FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

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

RESIGNATION OF EMPLOYMENT</td><td></td><td>POLICY NO: HR-032</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
RESIGNATION OF EMPLOYMENT HR03-410</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:
Employee resignations must be tendered in writing to the Executive Director/designate.

PROCEDURE:
Resignations to be provided in writing to the Executive Director with at least fourteen (14) calendar days in advance of the date which the resignation is to be effective. A shorter period of notice may be given with the consent of the Executive Director/designate.

The employer reserves the right to conduct an Exit Interview (Appendix).