FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

OFF DUTY EMPLOYEES FRATERNIZING WITH SUPPORTED INDIVIDUALS</td><td></td><td>POLICY NO: HR-025</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
Off Duty Employees Fraternizing with Supported Individuals HR03-290</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Family Visions Employees</td></tr>
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POLICY:
Off-duty employees who would like to invite a Supported Individual on an outing or to have a Supported Individual come to their home may only do so if that off duty employee obtains approval and is willing to support and take responsibility for the Supported Individual.

PROCEDURE:
In the event an off-duty employee invites a Supported Individual on an outing, pre-approval must be obtained from the supervisor/designate. Approval can be requested by telephone or in person during regular office hours.

Destination and contact information must be recorded in the communication/log book.

Failure to adhere to this policy may result in disciplinary action.