to the People Team at HR@integrativenutrition.com so that they may guide you on options that may be available to you.

In accordance with the requirements of the New York Paid Family Leave Law ("NYPFLL"), the Company will provide job-protected, paid family leave ("PFL") to eligible employees. As with the Company's Family and Medical Leave policy above, this policy will summarize employees' rights, responsibilities, and benefits, but in all cases, applicable law, and any regulations thereunder, will control even if not specifically set forth herein. Given the complexity of leave issues, employees who are contemplating taking PFL are encouraged to contact the People Team.

Covered Purposes for Leave: PFL will be provided to eligible employees requiring time off for the following reasons:

- To care for their newborn, adopted, or foster-placed child and for the adoption or foster placement of a child (within one year from the birth, adoption, or foster placement);

- To provide necessary care for the serious health condition of their spouse, parent, child, domestic partner, parent-in-law, grandparent, or grandchild; and

- When a spouse, parent, child, domestic partner, or parent-in-law is on, or has been called to, active duty in the Armed Forces and deployed to a foreign country, or is in the National Guard or Reserves and has been called to active duty in a foreign country in support of a contingency operation, and experiences a "qualifying exigency," such as the need to attend certain military events, arrange for alternative parent or child care, address certain financial and legal arrangements, attend certain counseling sessions, and attend post-deployment reintegration briefings (referred to as "family leave" or "military exigency family leave").

Eligibility: To be eligible for PFL under the NYPFLL, an employee must have worked for the Company in New York for at least 26 weeks if working 20 or more hours per week or 175 days if employed less than 20 hours per week, not counting any time for which they receive temporary disability benefits. Time spent on PTO or sick days can be counted towards an employee's eligibility determination. Employees are eligible regardless of citizenship or immigration status.

Amount of Leave: Eligible employees are entitled to receive up to twelve weeks of PFL within a rolling 52-week period under the NYPFLL for the reasons set forth above.

Employee Contributions and PFL Benefits: The contribution and benefit rate are set by the NYPFLL. PFL will be fully funded by employee contributions that are set each year to match the cost of coverage. Benefit amounts may vary by year. In 2022, employees taking PFL will receive 67% of their average weekly wage, up to a maximum of $1,068.36/week. PFL benefits will be administered through the Company's NY DBL insurance carrier, which is presently ShelterPoint Life Insurance Company. If an employee does not expect to work long enough to qualify for PFL as set forth above (i.e., a temporary or seasonal employee), the employee may opt out of making payroll contributions by completing a waiver of benefits form. For more information on how to file a waiver, please contact the People Team.

Form of Leave: PFL may be taken consecutively or intermittently (in separate blocks of time). Intermittent leave may be taken in increments of no less than one day under the NYPFLL. Employees needing intermittent leave are expected to consult with the People Team prior to scheduling leave to work out a schedule that does not disrupt Company operations. Such employees must provide documentation demonstrating that leave on an intermittent basis is medically necessary, if applicable. In accordance with applicable law and at its sole discretion, the Company may transfer employees requesting intermittent schedule leave to a position that would better accommodate such leave. As permissible by law, if an employee takes intermittent PFL in daily increments, and a) the employee works at least five days per week, they may take up to 60 days of PFL per year; b) the employee works fewer than five days per week, the maximum number of days available is prorated based on their regular employment schedule; and c) if the employee works more than five days per week, they may be able to take additional intermittent PFL.

Notice and Applicable Forms: Employees should provide as much notice as possible of their need for leave. Employees requesting leave, to the extent that such leave is foreseeable, must notify the People Team at least 30 days prior to the requested leave. When the need for leave is not foreseeable, including in the case of military exigency family leave, employees must provide notice as soon as practicable. Employees must provide sufficient information for the Company to determine if the leave is covered by the NYPFLL, and the anticipated timing and duration of the leave. Failure to provide proper notice may result in a delay of leave or discipline for unauthorized absence.

Applicable forms are available from the People Team. Both the employee and the Company will need to complete portions of the required forms. In addition, employees may be required to submit documentation demonstrating their need for leave, including but not limited to birth certificates, proof of familial relationship, proof of military exigency, and medical certification. Employees are responsible for submitting the completed application to the insurance carrier. Any claim-related disputes with the insurance carrier arising under the NYPFLL may be subject to arbitration under the law.

The People Team will designate employees' leave as NYPFLL leave, in writing, in a timely manner and will notify employees when leave is not protected. If the Company is aware that an employee's absence is covered family leave, it reserves the right, in its sole discretion, to designate such leave without the employee's cooperation.

Medical Certification: Serious health condition is defined in the FMLA policy. Similar to that policy, the People Team will explain the specific requirements for providing a written certification from a health care provider, the timing, and recertification required. Failure to provide a complete health care provider certification form in a timely manner may result in the delay or denial of leave, benefits and/or reinstatement, and/or disciplinary action up to and including termination of employment for unauthorized absence. The Company reserves the right to require family members suffering from serious health conditions to submit medical certification or obtain second or third medical opinions at the Company's expense, in order to determine the necessity of leave and/or eligibility for paid time off. A third opinion shall be final and binding.

Substitution of Paid Time Off: Paid Parental Leave will run concurrent with PFL to the extent employees are eligible for both. Employees may choose, but are not required, to use their Company-provided paid time off, including, PTO, Paid Parental Leave (if applicable), Floating Holidays, Summer Fridays (if applicable), or sick days for some or all of the time for which they are eligible for PFL. If an employee elects to take paid time off at 100% salary in lieu of PFL benefits and for any time an employee receives Paid Parental Leave benefits, the Company may request reimbursement directly from its insurance carrier for any PFL benefits that otherwise would be due to the employee. Employees who choose to use Company-provided paid time off will still receive the applicable rights and protections under the NYPFLL. Under no circumstance will employees be paid more than 100% of the base salary or their regular compensation. Use of PTO days shall not extend the length of available leave but rather will run concurrent with leave under the NYPFLL.

Relationship to FMLA: PFL can be taken by employees who are eligible for time off under the provisions of the FMLA. PFL will run concurrently with designated FMLA leave when the reason for leave qualifies under both PFL and FMLA. Eligible employees must then apply for both PFL and FMLA. There may be occasions where leaves are covered by one law and not the other, so employees must consult with the People Team prior to scheduling leave.

Relationship with Other Types of Benefits and Applicable Law: Employees retain all rights to disability benefits under New York State law and/or Company policy. However, employees may not receive NY DBL and PFL benefits at the same time. Employees may not receive more than 26 combined weeks of NY DBL benefits and PFL benefits in any consecutive 52-week period.

Employees unable to work due to a workplace injury who qualify for Workers' Compensation Benefits may not use PFL benefits at the same time they are receiving Workers' Compensation benefits. Employees receiving reduced earnings may be eligible for PFL. Please check with the People Team.

Employees maintain all other applicable rights under city, state, and federal laws.

Other Employment During Leave: Employees who are, or considering, working elsewhere during their leave must notify the People Team to allow the Company to determine whether such employment is inconsistent with their need for leave or otherwise represents a conflict of interest.

Maintenance of Benefits: The Company will continue to maintain coverage under its health benefit plans and other benefit plans such as long-term disability and life insurance, if applicable, for employees on PFL if they continue to pay their share of the premiums for such benefits, if any. Employees who fail to continue to pay their premiums risk having their coverage terminated. Coverage shall cease due to non-payment retroactively after a grace period of 30 days and with 15 days' notice. The Company reserves the right to seek reimbursement of health benefit premiums paid for employees (other than for periods they took their paid time off) who fail to return from their leave.

While on PFL, employees will not continue to accrue seniority, paid time off, or other benefits.

Status Reports: Employees on leave may be required to provide periodic reports on their status and intent to return to work at the end of their PFL. Employees are asked to be forthcoming about their intentions so that management can adequately plan staffing.

Reinstatement: The Company asks that employees on PFL provide at least two business days' notice of their intended return to work date. Upon returning from leave (up to their entitlement under the NYPFLL), the Company will reinstate employees to their same or an equivalent position, with no loss in salary, benefits, or other terms and conditions of employment. Please note, however, that employees have no greater right to reinstatement or other benefits and conditions of employment than if they had not taken the leave (e.g., if due to economic conditions, an employee would have been part of
a layoff or if employee was set to be terminated due to poor performance). Employees who do not return to work upon their scheduled return date or who have not received an approved extension of leave, will be considered to have voluntarily resigned from their employment.

Employee Rights: Employees have the right not to be retaliated or discriminated against for exercising rights under the NYPFLL, including the right to take PFL. Employees who believe their rights have been violated should contact the People Team immediately. Employees may also file a complaint with the Chair of the Workers' Compensation Board to enforce their rights under the NYPFLL.

Compensation

Payday

You will be paid every 2 weeks on Fridays. Employees who provide their advanced written consent shall receive their pay through direct deposit. The paycheck will include the prior two weeks not including the week of the check date.

If payday falls on a holiday, you will receive your paycheck on the last workday immediately before payday.

Hourly (non-exempt) employees must submit their timesheets to their manager for review and approval via ADP on Fridays before the payroll week. Managers must approve timesheets on ADP by 10:00 am Monday morning of the payroll week.

Payroll Deductions

Your paycheck reflects your total earnings for the 2-week pay period as well as any mandatory or voluntary deductions from your paycheck. Mandatory deductions are deductions that we are legally required to take. Such deductions include federal income tax, Social Security tax (FICA), New York Paid Family Leave contributions, and any applicable state taxes. Voluntary deductions are deductions that you have authorized. Such deductions might include health insurance.

If you have any questions about your deductions or wish to change your federal withholding form (Form W-4), contact the Finance department.

Overtime

We work hard to meet the needs of our students. Because of this, there may be times that employees are expected to work longer hours than that for which they are scheduled based upon the needs of our operations.

Non-exempt employees must obtain written pre-approval from their manager before incurring overtime. In the event that non-exempt employees receive written authorization to work overtime, they will be paid at a rate of time and a half their normal hourly rate for all hours worked over 40 per workweek, unless calculated otherwise by applicable state wages and hour laws. Overtime pay is based on actual hours worked, not hours paid. Time off for holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. In the alternative, employees may be granted equivalent time off during the same workweek.

Exempt employees are not eligible for overtime. Exempt employees are expected to work the hours necessary to accomplish assigned tasks, which may include evenings, weekends, and holidays, and will not receive additional payment for hours worked beyond their normal hours of work.

Final Paychecks

Employees who resign or who are involuntarily terminated will receive Employees who resign or who are involuntarily terminated will receive their final paychecks through direct deposit on the Company's regular, biweekly pay schedule unless applicable state law requires otherwise.

Employees are not prohibited from and will not be discharged or discriminated against for inquiring about, discussing or disclosing their own pay. Employees are not prohibited from inquiring about, discussing, or disclosing the pay of another employee so long as they have the other employee's express permission to do so (but please be aware that such permission can be withdrawn at any time). However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions **cannot** disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Company's legal duty to furnish information. This policy in no way requires employees to disclose their wages to another employee or another party.

Continuing Your Health Care Coverage under COBRA

COBRA gives certain former employees, spouses, and dependent children the right to temporary continuation of health coverage at group rates. Group health coverage for COBRA participants is usually more expensive than health coverage for active employees, since usually, the employer formerly paid a part of the premium. It is ordinarily less expensive than individual coverage.

If you are eligible, you will be receiving COBRA information directly from the health insurance provider within a few weeks of your employment end date. If you are eligible, you have up to 60 days to elect coverage and submit payment for continued coverage. The information received from the insurance carrier will provide the cost of coverage and the options available to you.

Employee Responsibilities

Solicitation and Distribution

We have established rules applicable to all employees and non-employees that govern solicitation, distribution of written materials or communications using Company email of other systems, political advocacy, and access to Company property. Strict compliance with these rules is required.

- No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees to whom such activity is directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, or during their working time or during the working time of the employee or employees at whom such activity is directed.
- No employee shall engage in political advocacy on a subject over which the Company has no control in a manner that is disruptive to Company operations.
- Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.
- Off-duty employees are not permitted in work areas.

As used in this policy, "working time" includes all time for which an employee is scheduled to be performing services for the Company; it does not include break periods or meal periods. Work areas do not include restrooms, locker rooms, or other non-work areas.

Dress Code

We want you to work comfortably, in your own style, yet still project a professional image. The dress code for our office is business casual.

Employees must wear appropriate business attire. Business attire does not include clothing appropriate for exercise. Employees are not permitted to wear emblems, badges or buttons with messages of any kind that would be visible to guests and/or interfere with their duties.

No Smoking/Tobacco Use

To maintain the highest possible level of safety and comfort for all, smoking is not permitted in our offices. Employees may leave the building to smoke as long as they are in compliance with the landlord's smoking policies, and as long as their breaks for such a purpose do not become excessive or otherwise disrupt operations. Employees are responsible to ensure that they do not litter the streets and must pick up and safely dispose of any cigarette butts once they have finished smoking. The same rules apply to employees who wish to chew tobacco or smoke electronic cigarettes.

Drug and Alcohol Use

Employees under the influence of drugs and/or alcohol at work may represent a hazard to themselves and others, reduce productivity and efficiency, and affect the Company's reputation. As such, employees are responsible for reporting to work unimpaired by substances that adversely affect their ability to work. This prohibition includes, but is not limited to, illegal drugs or controlled substances, alcohol, medication not prescribed or not used as prescribed, and prescribed medication that may impair the ability to work safely. Employees who are taking prescription medications must verify with their doctor that taking such medication will not hamper their safe performance of their duties and must be prepared to furnish documentation to the People Team stating such. Further, employees are strictly prohibited from using, consuming, transferring, possessing, selling, manufacturing, or distributing drugs and/or alcohol at any time while on Company property, during working hours, or while conducting Company business, except where limited alcohol consumption is permitted by management to entertain customers.

Employees with a drug and/or alcohol abuse problem are encouraged to obtain early assistance. Employees who seek help prior to engaging in behavior warranting disciplinary action, may be granted a leave of absence to participate in a rehabilitation program. Such employees may be required to provide information regarding their participation in the rehabilitation program, and may be subject to continuing post- treatment random testing in accordance with applicable law. Employees are encouraged to contact the People Team and/or their respective group insurance carrier regarding availability of insurance coverage.

Employees who violate this policy in any way, including but not limited to reporting to work under the influence of drugs and/or alcohol shall be subject to disciplinary action, up to and including termination of employment.

Violence in the Workplace

We are strongly committed to providing a workplace free of violence. Any threats or acts of violence of any kind will not be tolerated. This prohibition also includes statements made in jest, horseplay, bullying, or any activity which can be perceived as intended to, or which may potentially result in, physical harm to any individual or physical damage to employee or Company property. Employees who are aware of any threat (express or implied) or act of violence must immediately report such conduct to their manager or the People Team.

We discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, it is essential that you recognize and identify potentially dangerous situations, including threats, and report them immediately to your manager or the People Team.

Confidentiality/Work Product Ownership

The Company has invested substantial time, money, and resources in the development and retention of its confidential and proprietary information. Employees will have access to and become familiar with confidential and proprietary information of the Company and others with whom the Company does business. During their employment, or at any time thereafter, employees must not, directly or indirectly, use, transfer, or otherwise disclose any confidential or proprietary information of the Company, except as required by applicable law or in connection with the performance of their duties. Such information is defined as any information relating to the Company's business that is not generally known to the public or to actual or potential competitors of the Company, including, but not limited to, any information that relates to the Company's students, graduates, guests, student and graduate lists, curriculum, marketing lists and databases, software code, finances, marketing strategies and plans, techniques, personnel, suppliers, new business and product ideas, Company databases and the information contained therein, technical product information, computer network access codes, and details of business partnerships.

As a condition of employment, all employees are expected to sign and comply with an agreement regarding confidentiality, non-disclosure, non-competition, non- solicitation, and work-for-hire.

Employees who make a discovery or invention in the course of their work must disclose it in full to their manager. Any inventions employees make during or related to their work shall be the property of the Company, and the Company shall own the copyright rights of any material employees produce during the course of their employment. Such information must also be maintained as confidential.

Employees must return to the Company, upon demand or immediately upon termination of employment, all originals and photocopies of any confidential or proprietary information and any other form of records, material and/or equipment furnished to and/or maintained by them in connection with their employment, and which remains in their possession or control. At all times, such materials shall remain the property of the Company and must not in any way be transferred to others or removed from the premises.

Those who fail to adhere to this policy and their obligations will be subject to disciplinary action up to and including termination of employment and/or legal action.

Use of Company Technology

To assist employees in performing their jobs, the Company may provide access to a variety of equipment, systems, and services including, but not limited to, computers and accompanying software, personal data devices, telephones, postage, photocopying and facsimile machines, mail carrier services, voicemail, instant messaging, e-mail, and Internet access and systems. All such equipment, systems, and services are the property of the Company. As such, employees must use such equipment, systems, and services in a proper and business-like manner, and for Company business only. Further, access to such equipment, systems, and services is a privilege that can be revoked by the Company at any time. You may be responsible for the cost of replacing the Company issued technology if it is lost, damaged, or stolen to the extent permitted by law.

The following guidelines, which are not all-inclusive, have been established to ensure that employees understand the Company's expectations:

- As stated above, all means of communications and use of Company equipment, including all communications, documents, information, data, instant messages, and e-mail created, stored, transmitted, or received by the Company's systems, are the property of the Company and must be business-related. As such, employees and others who use such means of communications and equipment should not expect any privacy in such use. The Company, at any and all times and by any lawful means, at its discretion, reserves the right to view, monitor, and/or intercept any and all communications and data (including telephone conversations or transmissions, electronic mail or transmissions, voicemails, and instant messages, password-protected personal e- mail accounts accessed on Company equipment, internet access or usage of or by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio, or electromagnetic, photoelectronic or photo-optical systems) stored on its systems to confirm that its systems are being used in a proper and business-like manner, and in compliance with this policy. Such monitoring may also occur to facilitate workflow during employees' absences.

- Company documents and information must be stored on Company systems. Company documents and information cannot be stored on an employee's personal systems or within an employee's personal accounts.

- Since confidentiality cannot be assured when using the Internet, e-mail, or instant messaging, transmission of confidential or proprietary information is discouraged unless appropriate precautions are taken. E-mails containing confidential and/or proprietary information should clearly be marked "Confidential" and "Do Not Forward." Documents that are confidential may be protected with a password and then attached to an e-mail to ensure confidentiality.

- Employees must not view, copy, edit, or delete others' computer files, or use any password, use any pass code to secure files, access any file, or retrieve any stored communications, except as authorized by management. No password or access codes shall be used for any document or system, which is unknown to and/or not authorized by management, and such passwords or access codes must not be otherwise shared.

- Documents, information, and data created, stored, and/or copied to the Company's systems may not be copied, or in any form transmitted to any third party, for any non-Company business purpose. Upon termination of employment, or in anticipation of termination of employment, no employee shall remove or copy any information whatsoever from the Company's systems to be taken with them or transmitted to a third party, without express written permission from the Company.

- Since e-mails and instant messages are Company records and can be used as evidence in a court of law, employees must use caution in the content of their communications. Do not assume when you delete a message, that it is gone from the system forever. Fraudulent or illegal activities using Company systems or equipment are prohibited.

- The Company's policy prohibiting unlawful sexual and other harassment applies fully to the use of the Internet, e-mail and instant messaging. Accordingly, employees may not use Company computer equipment to access, view, download, receive, or send any inappropriate materials (pictures, sound, and/or text) including but not limited to those that contain obscene, pornographic, or sexual materials, improper jokes, harassing or threatening statements, or any statement that could be negatively perceived by others or considered hostile or offensive based on any protected classification including but not limited to sex, race, color, age, religion, national origin, sexual orientation, or disability, is strictly prohibited. To the extent employees receive such materials, whether solicited or not, they must immediately delete it from the system and notify the sender that it is against Company policy for such materials to be directed to our system. If the sender persists, employees must notify management so that the appropriate steps may be taken to address the problem.

- The sending of "chain letters" or "broadcast" messages to lists of individuals, joining mailing lists, or any other use that, knowingly or unknowingly, may cause congestion of or harm to the Company's computer systems or databases, is prohibited. Further, to avoid congestion or distraction to others, users should not send unnecessary copies of messages or send replies to all if a reply is relevant only to the sender.

- Solicitation for any purpose other than Company business including, but not limited to, visiting any game, shopping, dating, or entertainment sites, is prohibited. Using social media on Company time or equipment without authorization is prohibited.

- Management employees are expected to regularly check their email and timely respond to emails of importance (as well as calls and text messages), including during non-work time.

- Software purchased by the Company may only be installed on Company computers or workstations, and only on those units for which it was purchased. Downloading, distributing or copying of any programs, data, or other material, unless expressly approved by management, is prohibited. Not only is the Company concerned about inappropriate materials and copyright infringement, but also special care is especially needed to protect against the spread of viruses.

Failure to abide by this policy will result in disciplinary action, up to and including termination of employment.

Social Media Use

"Social media" includes but is not limited to various Internet websites (including but not limited to Facebook, Twitter, LinkedIn, YouTube, Snapchat, Instagram, TikTok, Pinterest, Yelp, and various other media sites that are offered by television networks, newspapers, and magazines) that permit users to create profiles and/or post comments. The Company recognizes the importance of social media in today's environment.

The Company prohibits employees' use of social media during working time or at any time with Company computer systems or equipment, unless for business reasons with prior authorization. Employees' improper use of social media outside of work and/or on non- Company computer systems and equipment, however, can result in a variety of adverse consequences including but not limited to unintended disclosure of confidential information, violation of Company policy, and damage to employees' and/or the Company's reputation. As such, employees must exercise caution, comply with the policies contained within this Handbook and applicable law, and additionally abide by the following guidelines:

- Employees must not import or upload any client contact information to any social networking sites or discuss confidential or proprietary Company business via social media as confidentiality cannot be ensured. Employees must not disclose trade secrets, proprietary or otherwise confidential information to persons or entities outside the Company or to those inside the Company without a work- related need to know. Such information includes, but is not limited to, information about

Company's students, guests, student lists, curriculum, software code, finances, marketing strategies and plans, techniques, personnel, suppliers, new business and product ideas, Company databases and the information contained therein, technical product information, computer network access codes, and details of business partnerships.

- Unless part of their responsibilities and performed with written authorization of the Company, employees must not create a posting or page that would lead others to believe it is a Company posting or page. For example, using a Company Entity's name, logo or other copyrighted or trademarked materials, photographs or other images relating to the Company/Company Entities are some of the ways that an employee could lead others to believe that a posting or page is sponsored by the Company. Similarly, employees must not make representations on behalf of the Company without written authorization from the Company. If affiliation with the Company is listed on any employee profile or communication, it should include the following disclaimer: "The statements and views expressed in this posting are my own and do not reflect those of my employer." Employees who endorse the Company on social media must disclose their employment with the Company when doing so.

- Employees must not offer referrals, endorsements, or recommendations for or about past or present Company employees through any social media site.

- Employees must not post any material that is obscene, discriminatory, harassing or intimidating, or make knowingly false comments about the Company, superiors, co-workers, or competitors. Further, misrepresenting, obscuring, suppressing, or replacing one's identity, or creating or constructing electronic communications so they appear to be from someone else is prohibited.

- As always, employees and/or supervisors who are made aware of information that could adversely affect the Company (including but not limited to harassment and concerns relating to the safety of the workplace), including through social networking sites, must immediately report such information to the SLT/ELT.

- Due to concerns involving unintended disclosure of personal information, fairness, favoritism, and coercion, employees should exercise caution in requesting or accepting friend invitations, including to/from employees with whom they have a reporting relationship. No employee should feel compelled to accept a friend request from any other employee, and the Company will not tolerate retaliation against those who decline such requests.

- Again, to avoid unintended disclosure of information, employees are encouraged to understand and apply the appropriate security and privacy settings on the social networking sites on which they post.

The Company reserves the right to require that employees remove their affiliation with the Company from employees' personal social media sites if they contain content that violates the Company's social media policy or intellectual property policies (e.g., employees should not use the trademarked IIN "swirl" logo on their social media sites).

If the Company requires employees to maintain social media accounts for work purposes, such employees must comply with the policies contained within this Handbook and applicable law, and additionally abide by the following guidelines:

- The Company shall have the sole and exclusive discretion and control over the content of those accounts.

- Any Company social media accounts made available to an employee shall be linked to the Company e-mail account only and/or any other Company e-mail account as set forth by the Company, shall be in the format suggested by the Company, shall include only Company contact information and/or any other information as set forth by the Company.

- Given the proprietary nature of customer contacts and concerns regarding confidentiality of information, no business use is allowed on any personal social media or e-mail account an employee may have. Similarly, to ensure the utmost professionalism, no personal use is allowed on any Company social media account to which an employee is being allowed access for their business use. Employees understand that if they have previously used non-Company social media accounts for business reasons, they must immediately cease doing so and direct all business-related contacts to the Company social media account created or made available for their use.

- Employees shall not change any password used to access the Company social media accounts created or provided for their use unless given authorization to do so by their Manager and must immediately provide the new password to their Manager.

- The Company may monitor and/or audit employees' use of these Company social media accounts on an on-going basis to ensure compliance with the above requirements, and therefore employees should expect no privacy whatsoever in their use of these accounts.

- The Company social media accounts created and/or provided for employee use, the compilation of subscribers (e.g., followers, fans, etc.), any content developed by employees during their employment, and the passwords used to access these accounts are solely the property of the Company, and may contain trade secrets. Upon termination of employment for any reason, employees must relinquish the use of any social media account (and not merely change a handle or name on the account) used for business purposes. Failure to do so may result in liability for various legal causes of action, including but not limited to misappropriation of trade secrets or other confidential information, interference with prospective economic advantage, conversion, and/or unfair competition.

- Should an employee see any suspicious or potentially fraudulent use of the Company's brand or have reason to believe that there has been some sort of data breach or use of malware, they shall immediately bring it to the attention of their Manager.

- Should an employee see any consumer complaints and inquiries, they shall immediately forward them to the appropriate management representative for response and/or resolution.

- Employees agree to report conduct which they believe violates the foregoing requirements and Company's other Social Media policies set forth in this Handbook.

- Failure to comply with the foregoing requirements and any others set forth in the Social Media Use policies in this Handbook may result in disciplinary action, up to and including termination of employment and/or legal action.

Relationship with Fellow Employee

While it is not the Company's intent to unreasonably delve into the personal lives of its employees, many problems arise when employees are involved in romantic relationships with other employees. Such problems include but are not limited to claims of harassment, conflicts of interest, the appearance of favoritism and/or coercion, exposure to rivalry and discord, work scheduling conflicts, access to otherwise unavailable information, and difficulties in discipline and performance assessment.

Accordingly, employees involved in a romantic relationship of any kind must report the situation to the People Team so that the Company can ensure that the relationship is truly consensual, does not present a conflict of interest, and/or otherwise affect employees' ability to perform their assigned responsibilities. For instance, employees shall not hire, supervise, evaluate the performance of, or make recommendations for salary adjustments for, another employee with whom they has a romantic relationship.

If the Company, in its sole discretion, believes that relationships, whether personal or romantic, between employees impact its business, it will resolve the situation as it deems necessary including, but not limited to rejection of an applicant, reassignment, and/or termination of employment. This policy shall apply without regard to the gender or sexual orientation of the individuals involved.

Safety and Security

Safety Policy

We take the safety of our employees very seriously and aim to provide a safe workplace for everyone. If you witness any unsafe workplace conditions, please contact your manager and we will promptly look into the matter. Please also immediately report any workplace accidents or injuries to the People Team.

Workplace Security

It is very important for us to provide workplace security. For this reason we keep the office floors locked. It is every employee's responsibility to help keep our workplace secure from unauthorized access. All employees must comply with these security precautions.

After-hours access to the workplace is limited to those employees who need to work late, on holidays, or on weekends. If you are going to be working past our usual closing time, please let your manager know.

What to Do in an Emergency

In case of any emergency, your first priority should be safety. In the event of emergency causing serious injuries, immediately dial 9-1-1 to alert emergency personnel of the situation. Then, alert your coworkers of the situation.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the fire exits. Remember that every second may count, so don't return to the workplace to retrieve your personal belongings or work-related items.

HERO Act Infectious Disease Exposure Prevention Plan

IIN has created an Infectious Disease Exposure Prevention Plan (IDEPP), as required by the New York HERO Act, to help prevent the transmission of infectious diseases in the workplace. IIN employees may view the IDEPP under Quick Links on the ADP homepage. IIN will implement this plan when an airborne infectious agent or disease is designated by the New York Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health.

In the event that such a highly contagious communicable disease designation is made by the New York Commissioner of Health, IIN will review the IDEPP, make any necessary changes to address the particular contagious communicable disease, and distribute and implement the updated IDEPP as required by law.

To the extent that any regularly-telecommuting employee of the Company needs to work in the New York City office, regardless of duration, such employee will be required to abide by the IIN IDEPP.

IIN's HERO Act Infectious Disease Exposure Prevention Plan

The Company is committed to the health, safety, and well-being of all employees and is committed to abiding by all laws and regulations. Employees are encouraged to bring any concerns to the People Team or Legal Team without fear of retaliation.

Employees should rest assured that they will be protected against retaliatory actions if they reasonably believe a Company activity or conduct (i) is in violation of a law, rule or regulation, including executive orders and judicial or administrative decisions, rulings, and orders; or (ii) poses a substantial and specific danger to the public health or safety, and they report such concerns to the Company.

Exiting the Company

We support employees in reaching their academic, professional, and personal goals. If you are moving on to a new position or opportunity, please give us adequate notice so we can plan for this transition within your team.

Before you leave the Company, you will meet with the People Team in an Exit Interview to return any office items (elevator key cards, computers, etc.) and to discuss the effect your situation will have on your benefits.

Last Words

We are committed to treating each other professionally, fairly and openly. After all, we spend a great deal of our time and lives here! We take great pride in our corporate culture and are dedicated to your health and happiness.

If you have any suggestions for additional ways in which we can support you, do not hesitate to address them with your manager.

Handbook Receipt

I have received a copy of the Company's Employee Handbook. I agree to read it and to abide by its contents as a condition of my employment. If there is anything that I do not understand or have a question about, I will contact my manager or the People Team at HR@integrativenutrition.com. I understand that this Handbook supersedes any other written or oral communications regarding the subjects contained in it.

The Company and all plan administrators shall have the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, policies and benefits contained in the Handbook at any time. No statement or representation by a manager, whether oral or written, can supplement or modify this Handbook. I also understand that any delay or failure by the Company to enforce any work policy or rule will not constitute a waiver of the Company's right to do so in the future. The current Handbook will be posted on the Company's ADP portal.

I understand that my employment with the Company is "at will," which means that it is for no definite period, and may be terminated at any time by either myself or by the Company, with or without cause, notice, or procedural requirement.

I understand that neither this Handbook, nor any other Company policy, procedure, or communication, shall create any right or guarantee for any period, and that no representative of the Company has the authority to enter into any agreement or make any representation, written or oral, to alter my at will status or otherwise create a contractual obligation to me.

I understand that nothing in the Handbook is intended to restrict non-supervisory employees' right to engage in protected concerted activity, including discussing job- related issues of concern with co-workers.

Print Name

Employee's Signature

Date