



Nourish Employee Handbook

Welcome — we are thrilled to welcome you to the Nourish team!

Please take the time now to read this handbook carefully. Sign the acknowledgment to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements on the subjects discussed herein. Please understand that no employee handbook can address every situation in the workplace. It is to serve as a reference point and is not intended to be binding on the Company. The organization reserves the right to amend or modify this Handbook and/or any of its policies, procedures, and benefits at any time, in its sole discretion, with or without prior notice. The employment policies and/or benefits summaries in this handbook are written for all team members.

If you have questions about your employment or any provisions in this handbook, contact our People Team.

We wish you success in your employment at Nourish!
All the best, Stephanie, Sam, & Aidan

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Employment

Employment Relationship

Your employment with Nourish is “at will,” meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Employment with the Company is not guaranteed for any specific period of time. Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act. This policy may not be appropriate in its entirety for team members working in Montana.

Employment Authorization Verification

New hires will be required to complete the federal Form I-9 and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization. If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to the expiration of that period to remain employed by the Company.

Equal Employment Opportunity and Americans With Disabilities Act

Nourish provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Additionally, the Company’s policy is to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

Reasonable Accommodations

If you need an accommodation, please make a request to the People Team by emailing people@usenourish.com.

The Company encourages you to suggest specific reasonable accommodations for the classifications listed below if you believe they would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential. Where state or local law provides greater protections to team members than federal law, the Company will apply the law that provides the greatest benefit to team members. The Company will not discriminate or retaliate against team members for requesting an accommodation.

Accommodations for Pregnant Employees

Nourish will provide reasonable accommodation to pregnant team members for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA). If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law. The Company will comply with state or local laws that provide additional protections beyond the PWFA.

Disability Accommodation

Nourish complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Religious Accommodation

Nourish recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all team members, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Company complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Company will reasonably accommodate the sincerely held religious beliefs of team members if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement unless doing so would create undue hardship.

Employee Safety

At Nourish, the health and safety of our remote employees are top priorities. You are expected to create and maintain a safe, ergonomic, and balanced work environment that supports both your physical and mental well-being.

General Office Safety Guidelines

To maintain a safe and secure office environment, all employees are expected to follow the guidelines below:

- **Workplace Cleanliness and Organization:** Keep your workspace tidy and free of clutter. Store files, equipment, and personal items in a manner that prevents trip hazards. Desk drawers, file cabinets, and shelves should be kept closed when not in use.
- **Electrical Safety:** All electrical equipment must be in good working condition. Do not overload power outlets or use damaged cords or equipment. Report any electrical hazards, including exposed wires or malfunctioning appliances, to Facilities or HR immediately.
- **Fire Safety:** Familiarize yourself with the location of fire exits, fire extinguishers, and emergency evacuation routes in the office. Do not block fire exits or fire safety equipment. In case of fire, follow the emergency evacuation procedures outlined in the employee handbook.
- **Slip, Trip, and Fall Prevention:** Always maintain clear walkways and aisles. Clean up spills immediately and use wet-floor signs if necessary. If you notice any potential hazards, such as loose carpeting or obstructed pathways, report them to Facilities immediately.

Emergency Procedures and First Aid

- **Emergency Evacuation Plan:** All employees should be familiar with the office's emergency evacuation procedures, including the location of fire exits and assembly areas. Participate in regular fire drills and emergency training to ensure preparedness.
- **First Aid Kits:** First aid kits are available in designated areas of the office. Please familiarize yourself with their locations and know how to use basic first aid supplies. In case of injury, immediately notify your supervisor and seek medical attention as needed.
- **Medical Emergencies:** In case of a medical emergency, call emergency services immediately (dial 911) and inform your supervisor or HR. Follow any additional company protocols for handling medical emergencies in the office.

Home Office Safety Guidelines

To ensure a safe and functional workspace at home, please follow these essential safety practices:

- **Designate a Safe Workspace:** Set up a specific area for work that is free from distractions and hazards. Avoid working from places like couches or beds, which can compromise your focus and posture.
- **Electrical Safety:** Ensure all electrical equipment (e.g., computers, printers, lights) is in good working condition. Use proper outlets and extension cords that are rated for your equipment. Do not overload circuits or use damaged cables.
- **Fire Safety:** Make sure your home office is equipped with functioning smoke detectors. Keep a fire extinguisher nearby, especially if you're using equipment such as space heaters or other high-risk appliances.
- **Clear Walkways:** Keep your workspace and walkways clear of obstacles or cords to prevent tripping hazards, ensuring safe movement within your home office area.

Ergonomic Guideline

Proper ergonomics are essential to reducing the risk of discomfort or injury while working.

Please follow these guidelines:

- **Workstation Setup:** Your workstation should be set up so that the top of your computer screen is at eye level, with your feet flat on the floor or on a footrest. Your knees should be bent at a 90-degree angle when sitting.
- **Chair and Desk:** Use a chair that provides proper lumbar support for your lower back. If possible, choose an adjustable chair with armrests to reduce strain on your shoulders and arms. Your desk should allow your arms to rest comfortably at elbow height.
- **Keyboard and Mouse Placement:** Keep your keyboard and mouse at a height where your arms are relaxed at your sides, with your wrists in a neutral (straight) position. Consider using an ergonomic keyboard tray or mousepad to reduce wrist strain.
- **Regular Breaks and Movement:** Follow the 20-20-20 rule: every 20 minutes, take a 20-second break to focus on something 20 feet away. Additionally, stand up and stretch, or walk around for at least a few minutes every hour to help avoid eye strain and muscle stiffness.

Mental Health and Well-Being

Mental health is just as important as physical health when it comes to remote work. The following practices will help you maintain a balanced and positive mindset while working from home:

- **Work-Life Balance:** Set clear boundaries between work and personal time. Establish a consistent schedule, including regular start and end times, and avoid working beyond these hours. Regularly disconnect from work to recharge.
- **Stay Connected:** Remote work can be isolating, so it's important to stay connected with colleagues. Participate in virtual meetings, chats, or informal social events to foster team spirit and reduce feelings of isolation.
- **Stress Management:** If you are feeling overwhelmed, take time to pause, breathe, and refocus. Utilize stress-relief activities such as mindfulness exercises, physical exercise, or hobbies to help manage stress. If you are experiencing high levels of stress or anxiety, consider seeking support from a professional counselor.
- **Mental Health Resources:** If you find yourself struggling with mental health challenges, please reach out to your supervisor or HR for resources and support, including access to our Employee Assistance Program (EAP).

Employee Conduct

Policy Against Harassment & Discrimination

Nourish strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. We will not tolerate unlawful harassment or discrimination of any kind. All employees, regardless of their positions, are covered by and are expected to comply and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Managers and

supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct, are in violation of this policy and subject to discipline. Nothing in this policy prevents complainants or respondents from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.

Discrimination

This policy forbids any discrimination that is based on, in whole or in part, a person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status, or any other characteristic protected by federal, state or local laws.

Harassment

This policy forbids harassment of any kind, including sexual harassment. For purposes of this policy, harassment is any unwelcome verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of the Company.

Sexual harassment

Sexual harassment is a specific form of unlawful discrimination and is prohibited under this policy. Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- is made explicitly or implicitly a term or condition of employment.
- is used as a basis for an employment decision.
- unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Job Abandonment

If you fail to notify the company with an acceptable reason for the absence for a period of 3 consecutive days, unless specified differently by state or local policies, you will be considered to have abandoned your job and voluntarily resigned from Nourish.

Complaint Procedure

If you feel that you are being subjected to conduct prohibited by this policy or observe conduct that could reasonably be interpreted as prohibited conduct under this policy, you are to immediately report it to the People team by emailing people@usenourish.com. All reports of prohibited conduct will be investigated as promptly as possible, and corrective action will be taken where warranted. Complaints and investigations will be treated with as much confidentiality as possible, consistent with the need to conduct a thorough investigation.

Protection From Retaliation

The Company strictly prohibits any adverse employment action or other type of harassing or hostile conduct against anyone because they reported prohibited conduct or participated in an investigation. If an employee feels that they are being retaliated against or observes acts that are believed to be retaliatory, they should immediately follow the complaint procedure described above.

Standards of Conduct

Every employee at Nourish has an obligation to uphold our standards of conduct at all times. This conduct includes behavior when using the Company's products and when interacting with clients, patients, coworkers, and business partners. Behaviors that violate the Company's standards of conduct include, but are not limited to:

- Use or sale of controlled substances on work premises or during working hours while engaged in company activities or in company vehicles
- Disrespect toward employees, partners, users, customers, visitors, or other members of the public
- Insubordination, poor attendance, suboptimal professionalism, or poor performance
- Performing outside work or use of Company property, equipment, or facilities in connection with outside work while on Company time
- Smoking/vaping
- Visible intoxication, drunkenness, or disorderly conduct caused by alcohol (or any other substances) while engaged in company activities
- Unauthorized possession, use, or sale of weapons, firearms, or explosives on work premises
- Violence (includes physical injuries, threatening remarks, aggressive or hostile behavior, and property damage)
- Theft, dishonesty, harassment, or bullying
- Violation of policies or safety rules

These behaviors are not intended to be inclusive. Nothing in this policy modifies the terms of the Company's employment agreements.

Ethics Code

Nourish will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and team members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Company. We expect that officers, directors, and team members will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary

information, and similar confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Company or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Open Door/Conflict Resolution Process

Nourish strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of the People Team. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its team members, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your Manager at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your Manager. If you have already brought this matter to the attention of your Manager before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to the People Team. Describe the problem, those persons involved in the problem, the efforts you have made to resolve the problem, and any suggested solution you may have.

Client Confidentiality

Employees at Nourish are exposed to a great deal of confidential client information. In accordance with HIPAA, the following procedures must be adhered to:

Client records, financial papers, appointments, and other reports are to be kept confidential. Keep any client files/documents in a secure and double-locked location. Written consent must be obtained in the form of a signed release of information prior to releasing any information relating to a client's appointment or treatment plan. Clients 18 years and older are responsible for filling out all paperwork. Paperwork completed by parents will not be accepted and there cannot be communication with parents about billing or client care without a signed ROI. When you call a client's home, return a phone call, or contact the client for any reason, do not reveal the reason for the call to anyone else unless there is a signed ROI. None of this information, including the method or procedure used for handling a case, should be discussed with your relatives, friends, or other clients. This information may be discussed with other employees only as

necessary to the fulfillment of our obligations and services to our clients. At no time is personal information to be discussed in the presence of other clients.

Violation of client confidentiality is considered a serious breach of ethics and is grounds for dismissal.

When working from home, additional steps must be taken to protect client privacy and confidentiality:

- Use headphones during meetings to protect client privacy
- Try to be in a room where you can close the door / limit access to anyone else in your home
- Password protect your computer and log out when you step away
- If you download client information to your computer, it should be added to their information in the Nourish Provider Portal documents and deleted from your device within 24 hrs of downloading
- Log out of Healthie, the Nourish Portal, and your email as soon as your session work is complete for the day. If you need to call a client, keep your personal number private by dialing *67 before calling
- Document any significant external communication with the client or their care team in the Nourish Portal

Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Nourish. Employees are encouraged to use their best judgment when selecting attire for the workplace, ensuring that their clothing is appropriate for the environment and reflects a professional image while allowing for personal expression.

Social Media

Social Media pertains to all means of communicating or posting information of any sort on the Internet. All policies outlined in this handbook apply to Social Media.

- Employees must make sure their audience knows they are an employee of the Company and they must never represent themselves as a spokesperson for the Company.
- Employees should refrain from using Social Media to express dissatisfaction with the Company, fellow employees, clients, vendors and/or partners.
- Employees should never post information that they know to be false about the Company or its clients, vendors and/or partners.
- Any social media breach or suspected account breach should be reported to the People Team immediately.
- You are legally and ethically obligated to maintain patients' privacy and confidentiality rights in the workplace and on social media

- Avoid transmitting patient information or images that could infringe upon clients' rights to confidentiality or privacy. This is particularly important regarding information or images that clients may find embarrassing or offensive.
- Employees should never post information that may reveal the identity of a client or make reference to any client conversation or interaction. This includes posting to social media and sharing with friends via text or email.
- Never refer to clients in a disparaging manner online, even if you do not identify these clients.
- Use your best judgment on interacting with clients on your personal social media account and be mindful of issues that may arise.

Media Contacts & Third Party Disclosures

From time to time, Nourish may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former team members, newspapers, law enforcement agencies, and other outside persons may contact our team members to obtain information about the incident or the actual or potential lawsuit. If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to support@usenourish.com.

Violations

Violations of this policy may result in discipline, up to and including termination. This policy does not limit team members' rights to discuss wages, hours, or other terms and conditions of employment. All team members have the right to engage in or refrain from such activities.

Total Rewards

Compensation

It is your responsibility to review your paycheck for errors and immediately report any discrepancies to the People Team. Review the full policy in Notion.

Benefits

Nourish takes great pride in providing an extensive array of benefits designed specifically for our employees. We believe that these offerings not only enhance the overall work experience but also support the well-being and satisfaction of our dedicated team members.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Nourish team members and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility.

Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Contact the People Team to learn more about your COBRA rights.

Paid Time Off

Nourish offers a Paid Time Off (PTO) policy which allows our team members the flexibility to manage their personal time effectively. Upon separation of employment for any reason, you will forfeit any earned but unused PTO time unless state law dictates otherwise. Review the full policy in Notion.

Leave of Absence

Nourish requires at least 30 days notice for all leave types. If the need for leave is unforeseeable, provide notice as soon as possible (within one or two business days of learning of your need for leave). Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

The Company may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law. You will not accrue PTO during unpaid leaves of absence, or other periods of inactive service unless PTO accrual is required by applicable federal, state, or local law.

Leave Types:

Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Nourish provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances. Review eligibility at dol.gov/general/topic/benefits-leave/fmla

FMLA leave is unpaid; however, you may use available paid leave (e.g., PTO) during FMLA leave as permitted by law. FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100% of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits. If the

Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. You may not refuse FMLA designation under this policy.

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is a "rolling" 12-month period measured backward, for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to cover active duty).

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

Parental Bonding Leave

Nourish provides parental bonding leave to eligible employees to care for a new family member, following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave and any State or Local Paid Family Leave/Disability Programs as applicable. Review the full policy in Notion.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Jury Duty Leave

Nourish encourages team members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, the leave may be paid or unpaid pursuant to state and local laws. You may opt to use PTO/vacation in place of unpaid leave. The company reserves the right to require team members to provide proof of jury duty service to the extent authorized by law.

Military Leave (USERRA)

Nourish complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to the People Team. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify the People Team of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the People Team.

Nourish supports other leave types as mandated by state and local authorities. Questions about the above listed, state, local, and other leave types should be directed to the People Team.

Certification of Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from people@usenourish.com. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

The Company also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Maintaining Health Insurance Coverage During Leave

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. The Company may pay your share of the premiums during the

leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both you and your spouse work at the Company, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Retaliation

The Company will not retaliate against team members who request or take leave in accordance with this policy.

Trade Secrets and Inventions

Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Nourish team members are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. Access

to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that team members are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform the People Team. Violation of this policy may result in disciplinary action up to and including termination and may subject the violator to civil liability.

Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Nourish, is a "work for hire" and is the property of the Company. If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and the CEO, COO, or CTO, accordingly. Performance, Discipline, Layoff, and Termination

Workplace Privacy and Right to Inspect

Nourish property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any team members, and without their presence. You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks

Computer Security and Copying of Software

All technology platforms, systems, hardware, and software used by the Company and any material or communications contained therein are the property of the Company. These technologies are to be used for Company purposes only. Misuse of any technology should be reported immediately to management or the People Team.

Employees are expected to secure Company information on their electronic devices and protect them from unauthorized access, loss, damage, or theft. Devices must be password protected. Employees must notify the Company immediately in the event any electronic device they are using for business purposes is lost, damaged, or stolen. In the event that any device is stolen, including any personal device, the Company reserves the right to remotely delete any Company information and/or terminate access to Company applications or systems.

Performance, Discipline, Layoff, and Termination

Performance Improvement

Nourish will make efforts to periodically review your work performance. The performance review process will take place twice a year, or as business needs dictate. Review the full policy in Notion.

Disciplinary Process

Violation of Nourish's policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate team members who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed. Montana employees will only be terminated for good cause once they have completed their probationary period.

In appropriate circumstances, management will provide you with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure, and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

Resignation Policy

Nourish hopes that your employment with the Company will be a mutually rewarding experience; however, the Company acknowledges that varying circumstances can cause you to resign employment. The Company reserves the right to provide you with pay in lieu of notice in situations where business needs warrant. To resign from your role at Nourish, please email a letter of resignation to people@usenourish.com.

Final Pay

The Company will pay separated team members in accordance with applicable laws and other sections of this handbook. Notify the Company if your address changes during the calendar year in which the resignation occurs to ensure tax information is sent to the correct address.

Exit Interview

You may be asked to participate in an exit interview or survey when you leave Nourish. The purpose of the exit interview is to provide leadership with greater insight into your decision to leave employment, identify any trends requiring attention or opportunities for improvement, and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

Post-Employment References

Nourish policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation information when permissible by applicable law. Forward any requests for employment verification to the People Team.

General Policies

Employer-Sponsored Social Events

Nourish holds periodic social events for team members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Manager prior to the event. Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

Employee Dating

Nourish does not explicitly discourage dating, though employees are advised that this can result in an uncomfortable situation in the workplace. Managers, executives, or anyone in sensitive or influential positions must disclose to the People team the existence of any relationship with another coworker, client, or vendor that has progressed beyond a platonic friendship. Where conflicts exist, the Company will make reasonable efforts to eliminate them by reassigning job duties or transferring employees. If such efforts are not feasible, the Company has the sole discretion to terminate employment of the individual(s) involved.

Suggestion Policy

At Nourish, we cherish feedback and suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. We encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company. Understand that any suggestions, innovations, inventions, or other matters created by you at work time or with Company tools or property are considered to be the property of the Company.

Personal Data Changes

It is your obligation to provide Nourish with your current tax and contact information, including a current mailing address and telephone number. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, update your employee profile in ADP.

Access to Personnel and Medical Records Files

Nourish maintains separate medical records files and personnel files for all team members. Files containing medical records are stored separately and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only. Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Company reasonable notice. Inspection must occur in the presence of a Company representative. All requests by an outside party for information contained in your personnel file will be directed to the People Team, which is the only department authorized to give out such information.

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Nourish Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status. If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Nourish. If I have any questions about the content or interpretation of this handbook, I will contact people@usenourish.com.

Additionally, if employed in Colorado, by signing, I acknowledge that I have received a copy of the current Colorado Overtime and Minimum Pay Standards Order (COMPS Order) or COMPS Order poster published by the Colorado Department of Labor and Employment.