FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

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

PROBATION PERIOD
(Out of Scope Employees)</td><td></td><td>POLICY NO: HR-031</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
PROBATION PERIOD HR03-390</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: OUT OF SCOPE Family Visions Employees</td></tr>
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POLICY:
To provide for a period for the new employee to adjust/become familiar with their work environment and to allow the employer a period to evaluate the suitability of the new employee to the work situation.

PROCEDURE:
Probation will be three (3) months from the date of hire.

If, during this period, an employee is found to be unsuitable, the employer may terminate the employee and the employee will not have recourse to grievance or arbitration procedures. Should the employee be identified to be unsuitable in the position, they will be provided notice of termination prior to the expiry of three-month probation period.

During this period an employee may also choose to resign if they feel they are not suited for the position.

Upon expiration of the probation period, the employee will be converted to permanent status.