



Employee Handbook

WELCOME TO THE COMPANY

Welcome to **Aylara Pelvic Health, LLC** (“Aylara Pelvic Health” or the “Company”). Aylara Pelvic Health has built a strong reputation for high-quality care and exceptional patient experience. Each employee plays an important role in our continued growth and success, and we are pleased to have you as part of our team.

This Employee Handbook is designed to introduce you to Aylara Pelvic Health’s values, philosophy, and expectations. It provides an overview of key policies, procedures, programs, and benefits applicable to eligible employees and serves as a reference throughout your employment.

All policies and procedures contained in this handbook are established by Aylara Pelvic Health management and may be revised, updated, or discontinued at any time at the Company’s discretion. For clarification or guidance regarding any policy—whether included in this handbook or not—please contact your supervisor.

We look forward to a productive and rewarding working relationship and welcome you to the Aylara Pelvic Health team.

DISCLAIMER

The contents of this handbook and all employment policies and practices manuals are presented for informational purposes only. None of the policies outlined in this handbook are designed to create or imply any employment contract. They should not be understood as a promise or contract between the Company and its employees. Any separately signed employment contract will take precedent over this employee handbook. The employment relationship between you and Aylara Pelvic Health is entered into voluntarily by both parties; at no time is there any express or implied agreement between us regarding specific conditions and/or length of employment. You or the Company may terminate your employment "at will," with or without cause and without prior notice being given. This at-will policy always is in effect unless modified explicitly by a formal written contract signed by both the employee and a senior officer of Aylara Pelvic Health, evidencing the Company's intent to modify the at-will relationship between you and the Company. **Nothing in this handbook is intended to create contractual rights or to limit any rights protected by applicable federal, state, or local law.**

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EMPLOYEE RELATIONS

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to hiring qualified people to perform our varied tasks. Therefore, the Company policy is to provide equal opportunity to all individuals seeking employment regardless of race, color, religion, age, sex, national origin, sexual preference, gender identity, pregnancy, childbirth, or pregnancy-related conditions, disability, veteran status or service in the military, or any other legally protected category, or the fact that a person is associated with someone who belongs to any category listed above. A “qualified” employee or applicant for employment is a person who possesses the education, training, experience, skills, abilities, integrity, disposition to work, reliability, willingness to comply with reasonable rules and regulations, and other job-related qualifications required by the Company for the particular position in question. This policy applies to all terms and conditions of employment, including hiring, placement, training, promotion, transfer, layoff, compensation, discipline and termination.

POLICY PROHIBITING DISCRIMINATION, HARASSMENT OR RETALIATION

The Company is firmly committed to providing a work environment where all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices. As such, we expect that all interaction between employees and others in the workplace will be business-like and free of bias, prejudice, and harassment. Harassment of employees because of their race, color, age, religion, gender, sexual preference, gender identity, pregnancy, childbearing, or pregnancy-related conditions, disability, veteran status or military service, or any other category protected by law violates Aylara Pelvic Health, LLC policy and will not be tolerated.

Examples of harassment may include, but are not limited to, epithets, slurs, negative stereotyping, threats, intimidating or hostile acts, denigrating jokes, or the display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

The Company strongly urges the reporting of all incidents of harassment, discrimination, or retaliation, regardless of the offender’s identity, title, or position. Employees who have experienced or witnessed behavior or conduct that they believe violates the Company’s policy prohibiting harassment, discrimination, or retaliation should report the incident or incidents and the names of the individuals involved to their immediate supervisor, the Human Resource Department, or any Company officer. Employees are not required to report such incidents or incidents to their immediate supervisor first before bringing the matter to the attention of the Human Resource Department or a Company officer. No employee will be retaliated against for making a good-faith report or participating in an investigation. Further, nothing in this Employee Handbook is intended to restrict or interfere with employees’ rights under the national Labor Relations Act, including the right to engage in protected concerted activity with coworkers such as discussing wages, hours or other terms and conditions of employment.

HIRING

All employees are hired with a ninety-day (90-day) probationary period. Evaluations take place at thirty (30) days of employment, at sixty (60) days of employment, and at ninety (90) days of employment. Evaluations are standardized.

Employment Applications Each applicant for employment with the Company must complete an employment application on the form provided by the Company and provide such other information as may be required by the Company. The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information provided throughout the hiring process and employment. Any misrepresentation, falsification, or material omission in the employment application or in any other information provided to the Company may result in the Company's exclusion of the individual from further consideration for employment or, if the person has been hired, the termination of the employee's employment.

Background Checks All offers of employment are contingent upon favorable results of a thorough background check. Background checks will include prior employment verification, professional references, educational verification, and criminal history. Motor vehicle records, credit history, and other information may also be verified depending on the position. The Company complies with federal laws, including the Fair Credit Reporting Act and the Fair Debt Collection Practices Act, as well as applicable state laws, that apply to background checks. Applicants for employment and employees, upon request, shall be required to provide written consent to the background check and such other information as is reasonably required to conduct the background check.

EMPLOYEE EVALUATIONS, TRANSFERS, AND PROMOTIONS

The Company desires to give each employee regular feedback, as typically determined by such employee's manager or director. The Company desires that its employees know exactly where they stand with their supervisor and for both the employee and the supervisor to set goals to maximize the employee's potential with the Company.

The Company encourages employees to assume higher-level positions or lateral transfers for which they qualify and are in line with their career objectives. The Company offers employees the opportunity to apply for certain positions by posting job openings and available transfers through internal communications. The Company may, however, fill job openings or make transfers without posting notices.

Compliance with Immigration Law. The Company complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. New hires must complete and sign the Employment Eligibility Verification Form (Form I-9) and supply the Company with proper documentation verifying their right to work in the United States. Employees will have their employment verified using the E-Verify system as a condition of employment. Former employees who are rehired must also complete the I-9 form if they have not completed an I-9 form with the Company during the past three years or if their previous I-9 form cannot be located or is no longer valid. Any offer of employment or advancement is contingent upon verification of the

employee's right to work in the United States. An employment offer will be revoked if an employee is unable to provide this verification.

BUSINESSLIKE CONDUCT

EMPLOYEE RESPONSIBILITIES

You are an employee of Aylara Pelvic Health, LLC by choice -- yours and ours. By choice and actions, we each have a responsibility to ensure the smooth and successful operation of our business daily. One of the ways we meet that responsibility is to establish and observe Company rules designed to help us continue to operate at maximum efficiency.

Work rules are meant to protect the rights of each of us. Accordingly, in this section of the employee handbook, you will find some general rules that relate to the type of conduct and behavior we expect from our employees. We will also provide vital information to enable you to perform your job more efficiently.

PERFORMANCE AND PROFESSIONAL CONDUCT

Communications Effective communication is essential to a successful workplace and is a shared responsibility between employees and management. Employees are expected to stay informed about company policies, procedures, and expectations, and to communicate ideas, concerns, and feedback that impact their work.

Aylara Pelvic Health encourages open, respectful communication between team members and leadership to support collaboration, problem-solving, and continuous improvement. Employees should use established communication channels—including this Employee Handbook, supervisor discussions, meetings, training sessions, written processes, and the Company's intranet portal—to support a consistent two-way flow of information in pursuit of the organization's success.

Safety Policies One of the Company's foremost concerns is the safety and health of all employees. You can assist in maintaining a safe work environment by being aware of potentially unsafe working conditions. We encourage you to prioritize safety and immediately report any hazardous situations to your supervisor. Safety is the responsibility of every employee. Experience has proven that the success of even the most complete safety programs depends on each employee's attitudes and working habits, and teamwork. In observing our safety regulations, you protect yourself and maintain the Company's safety record. Consistent with Federal and State law, the Company may require job-related physical examinations of employees to be performed by a Company-designated physician, depending upon the physical requirements and responsibilities of the position.

Work-related Accidents Any injury or illness related to your work must be reported to your supervisor or manager and your supervisor immediately. If an accident occurs, an investigation may take place to pinpoint contributing causes, which will then be reviewed to determine what, if any, corrective action should be taken to prevent future mishaps. If an attending physician recommends that an employee should not return to work on that day, the employee will be paid for an entire shift. Failure to report

accidents or obtain prior medical care authorization may jeopardize your benefit eligibility under workers' compensation.

Workers' Compensation Insurance The Company provides a comprehensive workers' compensation insurance program at no cost to employees. As an employee of the Company, you are compensated for medical treatment and/or time lost because of occupational injury, disease, or illness. You are eligible for workers' compensation coverage immediately upon employment with the Company. Reporting a work-related injury or illness instantly enables eligible employees to qualify for benefits coverage under this program as soon as possible.

PROTECTING THE COMPANY'S BUSINESS INTERESTS

Ethics Employees are expected to maintain high standards of conduct, including honesty, integrity, and adherence to ethical business standards, while at work and when representing the Company outside of the workplace.

Reporting Unethical Behavior If an employee is unable to stop suspected illegal, unethical or other inappropriate conduct or discovers it after it has occurred, the employee has a duty to report the matter to or seek guidance from a supervisor or a member of management. Aylara Pelvic Health, LLC encourages employees to report concerns about unethical behavior, financial misconduct, or violations of law. All reports will be kept confidential to the extent possible and no retaliation will be tolerated for good-faith reports.

Confidentiality & HIPAA Compliance During employment, employees may have access to confidential and sensitive information related to the Company, patients, vendors, or fellow employees. Protecting this information is essential to patient privacy, legal compliance, and the integrity of Aylara Pelvic Health. Employees must use confidential information solely for legitimate job-related purposes, safeguard it at all times, and share it only with individuals who have an authorized need to know. This includes strict compliance with HIPAA and all applicable privacy and security laws regarding protected health information (PHI). Confidential information includes, but is not limited to, patient records, employee files, financial and billing data, pricing, business plans, operational processes, systems access credentials, proprietary methods, trade secrets, and any information the Company is obligated to keep confidential. Information lawfully in the public domain is excluded. All employees are required to sign a Confidentiality Agreement upon hire and must comply with its terms during and after employment. Unauthorized use or disclosure of confidential or protected information may result in disciplinary action, up to and including termination and legal action. Employees are expected to exercise sound judgment, integrity, and respect in all business activities. Refer to the Non-Disclosure Clause and applicable policies for additional guidance.

Duty of Loyalty and Conflicts of Interest The Company expects its employees to devote their best efforts to the interests of the Company. Employees must avoid any personal activity, investment, or association that could appear to create a conflict between the interests of the Company and the employees. If an employee wonders whether an action or proposed course of conduct would create a

conflict of interest, the employee should immediately contact your supervisor to obtain guidance on the issue.

Conflicts of interest may arise in the course of engaging in business dealings on behalf of the Company with family members or friends. Preferential treatment by an employee towards customers or others who have a personal relationship with the employee may not be in the Company's best interest and may not be given unless first disclosed to and authorized by the employee's supervisor and your supervisor. Examples of this include, but are not limited to:

- Accepting improper gratuities or gifts from other companies or individuals who do business with our Company or seek to do business with it to influence business decisions.
- Rendering services to competitors.
- Using or permitting others to use Company documents, equipment, confidential information, or trade secrets. Benefiting personally from any purchases or sales by our Company outside the Company's knowledge.

Employees are prohibited from using Company resources and work time for promoting or conducting personal business or other activities not related to the Company's business operations.

Employees must promptly disclose actual or potential conflicts of interest to their supervisor and your supervisor. Approval for an employee to engage in the conduct giving rise to the actual or potential conflict of interest will not be given unless the conduct will not interfere with the employee's duties and will not damage the Company's reputation or business.

Outside Employment Outside employment that constitutes a conflict of interest is prohibited in all cases. This means that an employee may not accept a position or consulting contract with another company in direct competition with ours, nor can they furnish any services or products to others that compete with the services or products that the Company provides.

Intellectual Property and Work Product Ownership In the course of your employment with the Company, you may help develop services, products, materials, know-how and other intellectual property related to the Company's business. The Company exclusively owns all intellectual property rights, including all patent, copyright, trademark and trade secret rights, to any work developed by you during the course of your employment with the Company. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for the Company, regardless of whether the intellectual property is actually used by the Company. You must not disclose any of the Company's confidential information, which includes the Company's intellectual property, during or after your employment with the Company.

PERSONNEL POLICIES

Employee Files and Records. Separate personnel, medical and payroll files will be maintained for each employee. The Human Resources Department will be the custodian of an employee's personnel file.

The Human Resources Department will have custody and control of an employee's medical files. The Payroll Department will answer questions regarding individual payroll records.

Employee files are confidential and are the property of the Company. They are maintained by the Human Resources Department. Access to an employee's personnel file is limited to employees in the Human Resources Department, the employee's supervisor and managers, authorized accounting department employees, other management personnel who have a legitimate need for the information in those files, and the employee.

Subject to the provisions below and other applicable law, (a) while employed by the Company, employees may inspect the contents of their personnel file, in the presence of a representative of the Human Resources Department, upon request to the Human Resources Department; (b) employees shall be entitled to a copy of any documents in their personnel file that have been signed by the employee; and (c) individuals who no longer are employed by the Company shall not be entitled to review their personnel file or obtain copies of any documents or records in their personnel file.

It is important that employees keep the Company informed of any changes in important information. The Company requires the current address and phone number of its employees. Employees must report a change of name, address, phone number, or other contact information to your supervisor, as well as any change in their marital status, the addition of dependents, or if a dependent ceases to be a dependent, changes in the number of exemptions claimed for income tax withholding purposes, and to add or delete family members to or from the Company's health insurance plan. Notice of these changes must be in writing. An email message will constitute adequate written notice. Employees will be required to complete and sign all forms needed to effectuate such changes.

DRESS AND GROOMING STANDARDS

As representatives of the Company, all employees are expected to maintain a clean, professional appearance appropriate for a client-facing hospitality environment.

Expectations:

- Clothing should be neat, clean, modest, and appropriate to your work setting (business casual to business professional and front desk/event roles).
- Employees should avoid attire that is overly casual (e.g., flip-flops, graphic tees, ripped jeans, athletic wear) unless authorized for specific roles or events.
- Grooming should reflect personal hygiene and professionalism. Hair, facial hair, and nails should be clean and well-maintained.
- Scented products (e.g., perfumes or colognes) should be used minimally out of respect for sensitivities or allergies.
- Company-branded attire (if provided) is encouraged at events or in front-facing roles.
- Employees representing the company at community or client events must adhere to higher standards of presentation in alignment with the company's professional image.

We recognize and respect diversity in cultural or religious attire and grooming. Reasonable accommodations will be made upon request unless doing so presents an undue hardship or safety concern. Employees uncertain about acceptable attire should consult their supervisor. The Company reserves the right to send any employee home to change if their attire is deemed inappropriate for the work environment.

ATTENDANCE POLICY

Punctual and regular attendance is an essential responsibility of each employee at Aylara Pelvic Health, LLC. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule, unless otherwise agreed upon due to FMLA or ADA accommodations. Employees must provide reasonable notice of absences in accordance with Company procedures. Without limiting the generality of the foregoing, employees are expected to give their supervisor at least 48 hours' notice of upcoming time off using PTO. Nothing in this policy is intended to restrict or penalize the use of legally protected leave, including leave provided as a reasonable accommodation under the ADA, pregnancy-related accommodations, or other leave required by applicable law.

Absences

"Absence" is defined as the failure of an employee to report for work when scheduled to work. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify their supervisor no later than the employee's scheduled starting time on that same day. If the employee cannot call, they must have someone make the call.

Disciplinary Action Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action.

Job Abandonment Any employee who fails to report to work for three consecutive days without notifying their supervisor may be considered to have abandoned the job and voluntarily terminated the employment relationship.

SOCIAL MEDIA POLICY

Statement of Purpose The Company encourages the development of business and professional relationships through social networks and other online activities and recognizes that its employees also develop personal relationships through the use of social media. The Company respects the legal rights of its employees with respect to social media; in general, the use by employees of social media on their personal time and for personal reasons is their personal business. Employees should be aware, however, that their use of social media can pose legal risks to the Company, its employees, clients and vendors. Social networking and online activities can also jeopardize the Company's reputation and goodwill and the Company's compliance with applicable rules and laws if used inappropriately. Social media activities at work that interfere with an employee's job performance, the job performance of other employees, or the Company's business interests or that otherwise violate this policy are prohibited.

Scope This policy governs all Company-related online and internet activities, hereinafter “social media.”

Social media is considered Company-related if a post or other activity: (1) is created using a Company-owned computer or network; (2) contains the Company’s name, address, contact information, or logo; (3) contains a Company email suffix or is linked to a Company email address; (4) contains a link to the Company’s website; (5) contains pictures or images of persons identified as working for the Company or at Company functions; (6) references the Company; or (7) makes comments about the Company or its officers, directors or employees.

In the event that any part of this policy is determined to be contrary to applicable state or federal law, the policy shall be deemed amended to the extent necessary for it to comply fully with applicable law.

Personal Use of Social Media at Work or with Work Equipment. All contents of the Company’s computers, networks, communications systems, and other IT resources are Company property. Employees have no expectation of privacy in any message, file data, conversation, comment, post or other social media activity transmitted to, or received or printed from Company computers, networks, systems, or other resources.

The Company reserves the right to monitor, intercept, and review each employee’s activities using the Company’s IT resources and Communications Systems, including but not limited to social media activities, without notice to the employee and without the employee’s consent. This may include the monitoring, intercepting, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, logins, recordings, and other uses of the systems as well as keystroke capturing and other network monitoring technologies. Employees should not use Company IT resources and communications systems for any matter that they desire to be kept private or confidential.

Guidelines for Responsible Use of Company-Related Social Media Employees should comply with the guidelines listed in this section when using social media. Employees must respect copyright, trademark and other intellectual property rights while using social media. Employees should not make comments or statements that harass other employees based on their race, color, national origin, religion, gender, gender identity, sexual orientation, age, disability, pregnancy, childbirth, or pregnancy-related conditions, veteran’s status or service in the military, or any other protected classification, or otherwise demean or disparage such individuals or entities. Employees must also respect the privacy of their co-workers and should not share or post confidential information about their co-workers.

Employees should not make comments or statements that harass Company clients or suppliers or their employees or customers on the basis of their race, color, national origin, religion, gender, gender identity, sexual orientation, age, disability, pregnancy, childbirth, or pregnancy-related conditions, veteran status or service in the military, or any other category protected by applicable law, or otherwise demean or disparage any such individual or entity. Employees should not use ethnic slurs, sexist comments, personal insults, or obscenity, or make statements that are false or malicious while using social media.

The Company logo may not be used without the permission of the Company.

Employees should protect the contact information of co-workers, clients, and vendors. Employees should not share such contact information online without permission.

Employees should avoid deceptive behavior and misrepresentations online. This includes engaging in online activity, such as communicating electronically or creating websites or accounts, while employing a misleading alias or suggesting the employee is someone else. Employees may not post, publish, or otherwise disclose Company trade secrets or other confidential or proprietary information on social networking sites.

Media Contacts Employees should not speak to the media on Aylara Pelvic Health, LLC's behalf without contacting a supervisor. All media inquiries should be directed to them.

Misuse of Social Media, as determined by the Company, may result in disciplinary action or termination.

USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

Purpose The Company supports the responsible and ethical use of Artificial Intelligence (AI) tools to enhance efficiency, improve services, and support administrative, clinical, and operational tasks. This policy outlines appropriate use expectations to ensure confidentiality, patient privacy, safety, professionalism, and compliance with all legal and organizational standards.

Scope This policy applies to all employees, contractors, interns, and volunteers who use AI tools for any work related to Aylara Pelvic Health programs, patient services, administration, communications, or operations. HIPAA, patient privacy laws, and Company confidentiality policies apply fully to all AI use.

Approved Uses of AI Employees may use AI tools for tasks such as:

- Drafting internal documents, templates, policies, or non-patient-facing communications.
- Generating ideas for educational materials, outreach, marketing, or social media content, subject to review and approval.
- Supporting administrative workflows (e.g., scheduling reminders, organizational tools, summarization of materials).
- Researching general topics related to job duties (excluding medical or patient-specific advice).
- Assisting with grammar, formatting, or summarizing non-confidential text.

All use must follow confidentiality and ethical standards listed below.

Prohibited Uses of AI Employees may not use AI tools for:

1. Patient Information

- Entering, uploading, or describing any patient-identifiable information or protected health information including medical, therapeutic, behavioral, or personal records or details.
- Generating clinical assessments, diagnoses, therapy treatment plans, or documentation involving patient care decisions.

- Replacing professional clinical judgment.
2. Confidential or Sensitive Data
- Uploading or inputting confidential internal documents (financials, employee info, protected health information, proprietary materials).
 - Using AI to store, transmit, or analyze sensitive organizational data unless approved by leadership.
3. Automated Decision-Making
- Using AI to make decisions that impact patient safety, clinical care, employment matters, or legal responsibilities.
4. Representing AI Output as Fact Without Verification
- Using AI-generated content without review for accuracy, appropriateness, or alignment with Sundance values and policies.

Confidentiality & Security Requirements Employees must:

- Treat all AI interactions as potentially public and must not assume confidentiality, meaning anything entered could be stored or viewed externally.
- Verify that any AI tool used aligns with Aylara Pelvic Health and all other applicable privacy and security standards and requirements.
- Follow HIPAA, patient privacy laws, confidentiality expectations, and internal policies at all times.

Transparency & Attribution Employees are fully responsible for the accuracy, appropriateness, and compliance of all AI-assisted work product. When AI is used to assist with Aylara Pelvic Health-related content (e.g., drafting outreach materials, generating ideas), employees must:

- Review and edit all AI-generated text.
- Maintain responsibility for accuracy and quality.
- Disclose AI assistance to supervisors when required by project guidelines.

Professional Use All AI-generated content used in Aylara Pelvic Health communications must be:

- Professional, appropriate, and aligned with Aylara Pelvic Health’s mission and brand voice.
- Free of bias, discrimination, or misinformation.
- Reviewed by management for clarity and tone.

Training & Support Aylara Pelvic Health may provide training or additional guidance on approved AI tools. Employees are expected to follow updates to this policy as AI technology and organizational needs evolve.

Violations Misuse of AI—including breaches of confidentiality, improper disclosure of information, or use that conflicts with this policy—may result in disciplinary action, up to and including termination.

Questions Employees with questions about whether a specific use of AI is appropriate should consult their supervisor or leadership before proceeding.

USE OF THE COMPANY'S TECHNOLOGY-BASED EQUIPMENT AND SERVICES

Purpose. Access to the Company's desktop computers, laptops, printers, software, network applications, modems, Internet, e-mail, telephones, cell phones, pagers, copiers, fax machines, handhelds, PDAs, and other technology-based equipment and services has been provided to certain authorized employees to allow them to use such equipment and services for the benefit of the Company. All such equipment and other items constitute Company property. These items are expensive and in some cases are difficult to replace, and employees are expected to exercise care in the use of such items. The improper, careless, negligent, destructive, or unsafe use or operation of Company equipment or other property by an employee may result in disciplinary action, up to and including immediate termination of employment. Employees are required to use these resources in a professional and appropriate manner and in a manner consistent with their duties and responsibilities with the Company, and to assist the Company with its business needs and goals.

Prohibited Uses and Activities. Employees shall not send, transmit or otherwise disseminate nonpublic data or other confidential information of the Company to an unauthorized person or entity or in an unauthorized manner.

Employees shall not view, send, read, download, access via the Internet or store fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, immoral, offensive, intimidating, defamatory or other unlawful or inappropriate material, or any messages with any derogatory or inflammatory remarks or pictures about the race, color, national origin, religion, gender, gender identity, sexual orientation, age, disability, pregnancy, childbirth, or pregnancy-related conditions, veteran status or service in the military, or any other category protected by applicable law, or the fact that a person is associated with someone who belongs to any category listed above.

Employees shall not use the network for any purpose which violates federal, state, or local laws.

Employees also may not use the system in any way that may damage or impair the network.

The foregoing activities are prohibited insofar as they occur on Company premises, occur on or via the Company's computers or communication resources, occur during work time or involve communications or displays to, from or in the presence of co-workers, customers, or the public.

Inspection and Monitoring. Voice mail, e-mail, computers, computer networks, computer files, software programs, and all communications created on, received by, stored on or transmitted through those systems are the sole and exclusive property of the Company. Records, data, files, software, and all electronic communications contained in these systems likewise are the property of the Company. These systems and their contents are subject to inspection, examination and/or monitoring by authorized Company personnel at any time and without notice to the employees who use these systems or who created or received the information contained in the systems. Employees have no reasonable expectation of privacy with respect to any communication or materials created on, received by, stored on, or transmitted through those systems.

Notwithstanding the Company's right to read and retrieve any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the IT Manager. Employees should not attempt to gain access to another employee's messages without the other employee's permission.

Hardware and Software Employees shall not modify, reconfigure, or upgrade any Company desktop computer, laptop computer, server, printer, network device, modem, fax machine, or copy machine. All necessary repairs or upgrades will be completed by the Company's IT Manager or another authorized company technician or outside technician. Company systems and equipment should not be used for personal reasons and should remain on Company property at all times unless specific authorization is received. Employees shall not install software onto any Company computers or equipment, including their individual computers or the Company's network. All software installations, even free software from the Internet, must be approved and installed by the Company's IT Manager. Any unlicensed software or personal software may be deleted by the Company without notice to the employee.

Passwords Passwords are intended to prevent unauthorized access to e-mail, computer files or voice mail. The Company reserves the right to allow authorized Company personnel to access messages and files on the Company's systems at any time. Employees may not use a user name or password other than his or her own.

No Personal Use of Technology Resources Employees shall not use Company computers or other technology resources for personal business or personal matters. Email addresses issued by the Company are for Company-related use. It is not intended for employees to use Company-issued email addresses for communication with friends, family, Internet businesses, or other personal use. Employees are prohibited from downloading, transferring or saving any of the Company's confidential information onto a personal computer, tablet, cellphone, or storage device, or from sending such confidential information to a personal email account.

PROHIBITED CONDUCT AND DISCIPLINARY ACTION

Examples of Inappropriate Conduct To ensure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination of employment. This list of examples does not change the Company's at-will policy as previously set forth. Failure to comply with reasonable work requests or instructions from supervisors or management or engaging in other insubordinate conduct. Nothing in this policy is intended to interfere with employees' rights to engage in protected concerted activity under the National Labor Relations Act.

- Failure to perform job duties in an acceptable manner.
- Behaving in a rude, disrespectful, abusive or threatening manner towards co-workers,

management, customers, contractors, vendors, or the public, or engaging in fighting, horseplay, or other unsafe or disruptive behavior in the workplace.

- Damaging, destroying, or taking or using without authorization, property, money, assets, equipment or supplies belonging to the Company, a co-worker, customer, contractor, vendor, or any other person or entity.
 - Using, taking, or disclosing to others without authorization confidential or proprietary documents or information belonging to the Company, a co-worker, a client, a vendor, or any other person or entity.
 - Violating the Company's policies prohibiting discrimination, harassment or retaliation, or the Company's drug and alcohol policy.
 - Providing false information to the Company or its clients, including falsification of time records, expense reports or other documents, making false allegations against others, or engaging in other dishonest conduct of any kind.
 - Making any derogatory, denigrating, or defamatory communication, either written or oral, regarding the Company, its business, or any of its employees, management, customers, contractors, or vendors.
 - Making knowingly false statements, engaging in unlawful harassment, or disclosing confidential, proprietary or patient information regarding the Company, its business or its employees.
 - Engaging in activities which create or constitute a conflict of interest, that constitute immoral or indecent conduct, or that jeopardize the Company's reputation.
 - Possessing a firearm without a concealed carry permit, a weapon, or a dangerous substance such as an explosive, a toxic substance, or a flammable substance on Company property, unless such a restriction is prohibited by applicable law.
 - Violating any other Company rule, regulation, policy, or procedure, including any policy contained in this employee handbook.
 - Violating any federal, state or local law, rule or regulation.
 - Engaging in any illegal, unethical, abusive, or unsafe act.

Disciplinary Action An employee who engages in any unacceptable conduct or performance, whether or not it is listed above, may receive some form of disciplinary action, up to and including immediate termination.

Documentation and Delivery The supervisor will compile all information supporting the type of discipline to be administered or recommended. The information will be included in the employee's personnel record. When an employee's employment with the Company is terminated, the employee shall be escorted out of the working area by a management representative for termination processing by the Company. A supervisor will pick up or otherwise obtain from the employee all Company materials that have been issued to the employee. An employee whose employment has been terminated is prohibited from entering onto Company property thereafter without the express consent of the Company's office manager or a member of senior management.

Review of Disciplinary Action An employee whose employment with the Company is terminated shall be entitled, upon timely request, to meet with the Company's ownership to discuss the reasons for the termination, and to review the appropriateness of such action. The decision of Company ownership with respect to the appropriateness of the termination shall be final.

DRUG AND ALCOHOL POLICY

Statement of Purpose The Company believes that a healthy and productive work force, safe working conditions free from the effects of drugs and alcohol and maintaining a high standard in the quality of services rendered and products produced by the Company, are important not only to the Company but also to its employees, clients and the general public. The abuse of drugs and alcohol creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on Company benefit programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of the services rendered and products produced.

In order to maintain a quality work environment, free from drug abuse and alcohol abuse and their adverse effects on job performance, and to protect the health and safety of the Company's employees and clients, as well as the general public, the Company has established this drug and alcohol policy.

Definitions.

- "Alcohol" means either ethyl alcohol or ethanol.
- "Drugs" and/or "Controlled Substance" means any substance recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia. This definition includes, without limitation, narcotics, hallucinogens, depressants, stimulants or other controlled substances, as defined by applicable federal, state or local laws or regulations, including "synthetic" or "designer" drugs.
- "Drug Paraphernalia" means objects used to manufacture, compound, convert, produce, process, prepare, test and analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce a drug into the human body.
- "Illegal Drug" means a "Drug" or "Controlled Substance" that is illegal or unlawful for an individual to possess, use, sell or distribute under applicable law. The term "Illegal Drug" does not include a "Drug" or "Controlled Substance" that is in the possession of, or used by, an employee pursuant to, and in accordance with, a valid prescription or otherwise as permitted under applicable law.
- "Prescription Medication" means a "Drug" or "Controlled Substance" that can be lawfully obtained only pursuant to a medical prescription issued by a medical doctor or other authorized health care provider.
- "Sample" means a sample of urine, blood, breath, saliva, or hair provided by an employee in a quantity and in a manner sufficient to allow for drug or alcohol testing.

Responsibilities of Employees. Employees shall not manufacture, use, possess, distribute, dispense or sell alcohol, illegal drugs or controlled substances, or drug-related paraphernalia, or have alcohol or illegal drugs in their system while working or engaging in other activities on behalf of the Company; while present in buildings or other facilities owned or controlled by the Company or any of its subsidiaries or affiliated companies or any customer's facility or job site; while operating or riding in any Company vehicle; while traveling in a motor vehicle to or from a location where Company business is to be, or has been, conducted; or while wearing a Company uniform, or while otherwise representing the Company.

Employees also shall not misuse prescription medication or other medication, or take prescription drugs or other medication in a manner which may adversely affect their job performance or the safety of themselves or others. Employees involved in driving motor vehicles are required to inform their supervisor any time they are taking any prescription or over-the-counter drug which may, according to label warnings or physician instructions, impair the employees' ability to safely perform their assigned duties. If a supervisor believes that an employee is impaired, the supervisor can immediately release the employee from his or her responsibilities.

Employees who violate any of the foregoing prohibitions shall be subject to disciplinary action, up to and including immediate termination of employment.

Testing of Prospective Employees. The Company shall have the right to test prospective employees for the presence of illegal drugs and alcohol, in accordance with the provisions of this policy, as a condition of hiring or employment.

Individuals who have been offered a position with the Company will be required to submit to testing to detect the presence in the body of illegal drugs or alcohol, at a time and place as directed by the Company, before they are permitted to begin working for the Company. If such individuals test positive, or refuse to submit to such testing, the offer of employment shall be withdrawn, and they will not be permitted to reapply for a position with the Company.

Prospective employees who are tested but who substitute or falsify any test sample shall be denied employment, and shall not be permitted to reapply for a position with the Company thereafter.

Testing of Current Employees. The Company also shall have the right to test its employees, including its management personnel, for the presence of drugs or alcohol, in accordance with the provisions of this policy. Such testing may be required as a condition of continued employment, and any employee who tests positive, who refuses to submit to such testing, or who substitutes or falsifies any test sample may be subjected to disciplinary action, up to and including immediate termination. The Company may test its employees for drugs or alcohol as part of one or more of the following types of testing:

Reasonable Cause Testing. Testing may be required where the Company has a reasonable belief or suspicion that the employee has used Illegal Drugs or Alcohol, engaged in misuse of Prescription Medication, or has Illegal Drugs or Alcohol in his or her system or possession, in violation of the terms of this policy.

Reasonable belief or suspicion may be based on, among other things, observable indicators of use, possession or symptoms of illegal drugs or alcohol, such as slurred speech, unusual outbursts of temper, abrupt changes in attitude, attendance, or quality or output of work, the smell of alcohol or drugs, or other observable indicators, a pattern of abnormal conduct or erratic behavior, taking unreasonable risks or engaging in unsafe practices, information of a drug-related investigation, arrest or conviction, or of drug or alcohol use in violation of this policy, provided from a credible source, or evidence that the employee has tampered with a previous drug test.

If such testing is required by the Company based upon a reasonable belief or suspicion of drug or alcohol use or possession in violation of this policy, it shall be conducted as promptly as circumstances permit after the Company perceives that the employee has used illegal drugs or alcohol or engaged in controlled substance abuse, or has illegal drugs or alcohol in his or her system or possession, in violation of the terms of this policy.

Any time there is suspicion that an employee has used illegal drugs or alcohol or engaged in controlled substance abuse, or has drugs or alcohol in his or her system or possession, in violation of the terms of this policy, the Company, in its discretion, may require the employee to immediately discontinue performing work for the Company and submit to testing. The employee will remain on unpaid leave until the results of the testing have been received and such results establish that the employee is not in violation of the terms of this drug and alcohol policy.

Investigation of Accidents or Theft in the Workplace. An employee will be required to submit to testing for the purpose of investigating work-related accidents or near-accidents (including accidents or near-accidents involving the operation of equipment or motor vehicles), or a violation of safety precautions or standards, whether or not an injury resulted from such accident or violation.

An employee also may be required to submit to testing for the purpose of investigating incidents of workplace theft or misconduct any time such an incident occurs.

If such testing is required by the Company in connection with the investigation of an accident, theft or other misconduct in the workplace, it shall be conducted as promptly as circumstances permit after the Company becomes aware of the accident or incident.

Random or Periodic Testing.

Unless prohibited or limited by applicable state law, testing may be required as part of an unannounced random testing program or a periodic testing program. The testing under a random testing program or a periodic testing program shall at all times be in compliance with applicable state law. Random or periodic testing will not be limited to circumstances where there are indications of individual, job-related impairment of an employee.

Disciplinary Action That May Be Taken. An employee who tests positive, refuses to submit to testing upon being requested to do so, or substitutes or falsifies any test sample, shall be subject to disciplinary or rehabilitative actions, which may include one or more of the following, in the sole discretion of the Company: immediate termination of employment; suspension of the employee, without pay, for a period

of time; a requirement that the employee enroll in an approved rehabilitation, treatment or counseling program as a condition of continued employment, with the cost of such program being borne by the employee; additional periodic drug or alcohol testing at the employee's cost for such duration as is determined by the Company; or other disciplinary measures.

Manner of Testing. All sample collection and testing for Illegal Drugs and Alcohol pursuant to this policy shall be performed in accordance with scientifically accepted methods and procedures and applicable law. Prospective employees and employees must sign such forms as may be required by the Company and/or the testing administrator prior to testing, agreeing to and authorizing the testing, the release of the test results to the Company's medical personnel, and the disclosure of the results by the medical personnel to authorized employees of the Company.

All sample collection and testing for illegal drugs and alcohol pursuant to this policy shall be performed in accordance with the following conditions:

The collection of samples shall be performed under reasonable and sanitary conditions;

Samples shall be collected and tested with due regard to the privacy of the employee being tested, and in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples;

Sample collection shall be documented, and the documentation procedures shall include:

Labeling of samples so as reasonably to preclude the probability of erroneous identification of test results; and

An opportunity for the employee or prospective employee to provide notification of any information which he or she considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant medical information;

Sample collection, storage, and transportation to the place of testing shall be performed so as reasonably to preclude the probability of sample contamination or adulteration; and

Sample testing shall conform to scientifically-accepted analytical methods and procedures.

Prospective employees and employees must sign such forms as may be required by the Company and/or the testing company prior to testing, agreeing to the testing, authorizing the release of the test results to the Company's medical personnel, and authorizing the disclosure of the results by the medical personnel to authorized employees of the Company.

Confirmation of Test Results. In the case of a prospective employee who tests positive on the initial screening test, the prospective employee may, upon written request to the Company's personnel director within five working days after receiving notice of the test result, have the test result confirmed.

In the case of an employee who tests positive on the initial screening test, the Company shall have those test results confirmed.

Confirmation of a drug-positive screening test shall be by a gas chromatography-mass spectroscopy test method and confirmation of an alcohol-positive screening test shall be by a gas chromatography test method, although the Company reserves the right to have confirmation testing done by any other reliable testing method designated by it.

Time and Cost of Testing. The costs associated with the testing of an employee or a prospective employee shall be paid by the Company.

Any drug or alcohol testing by the Company of an employee shall occur during or immediately after the employee's regular work period and shall be deemed work time for purposes of compensation and benefits. The Company shall pay all costs associated with any testing of an employee for illegal drugs or alcohol required by the Company, including the cost of the initial screening test and any confirmation test.

Positive Test Determination. The drug and alcohol testing shall be deemed "positive" if the amount of illegal drugs or alcohol present in the body is at or exceeds specified levels, or if it is determined that the employee has submitted a sample which, when submitted, had been tampered with, altered, contaminated or adulterated in any way, or if it is determined that the sample submitted is not that of the person being tested.

Confidentiality of Information. All information, interviews, reports, statements, memoranda, or test results received by the Company in connection with its drug and alcohol testing program shall be kept in confidence by the Company. Such information shall be imparted only to those individuals who have a legitimate need to review such information, or as is otherwise required by applicable law or regulation.

Inspections to Administer and Enforce Policy. To promote a safe, productive and efficient workplace, the Company reserves the right to inspect employees, as well as any articles and property in their possession. The Company also reserves the right to inspect lockers, desks, boxes, company vehicles, employee vehicles on company property, packages, lunch boxes, containers, articles in such areas, and other objects brought onto company property that might conceal alcohol, illegal drugs, and/or other inappropriate materials.

Notice. The drug and alcohol testing policy shall be distributed in writing to all employees and made available for review by all applicants for employment.

The Company's Right to Amend Policy. The Company reserves the right to amend or revise this drug and alcohol policy at any time, as it deems appropriate.

No Obligation to Rehire. No provision herein is intended, or shall be construed, as (1) requiring the Company to hire any prospective employee or rehire any former employee because the prospective employee or former employee has completed a drug or alcohol rehabilitation program or otherwise demonstrates that he or she is able to comply with the Company's Drug and Alcohol Policy and/or is in compliance with the Company's Drug and Alcohol Policy, or (2) modifying the Company's at-will employment policy with respect to its relationship with any employee.

Eligibility for Rehire after Violating Drug and Alcohol Policy. If an employee is discharged (or resigns in lieu of discharge) for violating the Company's Drug and Alcohol Policy, he or she shall not be eligible to reapply for employment with the Company, or be re-employed by the Company, unless and until the employee is able to demonstrate, to the satisfaction of the Company, in its sole discretion, that he or she has successfully completed a drug or alcohol rehabilitation program, is able to comply with the Company's Drug and Alcohol Policy, and/or is in compliance with the Company's Drug and Alcohol Policy.

PAYROLL & BENEFITS

EMPLOYEE CLASSIFICATIONS

This section defines employment classifications to help you understand your current employment status and benefits eligibility. Every employee is either exempt or non-exempt from Federal and State wage and hour laws. This means that non-exempt employees are entitled to overtime pay under the specific provisions of Federal and State rules, and exempt employees are excluded from overtime pay under those same provisions. An employee's exempt or non-exempt status may change during employment; for instance, it might change when there is a promotion to a higher-level position. Depending on the work you perform, you will be designated either exempt or non-exempt on your hire date. Each employee will belong to at least one other employment category as listed below.

These classifications are effective on your date of hire and determine your status and benefits eligibility:

- **New Employees:** those who have not worked for the Company before or employees who have been rehired after a break in service of more than one year.
- **Regular Full-Time employees:** those who are regularly scheduled to work a full-time schedule of 30 hours or more per week. These employees are eligible for the Company's complete benefits package, subject to each benefit program's terms, conditions, and limitations.
- **Regular Part-Time employees:** those regularly scheduled to work less than 30 hours per week. Depending on the number of hours worked, these employees are eligible for certain limited benefits sponsored by the Company on a pro-rated or partial basis, subject to the terms, conditions, and limitations of each benefit program.
- **Temporary employees, also called seasonal employees:** those hired on an "as needed" basis to supplement the Company's workforce. Employment beyond any initially stated period does not imply a change in employment status. Temporary employees retain that status unless and until notified of a change by management. Temporary employees are not eligible to receive benefits unless otherwise required by applicable law.

WORK AND COMPENSATION

Workweek Our official workweek begins at 12:01 a.m. Monday and runs continuously for seven days after that. Company-paid holidays, paid time off, and excused absences for which Company pay is received are not considered hours worked in calculating overtime.

Hours of Work Your scheduled work hours depend upon the area of the Company for which you work. From time to time, work hours may vary from a designated schedule at the discretion of management. Your supervisor will explain your schedule at the time of your hire.

Lunch Breaks Employees are expected to take a lunch break at a time set by their immediate supervisor. Lunch break duration is determined by the employees' supervisors. Time spent on lunch breaks is not counted as time worked.

Timesheets Each pay period, all non-exempt employees are required to report their hours accurately, utilizing the software provided by the Company. Non-exempt employees are expected to clock in and out daily. In the event of a missed clock in or clock out, non-exempt employees should notify their supervisor as soon as possible by email, making it possible to maintain the accuracy of the time record.

Overtime Employees may be scheduled or required to work overtime when operating requirements or other needs cannot be met during regular business hours. Overtime compensation is based solely on the hours a non-exempt employee works in excess of forty (40) per workweek. Exempt employees are not eligible to receive overtime pay. Non-exempt employees eligible for overtime pay will be paid time and one-half for hours worked in excess of forty (40) during a workweek. Your direct supervisor must approve in advance all overtime hours worked. Any attempt to work fewer hours in one week and then make up hours the following week to inflate the total number of overtime hours is prohibited and will result in disciplinary action.

Pay Periods

Employees are compensated on a bi-monthly basis, with payments issued on the 10th and 25th of each month. The payroll periods are structured as follows:

- First Pay Period: Covers work performed from the 1st through the 15th of the month and is paid on the 25th of the same month.
- Second Pay Period: Covers work performed from the 16th through the last day of the month and is paid on the 10th of the following month.

Payroll Payments Payments are distributed to employees by direct deposit into their personal bank account. Each payment will include earnings for all work performed through the end of the previous pay period. If a regularly scheduled payday falls on a weekend or a recognized holiday, employees will be paid on the day immediately preceding the weekend or holiday that is not a weekend or holiday.

PAID TIME OFF

Aylara Pelvic Health, LLC believes that its employees are the key to what makes a great company. Although work makes up a large portion of an employee's life, we believe that balancing work and non-work activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, the Company has designed a paid time off (PTO) plan that incorporates vacation, personal and sick leave into one program.

PTO hours will accrue each pay period according to the schedule set forth below. When taking time off, employees are required to use accrued PTO before taking time off without pay. Employees may carry

over up to 40 hours of PTO from one year to the next. The hours accrued and carried over from the prior year must be used the following year. Employees are only allowed to carry over PTO hours from the prior year. The company does not allow multiple years to be carried over from year to year.

All full-time employees may accrue PTO hours according to the following schedule:

Time with Aylara Pelvic Health, LLC	PTO HOURS (business days)	Annual Accrual Plus Maximum Carryover
0-1 Year	80 (10 days)	80 hours
1-2 Years	88 (11 days)	128 hours
2-3 Years	104 (13 days)	144 hours
3-4 Years	120 (15 days)	160 hours
5+ Years	160 (20 days)	200 hours

Procedures All PTO must be preapproved and prescheduled with the employee's supervisor. Non-exempt employees may take PTO in hourly increments. Exempt employees may take PTO only in full-day increments. Approval for all scheduled time away is subject to applicable workloads.

You cannot 'cash out' unused PTO hours at the end of the year. Any unused accrued PTO at the end of the year that cannot be carried over to the next year will be forfeited. If you voluntarily terminate your employment without giving the Company at least two (2) weeks advance notice or if you are involuntarily terminated for Cause, you will not be paid for your unused accrued PTO hours.

HOLIDAYS

All regular full-time employees receive holiday pay at their regular base rate. To receive holiday pay, all employees must be employed by the Company the day before and the day after the holiday. When a paid holiday falls on a weekend, a determination will be made each year regarding which day will be taken off.

The following are recognized holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- State-specific holidays, when applicable

All regular full-time employees receive one floating holiday per year in addition to the Company's other paid holidays. This floating holiday may be used for any workday, including religious or cultural holidays,

employee birthdays, or other state or federal holidays during which the Company remains open. Floating holidays are available for all current employees at the beginning of the year. New employees are eligible for the floating holiday on their first day of employment. Floating holiday requests must be scheduled and then approved in advance by the employee's immediate supervisor. Floating holidays may not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

HEALTH INSURANCE

The Company currently provides comprehensive medical coverage to regular full-time employees. Coverage begins the first of the month immediately following 30 days of employment or conversion to full-time employment. Coverage may also be changed with a qualifying life event, such as birth, death, adoption, marriage, divorce, or the loss of medical coverage outside of the Company's medical plan. The employee has 30 days from the qualifying event date to make coverage changes. The Company contributes a portion of the insurance premium based on the plan selected by the employee. The Company reserves the right, in its sole discretion, to modify the amount or percentage that its eligible employees are required to pay for such coverage.

PAYROLL DEDUCTIONS and GARNISHMENTS

Aylara Pelvic Health, LLC complies with applicable law and will make only required or authorized deductions from employees' wages. The following deductions, if applicable, will be made from employees' gross wage payments:

- Deductions to pay the employee portion of local, state, and federal taxes.
- Deductions required under a withholding order for support, an earnings assignment order, earnings withholding order, or other similar court order.
- Deductions required under a wage garnishment order.
- Other deductions authorized in writing by the employee, including deductions to cover insurance premiums or payments for other employee benefits.

All deductions will be itemized on employees' paycheck stubs. Employees with questions regarding any deductions taken from their paychecks should immediately contact your supervisor.

Final Paycheck The final paycheck for an employee who is discharged by the Company shall be paid within twenty-four hours of the discharge unless otherwise required or permitted by applicable law. The final paycheck for an employee who voluntarily terminates his or her employment with the Company will be paid on the next regularly scheduled payday following the effective date of the termination of employment unless otherwise required or permitted by applicable law.

AMERICANS WITH DISABILITIES ACT AND REASONABLE ACCOMMODATIONS

Aylara Pelvic Health, LLC is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and other applicable state disabilities laws. The ADA prohibits discrimination against an employee with a disability or perceived disability. It also requires an employer to provide reasonable accommodations for individuals with a disability, unless accommodation would cause undue hardship to the company. A reasonable accommodation is any change in the work environment or in the

way a job is performed that enables a person with a disability to perform the essential functions of the job. The ADA does not require the Company to reallocate essential functions, lower production standards of an employee's job, provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.), or provide the specific accommodation requested by the employee if another reasonable accommodation will meet the needs of the employee and the Company.

An applicant or employee with a disability who believes that a reasonable accommodation is needed to perform the essential functions of the job should notify their supervisor to request the accommodation. A request for accommodation does not need to be given in writing, but the Company may ask that a verbal request also be submitted in writing. The Company may ask for documentation supporting the existence of a disability and the need for accommodation if the disability is not obvious. If the employee fails to provide reasonable documentation of a disability that is not obvious, the employee may not be given the requested accommodation.

The Company will respond promptly to an accommodation request by engaging in an interactive process to determine what accommodations, if any, would be effective and reasonable. Requests for accommodation will be evaluated on a case-by-case basis, and requesting an accommodation does not guarantee a change will be made.

ACCOMMODATIONS REGARDING PREGNANCY, CHILDBIRTH, BREASTFEEDING, OR RELATED CONDITIONS

Unless a reasonable accommodation would create an undue hardship on the Company's operations, the Company will not (a) refuse to provide reasonable accommodations for an employee related to pregnancy, childbirth, breastfeeding, or related conditions, if the employee requests a reasonable accommodation, (b) require an employee to terminate employment if another reasonable accommodation can be provided for the employee's pregnancy, childbirth, breastfeeding, or related conditions, or (c) deny employment opportunities to an employee, if the denial is based on the need of the Company to make reasonable accommodations related to an employee's pregnancy, childbirth, breastfeeding, or related conditions.

The Company may require an employee to provide a certification from the employee's health care provider concerning the medical advisability of a reasonable accommodation regarding pregnancy, childbirth, breastfeeding, or related conditions. The certification shall include (i) the date the reasonable accommodation becomes medically advisable, (ii) the probable duration of the reasonable accommodation, and (iii) an explanatory statement as to the medical advisability of the reasonable accommodation.

BEREAVEMENT LEAVE FOR IMMEDIATE FAMILY AND OTHERS

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of Aylara Pelvic Health, LLC. All full-time, active employees are eligible for benefits under this policy. An employee who wishes to take time off due to the death of an immediate family member should notify their supervisor as soon as possible after learning that the leave is needed. If an employee leaves work

early on the day they are notified of the death, that day will not count against their bereavement leave. In addition to bereavement leave, an employee may use any available PTO leave for additional approved time off, as necessary, with their supervisor's approval.

Bereavement pay is calculated based on the employee's base pay rate at the time of absence. It will not include any special type of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to 3 days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in *loco parentis* to the employee during childhood.
- Employees are allowed one day off from regularly scheduled duty with regular pay in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild, or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the Company.

FAMILY AND MEDICAL LEAVE

The company is not currently bound by the federal Family and Medical Leave Act (FMLA). If the Company becomes bound by that Act, i.e.. it begins to employ fifty or more employees (including employees within seventy-five miles of main offices) an employee who has been employed for at least twelve months (need not be consecutive), for 1,250 hours over the previous 12 months, may be eligible for unpaid leave under the FMLA. Up to twelve weeks of FMLA leave (and fourteen additional weeks to care for a qualifying family member injured, or who becomes ill, while on active military duty) is available, measured on a rolling twelve-month period looking back from the date leave is requested or needed.

Basic Leave Entitlement In order to qualify as FMLA leave, the employee must be taking the leave for one of the following purposes:

- For incapacity due to pregnancy, prenatal medical care or the birth of a child;
- To care for the employee's child after birth, or placement with the employee of a child for adoption or foster care;
- To care for the employee's spouse or domestic partner, child, or parent, who has a serious health condition; or
- For the employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's job.

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 qualified 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 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave Entitlement Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list.

Twelve Month Period for Calculating Available FMLA Leave An eligible employee who qualifies for FMLA leave may take up to 12 weeks of FMLA leave during any 12-month period. The Company will measure the 12-month period as a rolling 12-month period measured backward from the date on which the employee uses any FMLA leave. Each time an employee takes FMLA leave the Company will compute the amount of leave taken during the previous 12-month period, and the balance remaining is the amount the employee is entitled to take at that time for a qualifying reason. For example, if an employee used four weeks of FMLA leave beginning February 1, 2022, four weeks beginning June 1, 2022, and four weeks beginning December 1, 2022, the employee would not be entitled to any additional leave until February 1, 2023. Beginning on February 1, 2023, the employee would be entitled to four weeks of FMLA leave, on June 1, 2023 the employee would be entitled to an additional four weeks, etc.

Use of Leave An employee may take FMLA leave for up to 12 consecutive weeks but does not need to use this leave entitlement in one block. FMLA leave can be taken intermittently (or periodically) or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. FMLA leave may not exceed a total of 12 weeks over a 12-month period.

Use of Paid Leave While on FMLA Leave An employee who is eligible for FMLA leave shall be required to use PTO while taking FMLA leave to the extent such leave is available under the Company's normal leave policies.

Advance Notice When Need for FMLA Leave is Foreseeable An employee must provide the Company at least 30 days advance notice of the need to take FMLA leave when the need for the leave is "foreseeable," such as when the leave is for an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. When 30 days advance notice is not possible, such as because of a lack of knowledge of when leave will be required, a change in circumstances, or a medical emergency, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures.

Information to Determine Eligibility for FMLA Leave An employee must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the 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 employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Notice of Eligibility and Rights & Responsibilities

Within five (5) business days of an employee requesting FMLA leave or the Company acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason, absent extenuating circumstances, the Company shall provide the employee with written notice stating whether the employee is eligible to take FMLA leave. If the employee is not eligible for FMLA leave, the Company will notify the employee of the reason he or she is ineligible. If the employee is eligible to take FMLA leave, the Company will specify any additional information required as well as the specific expectations and obligations of the employee and explain any consequence of failing to meet those obligations.

The Notice of Eligibility and Rights & Responsibilities shall include, as appropriate, (i) if the leave will be designated as FMLA-protected and the amount of leave counted against the employee's annual FMLA leave entitlement; (ii) any requirement for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to do so; (iii) the requirement that the employee use accrued vacation or sick leave while taking FMLA leave to the extent such vacation or sick leave is available; (iv) any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis; (v) the employee's status as a "key employee" and the potential consequence that restoration may be denied following FMLA leave, explaining the conditions required for such denial; (vi) the employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and (vii) the employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after taking FMLA leave.

The Notice of Eligibility and Rights & Responsibilities may include other information and may be accompanied by any required certification forms.

UNPAID MEDICAL LEAVE POLICY

Eligibility Commencing ninety (90) days after their hire date with the Company, full-time and part-time employees will be eligible to take an unpaid medical leave of absence if they are temporarily unable to work due to a serious injury, illness, pregnancy or other medical condition. Temporary employees will not be eligible to take a medical leave of absence.

Duration The maximum amount of medical leave that will be granted to eligible employees who are temporarily unable to work due to a serious injury, illness, pregnancy or medical condition shall be six (6) weeks. Such employees will not be permitted to take more than six (6) weeks of medical leave during any twelve (12) month period.

Nothing in this policy limits the Company's obligation to provide additional unpaid leave as a reasonable accommodation under applicable federal or state law where required.

Return to Employment The Company will make reasonable effort to keep an eligible employee's position open throughout the period of the approved medical leave. When the medical leave ends, and if the employee is able to return to work at that time, reasonable effort will be made to place the employee in the same position that the employee had prior to the medical leave or in a similar position for which the employee is qualified. If an employee is unable to return to work by the end of the approved medical leave period, the employee's employment with the Company may be terminated.

Rehire An eligible employee who is unable to return to work at the time an approved medical leave of absence ends and whose employment is terminated for that reason may apply for reemployment with the Company at such time as the employee is able to return to work. The employee shall not be entitled, however, to preferential treatment in connection with an application for rehire.

Unpaid Medical leave is without pay. An employee who is eligible to take a medical leave of absence will be required to use available PTO hours for the time off work beginning on the first day of the medical leave in accordance with the Company's PTO policy. When all accrued PTO leave has been used, the remaining medical leave will be without pay.

Workplace injury If an eligible full-time or part-time employee is on a medical leave of absence as a result of a workplace injury and is receiving workers' compensation benefits, and if such benefits do not fully compensate the employee for his or her lost wages arising from the employee's inability to work, the employee may, but shall not be required to, use available PTO hours to make up the difference between the employee's regular compensation and the amount of the workers' compensation benefits received for the lost wages.

Notification An eligible employee who becomes aware of a need for medical leave should request such leave from your supervisor as far in advance as possible.

Medical Certification The Company may require an eligible employee to submit a certification from the employee's doctor or other health care provider regarding the nature and extent of the employee's serious injury, illness, pregnancy or medical condition. The Company also may require an employee to submit to a full and complete medical examination, at the employee's cost, the results of which will be disclosed to the Company. An employee also may be required to obtain a second medical opinion upon the request of the Company, at the Company's expense.

Verification An eligible employee who has been on medical leave will be required to provide the Company with a written verification or release from the employee's doctor certifying the employee's fitness to return to work.

Premiums Subject to the terms, conditions, and limitations of the applicable plans, the Company will continue to provide insurance coverage to an eligible employee who is on an approved medical leave to the same extent that such insurance coverage was provided prior to the medical leave. The employee shall be required to pay his or her portion of the premiums for such insurance coverage while on medical leave, the same as if he or she was not on medical leave. If an employee fails to make any payment for his or her portion of the insurance coverage when such payment becomes due, the employee's coverage under the applicable plans may be discontinued (subject to the employee's right to continued coverage under COBRA).

Failure to Return to Work If an eligible employee fails to return to work from a medical leave of absence for any reason other than the continuation, reoccurrence or onset of a serious medical condition or other circumstances beyond the employee's control, the employee shall be obligated to reimburse the Company for the cost of the Company's share of the premiums for the insurance coverage provided during the medical leave.

Benefit Accruals Benefit accruals for eligible employees, such as PTO accruals, will be suspended during the medical leave of absence and will resume upon the employee's return to active employment.

At-will Employment Nothing contained herein is intended or shall be construed to alter or modify the at-will employment relationship between the Company and an employee or limit the Company's right to terminate an employee's employment with the Company at any time, with or without cause or with or without advance notice.

JURY/WITNESS DUTY

In recognition of its duty to the community and your obligation as a citizen, the Company gives time off for jury/witness service. During such a period, you will be paid the difference between your jury pay and the amount you would otherwise have earned. If you are serving jury duty, you must obtain a pay voucher on a weekly basis from the Clerk of the Court and turn this voucher into your supervisor for reimbursement. You should report to work when jury duty is cut short, leaving you free to work some of your regular hours at your regular work time. If you receive a notice to appear for jury/witness duty, contact your supervisor immediately.

VOTING LEAVE

If you do not have at least three nonworking hours between the time polls open and close, Company will provide you up to two hours of paid time off to vote. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements. You must request time off to vote prior to Election Day.

EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that the contents of this employee handbook describe important information regarding the working relationship between Aylara Pelvic Health, LLC and myself. I understand that if any part of this handbook is unclear, I should contact my supervisor for clarification as soon as possible.

Because all the information, policies, procedures, and practices contained in this handbook are considered guidelines and are subject to change, I further acknowledge that revisions to the handbook may occur at the discretion of Aylara Pelvic Health, LLC, which retains sole authority to adopt and enforce any changes. I realize that any revisions that modify, amend, or eliminate existing policies, procedures, and practices will supersede those in this handbook. I understand the employment relationship between myself and Aylara Pelvic Health, LLC was entered voluntarily, and there is no express or implied agreement between us as to the conditions of employment or length of employment. This handbook is neither a contract nor a binding legal document but does encourage the consistent and orderly conduct of business.

I understand that I have the right to terminate my employment at any time and that my employer retains a similar right to terminate my employment "at will," with or without cause, at any time.

I acknowledge that I received this handbook from Aylara Pelvic Health, LLC. It is my responsibility to familiarize myself with and abide by all the policies, procedures, and practices contained within and any future revisions that might be made to the handbook.

Employee Signature

Employee Name (Please Print)

Date

Aylara Pelvic Health, LLC Representative

Title