FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

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

ON DUTY EMPLOYEES VISITING NON-WORK RELATED LOCATIONS</td><td></td><td>POLICY NO: HR-026</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
On Duty Employees Visiting Non-Work Related Locations
HR03-300</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:
Because of either a real or a perceived conflict of interest, while on duty, staff are not to spend any part of their shift at:

1. Their own home.
2. The home of their family member.
3. The home of their personal friend.
4. The home of an off-duty staff member.

PROCEDURE:
If for any reason, an on-duty staff member needs to go to one of the above locations during their shift, permission must first be obtained from management. On duty, staff can contact management by telephone or in person at the office during regular office hours.

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