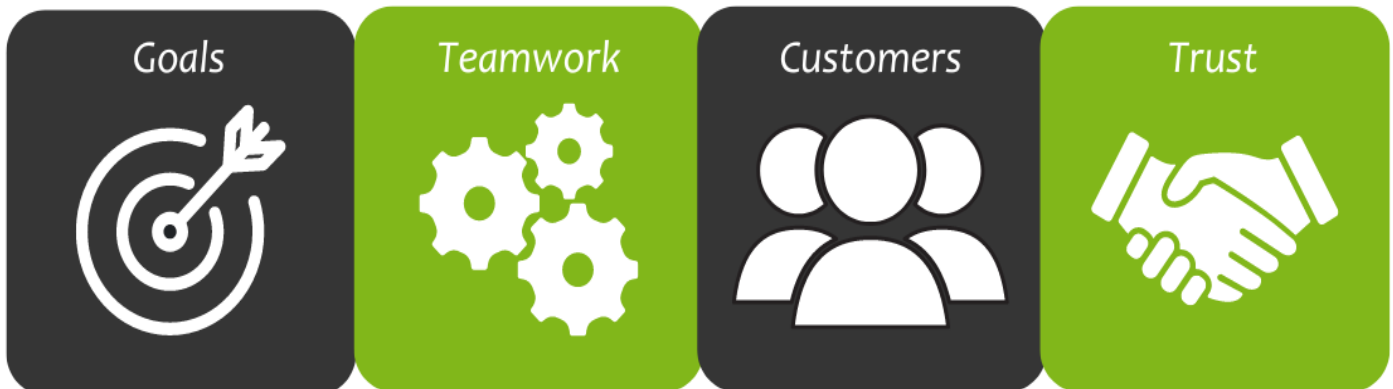


EFI CODE OF CONDUCT POLICY



Version 2.0





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Welcome To RK Exercises For Injuries Corp.

Team

Congratulations on your appointment, and welcome to the team at RK Exercises For Injuries Corp., also known as **EFI**. We are excited that you have decided to join us and look forward to a long, happy and successful partnership together. Our business is primarily about delivering exceptional customer service experience through timely delivery of our products and services. You have been hired because we believe you can help us provide these high levels of customer satisfaction. We strive to ensure that your interactions with other EFI Non-Contract Virtual Assistants and customers embody the values we cherish, including flexibility, confidence, and imagination. Additionally, we highly value a teamwork-oriented leadership style and are committed to fostering equality among all members of our business community.

This manual aims to introduce you to EFI, give you important information about our history and what we do. You will also find information about your work agreement terms and conditions, our expectations around your behavior, and policy guidelines to help you make informed decisions. This manual should be read carefully to enable the EFI Non-Contract Virtual Assistant to understand its contents thoroughly.

This manual is by no means an exhaustive guide to your work agreement with us. It has developed to act as a resource reference for you. The policies within this manual are easily accessed via the content page. This manual will be updated as required as our business evolves and grows and on such event, all EFI Non-Contract Virtual Assistants will be notified.

We look forward to your growth and meaningful contributions to our company.



Rick Kaselj, MS

Owner of RK Exercises For Injuries Corp. Corp.





About Us

Rick Kaselj, MS, is the Founder and CEO of RK Exercises For Injuries Corp., also known as “Exercises For Injuries.” or “EFI”. The RK Exercises For Injuries Corp. company has been around since 1999, and because of its constant growth, the team has expanded. One of the primary virtual assistants of EFI has been with the company for 10 years, and there are almost a hundred freelance virtual assistants who work at EFI full-time.

The EFI Team is incredibly diverse, with members working from various locations, including Canada, the US, and Southeast Asia. However, it is worth noting that all our Virtual Assistants hail from different parts of the Philippines, representing a wide range of regions within the country.

At EFI, we engage in a variety of tasks on a daily basis, adding an extra layer of excitement to the job. This dynamic nature provides ample opportunities for personal growth and exploration. Moreover, we highly encourage you to actively contribute your ideas and expertise whenever you feel inclined to do so. Your insights are always welcome and valued.

Our goal is to contribute to the EFI’s financial growth, increase customer satisfaction, and maintain efficiency. Furthermore, we help improve the website, marketing campaigns, and business processes while contributing to saving time, money, space, and energy.

RK Exercises For Injuries Corp. is dedicated to continuously developing new products and programs while enhancing existing ones, all aimed at assisting individuals worldwide in healing painful injuries in a safe and effective manner from the comfort of their own homes. As a cohesive team, we have the privilege of supporting hundreds of thousands of individuals each year as they embark on their personal journey toward improved health and wellness.





Definition of Terms

You will find a concise list of common terms that are included in this policy below.

Deliberation - refers to a systematic process where the HR Department and department managers convene a meeting to carefully examine all the evidence presented before making a decision.

Direct Manager / Immediate Manager - is a person to whom an EFI Non-Contract Virtual Assistant normally receives their work assignments. This person is also considered the Brand Manager, Department Manager, or Shift Manager, depending on which position they hold within the company.

EFI - abbreviation of RK Exercises For Injuries Corp.

EFI Non-Contract Virtual Assistant - refers to the freelancers who provide services within RK Exercises For Injuries Corp.. In this policy, they are alternatively referred to as EFI VA Freelancers.

Freelancer - an individual who provides services in exchange for a fee and typically does not have a permanent client. However, the working relationship with clients can be ongoing over an extended period of time.

Holdback Pay - refers to the portion of an EFI Non-Contract Virtual Assistant's salary that they allowed the company to withhold. This arrangement occurs once and typically amounts to half of their initial salary. Upon fulfilling all the conditions specified in their signed work agreement, the EFI Non-Contract Virtual Assistant will be given the withheld amount upon their departure from the company.

Hubstaff - also known as "HS". *Hubstaff Time Tracking Software* will monitor the EFI Non-Contract Virtual Assistants during work hours. The software should be downloaded onto the freelancer's computer. The EFI Non-Contract Virtual Assistant must log in to Hubstaff on time for their assigned work schedule. Hubstaff tracks what websites the EFI Non-Contract Virtual Assistants visit and how long they spend at the computer. It also gathers all of this data in an individual report for each freelancer. Additionally, Hubstaff keeps track of how much time is spent on a particular task or project- making it easier for the company to know exactly what tasks need more attention.

HR or HRD - stands for Human Resources Department

VA - abbreviation of Virtual Assistant





EFI Organizational Structure

RK Exercises For Injuries Corp. has established its own organizational system that outlines how certain activities are directed to achieve the goals of the company. Below are the different Departments in EFI.

- Blog Creation & Search Engine Optimization (Blog / SEO Team)
- Content Creation (CoT Team)
- Customer Support (CS Team)
- Data Team (DaT)
- Chief Operations Office (COO)
- Financial, Insurance & Legal (F.I.L Team)
- Funnel Testing (FT Team)
- Healthcare Specialist (HST Team)
- Human Resources and Development (HR Team)
- Internal Web Development (Dev Team)
- Marketing (Marketing Team)
- Multimedia Arts (MM Team)
- Order & Fulfillment (Order Team)
- Social Media Management (SM Team)
- Traffic / Paid Media Buying (TT Team)

Note: The **EFI Organizational Chart** is being updated continuously as the team grows. Please contact the HR Team for the latest copy.





RK Exercises For Injuries Corp.

Company Guidelines

EFI Non-Contract Virtual Assistants Records

EFI Non-Contract Virtual Assistants' files are the property of the company and are restricted. Only Human Resources managers and the COO department members who have a valid reason to view the EFI Non-Contract Virtual Assistant's information are allowed to do so.

Privacy Policy

- ***Disclosure of interest and restraints on conflicts of interest.***

At our company, we place a high value on transparency, integrity, and the avoidance of conflicts of interest. To ensure a fair and unbiased work environment, all EFI Non-Contract Virtual Assistants are expected to disclose any potential conflicts of interest that may arise in the course of their work, including family relationships and affiliations within the company.

- ***Confidentiality***

All information and data provided by RK Exercises For Injuries Corp. or any information determined by the company as confidential will be treated with confidentiality by an EFI Non-Contract Virtual Assistant and shall not be disclosed without proper authorization. Improper information and data use will result in sanctions indicated in the Hierarchy of Sanctions.

Any indication of a breach in confidentiality of company documents could lead to various consequences such as non-payment of salary, holdback pay, and forced resignation. Furthermore, any indication of selling and sharing classified files and company documents without authorization will result in non-payment of final pay and hold-back pay deducted on the first payroll.

Work Status

- **Non-Contract Virtual Assistant**

As an EFI Non-Contract Virtual Assistant, your work agreement with RK Exercises For Injuries Corp. is on a non-contractual basis and is not covered by the Philippine Labor Code.





RK Exercises For Injuries Corp., as the client, reserves the right to terminate your service/work at any time and has the right to protect its business at any cost.

Work Logins

Access to Work Gmail, Zoom, Facebook, Hubstaff, and LastPass and all other logins provided by the company should be linked to phone numbers and email addresses owned by the company for recovery purposes. Unauthorized modification or addition of recovery information is strictly prohibited. Additionally, to ensure security, all work programs and applications should only be accessed through the EFI Non-Contract Virtual Assistants' personal computers or laptops. Non-compliance with this policy may lead to a breach of confidentiality, with potentially severe consequences in accordance with the Hierarchy of Sanctions.

Non-Compete Agreement

This clause prohibits EFI Non-Contract Virtual Assistants from being engaged in a firm or corporation that is engaged in a similar business or might compete with RK Exercises For Injuries Corp. while working with the company. This clause prohibits them from doing the same until a year after they ended their work agreement with RK Exercises For Injuries Corp..

Non-Solicitation Agreement

This clause prohibits EFI Non-Contract Virtual Assistants from approaching the clients of RK Exercises For Injuries Corp. after their work agreement has ended or has been terminated. This clause also prohibits them from recruiting or hiring an EFI Non-Contract Virtual Assistant or engaging in any behavior that could reasonably result in the termination of another individual's work agreement.





Resignation Policy

The resignation is complete upon acceptance by RK RK Exercises For Injuries Corp. Corp.

Departing EFI Non-Contract Virtual Assistant will be required to confirm their PayPal account to ensure they receive their last salary on time.

Voluntary & Graceful Resignation

An EFI Non-Contract Virtual Assistant is required to provide a thirty-day (30) notice of resignation. Immediate resignation will only be allowed under specific circumstances as indicated in this Code of Conduct. Once a resignation is submitted, the EFI Non-Contract Virtual Assistant loses the right to cancel or revoke the notice.

Upon resignation, the Final Payment will be released within a period of fifteen (15) to thirty (30) days after the processing of the Release Waiver and Quitclaim by the HR department.

An EFI Non-Contract Virtual Assistant who *resigns voluntarily and gracefully* is eligible for the following benefits:

- **Last Pay** - An EFI Non-Contract Virtual Assistant who has been cleared is entitled to receive pay for the days that he or she worked.
- **Unused Overtime Credits** - An EFI Non-Contract Virtual Assistant who has been cleared is entitled to receive paid overtime in proportion to the hours worked. Overtime Credits are converted to cash based on the Immediate Manager, Chief Operating Officer, and Chief Executive Officer's approval.
- **Unused Service Incentive Leave Credits** - Proportionate earned credits are considered convertible to cash.
- **Extra Benefits Voluntarily given by the RK RK Exercises For Injuries Corp. Corp.** - These are benefits issued under company owner's prerogative.
- **Certificate of Employment** - An EFI Non-Contract Virtual Assistant is entitled to receive, or request, a certificate of employment from RK Exercises Of Injuries Corp. specifying the dates of his / her engagement and the termination of his / her work agreement.





Immediate Resignation

All EFI Non-Contract Virtual Assistants are encouraged to provide at least one (1) week notice to the HR Management and to their immediate manager to facilitate a smooth transition out of the organization.

An EFI Non-Contract Virtual Assistant who tenders *immediate resignation* is eligible for the following benefits:

- **Last Pay** - An EFI Non-Contract Virtual Assistant who has been cleared is entitled to receive pay for the days that they worked.
- **Unused Overtime Credits** - An EFI Non-Contract Virtual Assistant who has been cleared is entitled to receive paid overtime in proportion to the hours worked. Overtime Credits are converted to cash based on the Immediate Manager, Chief Operating Officer, and Chief Executive Officer's approval.

The following reasons are considered sufficient grounds for the EFI Non-Contract Virtual Assistant to terminate their work agreement with EFI immediately without a notice period:

1. Personal crisis
2. Illness/ Health reasons
3. Other causes that are analogous to any of the preceding.

Forced Resignation

When an EFI Non-Contract Virtual Assistant intends to tender thirty (30) days of notice but the work performance is declining or is not at par with the company's standard, the management has the right to impose forced resignation.

An EFI Non-Contract Virtual Assistant who is subjected to a *forced resignation*, provided that there have been no violations of the code of conduct or breaches of the work agreement, is eligible for the following benefits:

- **Last Pay** - An EFI Non-Contract Virtual Assistant who has been cleared is entitled to receive pay for the days that they worked.





- **Unused Overtime Credits** - An EFI Non-Contract Virtual Assistant who has been cleared is entitled to receive paid overtime in proportion to the hours worked. Overtime Credits are converted to cash based on the Immediate Manager, Chief Operating Officer, and Chief Executive Officer's approval.

Upon resignation, the Final Payment will be released within a period of fifteen (15) to thirty (30) days after the processing of the Release, Waiver, and Quitclaim by the HR department.

Additionally, RK Exercises For Injuries Corp. reserves the right to terminate the work agreement anytime it deems appropriate, especially in cases when there is a breach of the work agreement or violation of the code of conduct that renders irreparable harm to the company.

Resignation Notice

All resignations must be confirmed in writing and include the reason for leaving and the effective date. An EFI Non-Contract Virtual Assistant who verbally resigns will receive a Confirmation of Resignation notice within 1-2 working days.

Voluntary Resignation due to Job Abandonment

If an EFI Non-Contract Virtual Assistant fails to report to work for three (3) consecutive days without proper communication to their managers and HR personnel regarding the reasons for their absence, it will be deemed as voluntary termination of their work agreement with EFI starting from the third day.

Rescission of Resignation

All EFI Non-Contract Virtual Assistants will not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been confirmed by the RK Exercises For Injuries Corp. management.

Eligibility for Rehire

An EFI Non-Contract Virtual Assistant who resigns in good standing under this policy and whose documented performance is above average under the organization's performance management system will be eligible for rehire for a period of up to 6 months from the last date of employment





and will be treated as a new EFI Non-Contract Virtual Assistant.

Exit Meeting

A resigning EFI Non-Contract Virtual Assistant will be scheduled for an exit meeting to ensure that all access, tools, and equipment are returned to RK Exercises For Injuries Corp. and to provide an opportunity to discuss any questions or concerns related to their job with EFI.

An EFI Non-Contract Virtual Assistant who fails to return any company property, physical and digital items, and other equipment will be deemed ineligible for rehire. The last salary payment will be held until all EFI-owned properties are returned.

Release of Holdback Pay

RK Exercises For Injuries Corp. will only release the holdback pay under the following conditions:

- The EFI Non-Contract Virtual Assistant ensures that they follow the resignation policy by giving appropriate notice and completing the clearance process.
- The EFI Non-Contract Virtual Assistant ensures that their pending tasks and responsibilities are delegated to their manager or colleagues as required.
- The EFI Non-Contract Virtual Assistant surrenders all physical and digital company-owned items, shared or borrowed, and has concluded the exit meeting with the HR Department.
- The EFI Non-Contract Virtual Assistant has not taken any advanced paid leaves. Advanced paid leaves will be deducted from the holdback pay accordingly.
- The EFI Non-Contract Virtual Assistant has no outstanding loans or debts owed to RK Exercises For Injuries Corp. before leaving the company. They must pay all remaining debts to the company. Any outstanding debts can be deducted from the holdback pay.

If any of the above-mentioned conditions are not met or satisfied, RK Exercises For Injuries Corp. shall not release the holdback pay.





Salary & Performance Review Policy

Base Pay

Base pay is the regular hourly/semi-monthly salary an EFI Non-Contract Virtual Assistant receives on a monthly basis. RK RK Exercises For Injuries Corp. Corp. reserves the right to decide the base pay, and you must agree to this base pay before onboarding. Salaries are classified by position based on experience, responsibility, and physical or mental demands.

Performance Review

RK RK Exercises For Injuries Corp. Corp. management conducts [*tri-monthly/six-monthly/1st year*] performance reviews for New Hire EFI Non-Contract Virtual Assistants. Periodical reviews apply to EFI Non-Contract Virtual Assistants who have completed their onboarding period (1-month trial period).

Annual performance reviews are conducted for EFI Non-Contract Virtual Assistants with one year or more tenure. During these reviews, specific team members, including your immediate manager/s, will fill out your performance evaluation form and arrange a meeting with you to discuss your review.

Objectives of Performance Review:

- To ensure that all the EFI Non-Contract Virtual Assistants are evaluated on their performance on a *tri-monthly/six-monthly/1st year/annual* basis.
- To evaluate an EFI Non-Contract Virtual Assistant's performance for a given time period in the past in relation to various performance factors.
- To provide feedback and possible ways to improve their performance in the future.
- To provide means for evaluating an EFI Non-Contract Virtual Assistant's potential for movement to other positions in the company.
- To serve as a basis for giving merit increases for good performance.
- To serve as a basis for determining training and development plans for the EFI Non-Contract Virtual Assistants.

A performance review **does not always result in an automatic salary increase**. The overall performance and salary level relative to position responsibilities must be evaluated to determine





whether a salary increase is warranted. **Salary increases are subject to CEO's decision and approval.**

All the Performance Evaluation Reports must be filed and maintained with confidentiality.

Salary Payment Method & Payroll Schedule

All EFI Non-Contract Virtual Assistants are currently being paid through their personal PayPal account in USD funds. The agreed base pay is divided into two cut-off periods, and are being processed according to the assigned payroll schedules for each EFI Non-Contract Virtual Assistant.

- Every 15th and End date of the month Pacific Standard Time
- Every 7th and 21st of the month Pacific Standard Time

Note: The salary payment method (PayPal) may change in time under any given circumstances.

Overtime Pay and Overtime Credit

Overtime shall be understood to mean authorized work rendered in excess of eight (8) hours on regular workdays. The EFI Non-Contract Virtual Assistant who rendered an excess of eight (8) hours shall be paid for overtime work.

Overtime work rendered without proper authorization from the immediate manager shall not be considered compensated or credited.

The EFI Non-Contract Virtual Assistant has an option to file for an Overtime Pay or convert the Overtime mins/hours to a Leave Credit, which can be accumulated and used within one year only. All unused Overtime Credits will be paid by the end of the 12 months.

For Overtime Payment Request, the EFI Non-Contract Virtual Assistant must submit an email request following the standard email format. Overtime Payment will apply only for overtime in hourly increments. Overtime that does not reach an hourly rate can be carried forward to the next or can be used as leave credit.

Note: An additional of 10% Night Differential pay shall be added if the overtime work hours happen from 10:00 pm to 6:00 am Philippine Time. For details on how OT Pay is computed, the EFI Non-Contract Virtual Assistant may contact the FIL Department.





Night Shift Differential

An EFI Non-Contract Virtual Assistant is entitled to a **10%** hourly pay increase for work between the hours of 10:00 pm and 6:00 am Philippines Time, which is called the "night shift differential."

Incentive Bonus (6th Month)

A full-time EFI Non-Contract Virtual Assistant is eligible to receive a monthly incentive bonus of \$12 USD, which is split into two payments. This entails receiving a payment of \$6 at the end of each payday for individuals who have been with EFI for a duration of six (6) months or more.

Note: Before applying this incentive bonus, the 6th Month Performance Evaluation must first be performed and discussed with the EFI Non-Contract Virtual Assistant.

Holdback Pay

RK Exercises For Injuries Corp. will keep half of the EFI Non-Contract Virtual Assistant's first salary. This is a one-time occurrence with the purpose of ensuring the protection of the company's interests by preventing the hiring of unreliable and uncommitted virtual assistants who may cause unnecessary delays and expenses, such as but not limited to:

- EFI Non-Contract Virtual Assistant going on Absent Without Official Leave (AWOL)
- EFI Non-Contract Virtual Assistant rendering immediate resignation
- EFI Non-Contract Virtual Assistant committing serious or grave offenses





Salary Administration Policy

Probationary Rate (New Hire)

A newly hired EFI Non-Contract Virtual Assistant coming in on a probationary basis will be offered the hiring rate associated with the position. At the conclusion of the probationary period, typically lasting a maximum of three (3) months, an appraisal will be conducted to assess whether the new EFI Non-Contract Virtual Assistant will be transitioned to regular status or if an extension of their probationary period is necessary.

An EFI Non-Contract Virtual Assistant who has completed their probationary period shall be confirmed to regular status. Their Immediate Manager or Department Head may recommend an adjustment in salary based on their performance evaluation rating.

Transfer / Reassignment

Lateral

A Lateral Transfer may be a temporary or permanent change from one job to another within the company with the same pay.

1. Upon a lateral transfer, the transferred EFI Non-Contract Virtual Assistant shall retain their salary in the former position and shall require no change in the rate since the job in the same grade would have approximately the same difficulty and responsibility requirements.
2. When an EFI Non-Contract Virtual Assistant is transferred to a lower job classification as a result of changes in company operation, they shall retain their previous salary.

Promotional

A promotion is upgrading or transferring from a lower to a higher position within the company. It constitutes a higher reward to the EFI Non-Contract Virtual Assistant with a superior performance and is extended only to those who satisfactorily meet the minimum requirements of the next higher position.

1. When an EFI Non-Contract Virtual Assistant is promoted, their salary will be adjusted based on their performance in their current position. The salary adjustment will be discussed during the next performance evaluation unless the management decides to withhold such an





increase for valid reasons. In any case, this will be communicated to the EFI Non-Contract Virtual Assistant.

2. Recommendations for promotion and granting promotional increases should be made only after a "thorough evaluation" of the EFI Non-Contract Virtual Assistant's potential for the higher position.
3. No EFI Non-Contract Virtual Assistant shall be promoted more than once in twelve (12) months.

Demotional

A demotional transfer is the movement to a position in another classification at a lesser level of responsibility.

1. In some instances, transfers to lower-classification positions become necessary because of changes in the volume of work. In such cases, no salary reduction shall be made.
2. An EFI Non-Contract Virtual Assistant who fails to perform their job assignment satisfactorily after a six-month period in which he or she is given the opportunity to meet their performance requirements may be demoted to a position which the EFI Non-Contract Virtual Assistant is capable of performing satisfactorily.
3. In the event of a demotion, the transfer will generally be made to available positions that are in line with the Non-Contract Virtual Assistant's skills and capabilities. However, it's important to note that no salary adjustment will be made as part of the demotion process.

Terms & Conditions of the Salary & Holdback Pay

The conditions outlined below must be met in order for salary to be released on each payroll:

- The EFI Non-Contract Virtual Assistant's work must meet the company's standards and the requirements of the job position.
- The EFI Non-Contract Virtual Assistant is expected to maintain regular attendance and avoid interruptions. Failure to do so may result in deduction of salary for unworked hours/days.
- The EFI Non-Contract Virtual Assistant Hubstaff time tracking records remain unaltered and truthful, without any deceitful or fraudulent activities. Otherwise, they may not receive their salary, including holdback pay, and may be subject to forced resignation.





- The EFI Non-Contract Virtual Assistant must adhere to strict confidentiality policies and refrain from any misuse of company materials. Any violation of these policies could result in non-payment of salary, including holdback pay, and forced resignation.
- If an EFI Non-Contract Virtual Assistant chooses to leave their position on their own accord, the HR Department will review the Hubstaff report and collaborate with the direct manager to determine the eligible compensation for the number of days worked, including the holdback pay.
- The EFI Non-Contract Virtual Assistant is required to follow the company's Code of Conduct, Policies, and Guidelines. Any breach of these policies, which may include grave offenses, could lead to various consequences such as non-payment of salary, holdback pay, and forced resignation.

RK Exercises For Injuries Corp. (EFI) reserves the right to impose forced resignation in instances they deem applicable.





Timekeeping Policy

Hours of Work

RK RK Exercises For Injuries Corp. Corp. operates 24/7. All EFI Non-Contract Virtual Assistants will be given their assigned work schedule (the hours they'll be working) before onboarding by the HR Manager.

A full-time EFI Non-Contract Virtual Assistant must render **8 hours a day and 5 days a week** following the provided schedule, which depends on business needs and requirements of specific tasks that are assigned to them from time to time.

RK RK Exercises For Injuries Corp. Corp. conducts a rotational work schedule, depending on the needs of the business and its workload. **All EFI Non-Contract Virtual Assistants must be open to working with shifting schedules.**

Hubstaff Time Tracking and Productivity Monitoring Tool

RK RK Exercises For Injuries Corp. Corp. uses a tracking software called **Hubstaff** to record and monitor EFI Non-Contract Virtual Assistant's productivity for an accurate record of hours worked as a basis for computing salary and monitoring attendance.

Hubstaff Guidelines:

- All EFI Non-Contract Virtual Assistants must use the time tracking software (Hubstaff) when they start their shift, before and after breaks, and turn the timer off once their work is done. The same must be done for overtime hours and make-up shifts.
- All EFI Non-Contract Virtual Assistants are required to install Hubstaff on all devices that they are going to use for work.
- Failure to use Hubstaff to clock in the time worked will result in a non-computation of salary payment to date.
- While certain circumstances are taken into account, EFI Non-Contract Virtual Assistants still need to submit supporting documents to prove the accuracy of their Hubstaff work hours entries.
- It is essential that EFI Non-Contract Virtual Assistants maintain accurate and unaltered records in the Hubstaff time tracking system, ensuring transparency and honesty without engaging in any deceitful or fraudulent activities. Any evidence of cheating in Hubstaff will lead to





non-payment of salary, final pay (including holdback pay), and may result in a forced resignation.

- The EFI Non-Contract Virtual Assistants are accountable for regularly reviewing their Hubstaff records on a daily basis and promptly notifying their manager of any discrepancies or abnormalities detected in the time tracking app.
- A faulty device will not be accepted as a valid excuse for questionable records in Hubstaff. EFI Non-Contract Virtual Assistants are responsible for ensuring that all devices used for work are in proper working condition and functioning accurately.
- EFI Non-Contract Virtual Assistants are prohibited from making any modifications to the Hubstaff schedule and settings. Only authorized personnel, specifically HR and COO personnel, are permitted to make changes in Hubstaff schedule and settings. Furthermore, any adjustments to the Hubstaff settings must be approved by the Chief Operations Officer.
- Engaging in any unauthorized alteration of schedules and settings can be viewed as an act of dishonesty and may lead to serious sanctions or consequences in accordance with the Hierarchy of Sanctions.

Overtime Request and Approval Guidelines

All EFI Non-Contract Virtual Assistants are expected to complete their work within their assigned work hours. Overtime is permitted solely when it is necessary to meet business needs and fulfill the requirements of the specific project or task.

To be compensable, overtime has to conform to the following:

1. Seek Approval

EFI Non-Contract Virtual Assistants who anticipate the need to work overtime in order to complete their work should notify their direct manager and get approval before working beyond a regular schedule.

The HR Department will not approve the use of overtime until a formal request has been sent via email and approved by their Immediate Manager and the Chief Operations Manager. It is up to the Manager's discretion when approving or disapproving requests from an EFI Non-Contract Virtual Assistant for additional hours at work.

2. Emergency Overtime Work

EFI Non-Contract Virtual Assistants' emergency overtime work request/s shall be approved in any of the following cases:





- When there is an urgent work to be done
- Team meeting/s
- Work-related Training/s

3. Filing of Overtime

The Overtime Email Request must be submitted within a maximum of two (2) working days after the completion of overtime work. Failure to adhere to this timeframe will result in the EFI Non-Contract Virtual Assistant not being eligible for overtime credits or overtime pay.

- For those who want their overtime to be paid, an email should be sent two (2) working days before the cut-off period.
- An EFI Non-Contract Virtual Assistant who does not seek the proper authorization in advance for overtime pay may be subject to disciplinary action.





Attendance Policy

Objectives

This policy outlines RK Exercises For Injuries Corp.' approach to managing absenteeism and tardiness among EFI Non-Contract Virtual Assistants, with the aim of minimizing unplanned absences and maintaining efficient operations. Punctual and regular attendance is a crucial responsibility for each EFI Non-Contract Virtual Assistant. It is expected that EFI Non-Contract Virtual Assistants arrive promptly for work, fully prepared to begin their tasks at the scheduled time. Additionally, it is important for EFI Non-Contract Virtual Assistants to refrain from leaving early or arriving late for their shifts, as these actions disrupt the schedules of those who remain at work.

Absence

An EFI Non-Contract Virtual Assistant's failure to turn up for work when scheduled is referred to as absence.

The Absence Management Policy is an effort to help reduce EFI Non-Contract Virtual Assistant's absences.

Missed workdays are costly, leading to losses in both productivity and profits. Absences due to illnesses, emergencies, or other unforeseen circumstances are inevitable at any workplace.

The two types of absences are defined below:

1. **Excused Absence (with Proper Notification)** occurs when the following conditions are met:

- The EFI Non-Contract Virtual Assistant who is sick or late for work must notify their direct supervisor and HR Department via email or SMS two (2) hours in advance of their scheduled start time on that same day. If he or she is unable to do so, someone else should notify them on their behalf.
- The EFI Non-Contract Virtual Assistant's absence is with a reasonable explanation and is approved in advance by their Direct Manager.
- In cases when an EFI Non-Contract Virtual Assistant is hospitalized or confined, they must submit a fit-to-work clearance signed off by their attending physician.





2. **Unexcused Absence (without Proper Notification)** occurs when any of the above conditions are not met.

Excessive absenteeism will result in disciplinary action. *Please refer to the latest updates on RK Exercises For Injuries Corp. Hierarchy of Sanctions.*

Tardiness and Undertime

RK Exercises For Injuries Corp. requires that every full-time EFI Non-Contract Virtual Assistant must render a total of *Eight (8) hours of an honest day of work with 30 Minutes of Paid Break Time*. They are expected to report for work and return from scheduled breaks on time.

EFI Non-Contract Virtual Assistants who cannot make it to their scheduled shift must notify their direct manager and HR Department via Email or SMS no later than two (2) hours before the start of their shift. This notification does not excuse tardiness but simply notifies the company that a schedule change may be necessary.

EFI Non-Contract Virtual Assistants who must leave work before the end of their scheduled shift should notify their direct manager via Email or GChat before logging off. This notification does not excuse undertime but simply notifies the company that a schedule change may be necessary.

Excessive Tardiness and Undertime will result in disciplinary action. *Please refer to the latest updates on RK Exercises For Injuries Corp. Hierarchy of Sanctions.*

Leave of Absence Request

An email must be sent following the standard email format. *Please refer to the [Email Request Templates](#) prepared by the Human Resource Team.*

All EFI Non-Contract Virtual Assistants are expected to follow the correct email format. Requests with the wrong email format will not be approved to practice discipline and consistency.

It is the EFI Non-Contract Virtual Assistants' responsibility to plot their Time Off Request in Hubstaff on time prior to sending the email request.





Break Policy

Meal Break

A full-time EFI Non-Contract Virtual Assistant is granted 30 minutes of paid break time for their 8-hour shift.

Quick Break

A full-time EFI Non-Contract Virtual Assistant can use a total of ten (10) minutes of paid quick breaks in which to take a reasonable toilet break or address technical concerns, etc.

An EFI Non-Contract Virtual Assistant who goes beyond their allotted break time, regardless if they did not consume everything, is considered late.

Types of Leave

Bereavement Leave

A bereavement leave is applicable to immediate family only. The **“immediate family”** is defined as a spouse, *parents, brother, sister, and child(ren)*. *Extended family members such as grandparents, grandchild, domestic partner, common-law partner, or any member of the family can be considered as long as they are living in the same house.*

Bereavement Leave can be taken at any time or immediately. Bereavement Leave Time off request/s shall be filed at least two (2) days upon return to work.

All EFI Non-Contract Virtual Assistants are required to submit to the HR Department the list of their immediate family members.

Birthday Leave

A birthday leave should be scheduled and secured with the direct manager's approval at least two





(2) weeks in advance. This leave can be used on the day of the event or on a future date with 1-year validity. This cannot be used in advance.

Casual & Other Leaves

Public Holidays, Religious Holidays, Weddings, Family events, etc., shall be filed at least two (2) weeks before utilization.

Emergency Leave

An EFI Non-Contract Virtual Assistant may be granted Emergency Leave if required to attend to an emergency situation and for which an advance leave request cannot be made. Time off requests/s must be filed immediately upon returning to work.

Maternity Leave

An EFI Non-Contract Virtual Assistant who requires Maternity Leave should schedule and obtain direct manager approval at least one (1) month prior to the intended leave start date.

Paternity Leave

An EFI Non-Contract Virtual Assistant who requires Paternity Leave should schedule and obtain direct manager approval at least one (1) month prior to the intended leave start date.

Paid Time-Off

An EFI Non-Contract Virtual Assistant is granted one (1) paid leave every six (6) months, which they can use for sickness or vacation. This type of leave EFI Non-Contract Virtual Assistants who have completed more than six (6) months with the company.

Sick Leave

Sick Leave Time off request/s shall be filed immediately upon return to work.





Vacation Leave

Scheduling and securing the direct manager's approval are required for vacation leave.

The following guidelines must be observed upon filing a Vacation Leave:

- a.) For vacation leaves that cover one (1) to five (5) days, the request must be submitted one (1) week prior to its inclusive dates.
- b.) For vacation leaves that cover six (6) days or more, the request must be submitted two (2) weeks prior to its inclusive dates.

EFI Non-Contract Virtual Assistants are allowed twelve (12) days of planned vacation leave annually (*unpaid*), which they may use consecutively or be consumed staggered. Company-provided leave benefits listed below are excluded from the counting of planned vacation leave:

- Paid Time Off
- Birthday Leave
- Bereavement Leave
- Holiday Leave
- Maternity Leave
- Paternity Leave
- Service Incentive Leaves

Note that the 7th Vacation Leave offset will trigger the issuance of a Warning Notice. This count will be refreshed at the start of the year.

Swap Day Off & Make-Up Shift Policy

Swap Day Off Eligibility

EFI Non-Contract Virtual Assistants must have at least 6 months and beyond of tenure to be eligible to use Swap Day Off.

Terms & Conditions:





- Swap Day Off requests must be submitted seven (7) days before its inclusive date.
- The temporary work schedule to replace the Swap Day Off must be within the week or the following week.
- Swap Day Off can only be done for a maximum of two days. Swap Days Off for three consecutive days will not be approved. The said request will be automatically converted as Vacation Leave.
- Non-compliance will result in non-approval of the request and non-payment of missed shift/s.
- Only one swap day/s off request can be granted every three months.

Make-up Shift Guidelines

To maintain a consistent and fair work schedule, EFI Non-Contract Virtual Assistants *are generally not permitted to do makeup shifts unless there is an urgent, time-sensitive task that necessitates it. In such cases, EFI Non-Contract Virtual Assistants must obtain approval from the CEO or the COO.*

This policy helps maintain the integrity of the work schedule while still accommodating urgent tasks that require immediate attention. The approval process ensures transparency and proper oversight.

Once an approved makeup shift has been scheduled, changes to the original makeup shift schedule will generally not be allowed, except for reasons falling under the following categories:

- **Family Emergencies:** Non-Contract Virtual Assistants may request a change to their makeup shift schedule in the case of family emergencies related to health and safety. Supporting documents must be provided to substantiate the VA's claim.
- **Natural Disasters and Unforeseen Events:** Changes to the makeup shift schedule may be permitted in instances of natural disasters or unforeseen events that are beyond an individual's control.
- **Personal Health Concerns:** Non-Contract Virtual Assistants can request a change to their makeup shift schedule if they have personal health concerns that require immediate professional medical attention.





Leave Benefits & Incentives

Bereavement Paid Leave

An EFI Non-Contract Virtual Assistant with three (3) months of service shall be granted five (5) days of paid bereavement leave applicable to immediate families only.

RK Exercises For Injuries Corp. (EFI) reserves the right to decide how many days shall be paid.

Maternity Paid Leave

Pregnant EFI Non-Contract Virtual Assistants, regardless of civil status, shall be granted maternity leave.

Maternity Leave Eligibility

A full-time EFI Non-Contract Virtual Assistant with six (6) months of service shall be granted four (4) weeks of paid maternity leave equivalent to her 1 month's base pay for Normal Delivery and Cesarean Section. In cases of miscarriage or emergency termination of pregnancy, she will be granted two weeks of maternity paid leave equivalent to half her monthly base pay.

A full-time EFI Non-Contract Virtual Assistant with 1 year or more service shall be granted six (6) weeks of paid maternity leave equivalent to one (1) month and one half monthly base pay for Normal Delivery and Cesarean Section. In cases of miscarriage or emergency termination, she will be granted 2 weeks of maternity paid leave, equivalent to half her monthly base pay.

Additional maternity leave can be taken at the discretion of the EFI Non-Contract Virtual Assistant; this must follow due notice, which is done through an email sent to Human Resources.

RK Exercises For Injuries Corp. (EFI) reserves the right to decide how many days shall be paid under any given circumstances.





Delivery Method	Length of Service	Number of Maternity Leaves
Normal Delivery & Cesarian Section	1 year or more of Service	6 Weeks (Equivalent to 1 & 1/2 monthly base pay)
Normal Delivery & Cesarian Section	6 Months of Service	4 Weeks (Equivalent to 1 monthly base pay)
Miscarriage	6 Months and 1 year or more of Service	2 Weeks (Equivalent to half her monthly base pay)

Paternity Paid Leave

A male EFI Non-Contract Virtual Assistant, regardless of civil status, shall be granted paternity leave following the conditions below.

Paternity Leave Eligibility

A full-time EFI Non-Contract Virtual Assistant, regardless of civil status with **six (6) months or more service**, shall be granted seven (7) days of paid paternity leave equivalent to his 1-week base pay for Normal Delivery and Cesarean Section. In cases of miscarriage or emergency termination of pregnancy, he will be granted 1 week of paid leave equivalent to his 1-week base pay. The said 1 week of paid paternity leave can be availed up to a maximum of thirty (30) days after the delivery.

Additional paternity leave can be taken at the discretion of the EFI Non-Contract Virtual Assistant; this must follow due notice, which is done through an email sent to Human Resources.

RK Exercises For Injuries Corp. (EFI) reserves the right to decide how many days shall be paid under any given circumstances.





Delivery Method	Length of Service	Number of Paternity Leaves
Normal Delivery & Cæsarian Section	6 Months of Service	1 Week or 7 days (Equivalent to 1 week base pay)
Miscarriage	6 Months and 1 year or more of Service	1 Week or 7 days (Equivalent to 1 week base pay)

Non-Mandatory Benefits

Birthday Paid Leave

An EFI Non-Contract Virtual Assistant with more than 3 months of service is eligible for one (1) day of paid Birthday Leave. This leave can be used for any purpose and is valid for 12 months. Once the validity expires, the unused leave gets paid off, equivalent to the daily wage computation of the VA's current base pay.

EFI reserves the right to decide how many days shall be paid under any given circumstances.

Holidays Paid Leave

An EFI Non-Contract Virtual Assistant with more than 6 months of service is eligible for two (2) paid holiday leaves, which can be used during the holiday season, subject to the availability of requested dates and skeletal work schedule. The said paid leaves can only be earned every second week of December every year.

The holiday leaves can be used for any purpose and are valid for 12 months. Once the validity expires, the unused leaves get paid off, equivalent to the daily wage computation of the VA's current base pay.

EFI reserves the right to decide how many days shall be paid under any given circumstances.





Paid Time-Off

EFI Non-Contract Virtual Assistants who have completed more than six (6) months with the company are entitled to one paid leave every six (6) months. These paid leave credits will be allocated to the Non-Contract Virtual Assistant in the months of January and July each year.

It is important to note that these credits must be utilized within 12 months.

Paid leave credits cannot be converted into monetary compensation, and if paid leave credits remain unused, they will not be paid out or carried forward.

Service Incentive Paid Leave

A full-time EFI Non-Contract Virtual Assistant who has provided uninterrupted service for a number of years will be eligible for the following number of paid leaves granted on their anniversary hired date.

- **5 Years of Service** - five (5) days of paid leaves
- **10 Years of Service** - ten (10) days of paid leaves
- **15 Years of Service** - fifteen (15) days of paid leaves

These service incentive leaves can be used for any purpose and are valid for 12 months. Once the validity expires, unused leave gets paid off, equivalent to the daily wage computation of the VA's current base pay.

The Incentive Paid Leaves is a **one-time benefit** that will be given to the Non-Contract Virtual Assistant for every 5-year milestone.

EFI reserves the right to decide how many days shall be paid under any given circumstances.





Service Incentive Bonus

A full-time EFI Non-Contract Virtual Assistant who has provided uninterrupted service for a number of months/years will be eligible for the following bonuses, which will be granted on their 6th-month and every 5-year milestone following their hired date.

Incentive Bonus (6th Month) - an additional \$6 USD incentive bonus will be added to the VAs salary every cut-off period. Night differential does not apply to this incentive.

5 Years Incentive Bonus - EFI Non-Contract Virtual Assistants who rendered five (5) years of service will be awarded \$100 USD and a Certificate of Recognition on their anniversary hired to date. This is a one-time benefit.

10 Years Incentive Bonus - EFI Non-Contract Virtual Assistants who rendered ten (10) years of service will be awarded \$200 USD and a Certificate of Recognition on their anniversary hired to date. This is a one-time benefit.

15 Years Incentive Bonus - EFI Non-Contract Virtual Assistants who rendered fifteen (15) years of service will be awarded \$300 USD and a Certificate of Recognition on their anniversary hired date. This is a one-time benefit.

RK Exercises For Injuries Corp. (EFI) reserves the right to decide how much shall be paid for the Service Incentive Bonus under any given circumstances.

Length of Service	Incentive Bonus	Number of Leaves
6 Months of Service	\$6 USD (Every cut-off period)	n/a
5 Years of Service	\$100 (one-time Bonus)	5 days of paid leaves (one-time bonus, valid for 12 months)





10 Years of Service	\$200 (one-time Bonus)	10 days of paid leaves (one-time bonus, valid for 12 month)
15 Years of Service	\$300 (one-time Bonus)	15 days of paid leaves (one-time bonus, valid for 12 months)

Biannual Rice Incentive

This program aims to reward all EFI Non-Contract Virtual Assistants and show appreciation for their efforts by providing a rice incentive for a half-sack of rice at a minimum of \$25 biannually.

Rice Incentive Eligibility (all conditions must be met):

- An EFI Non-Contract Virtual Assistant must have at least (6) months of service.
- An EFI Non-Contract Virtual Assistant has no pending administrative case and has not been involved in any administrative proceedings during the last six months.
- An EFI Non-Contract Virtual Assistant has not received a poor or unsatisfactory rating on their latest performance review.
- The EFI Non-Contract Virtual Assistant's immediate manager must vouch that he or she has been performing well during the semester.

RK Exercises For Injuries Corp. (EFI) reserves the right to decide how much shall be paid for the Rice Incentive Bonus under any given circumstances.





Quarterly Perfect Attendance Incentive

Starting January 2023, EFI Non-Contract Virtual Assistants who meet the following criteria will receive four (4) hours of leave credits at the conclusion of each quarter:

- They have not incurred unexcused absences or tardiness during the past 3 months.
- They have no pending administrative case and has not been involved in any administrative proceedings during the last three (3) months.
- They have not incurred unjustifiable abandoned any shifts.
- They have not incurred unjustifiable idle time during their working hours.

As an additional motivation, EFI Non-Contract Virtual Assistants who maintain perfect attendance for two consecutive quarters within the periods of January-June and July-December will be granted 1 full day of paid leave, instead of the 4 hours of leave credit, at the end of the second quarter.

These paid credits are valid for 12 months. Once the validity expires, the unused leave credits get paid off, equivalent to the daily wage computation of the VA's current base pay.

Computer Loan

Computer Loan Eligibility:

1. An EFI Non-Contract Virtual Assistant who has reached two (2) years of service or more are eligible to apply for a computer loan, subject to Rick Kaselj's (EFI owner) approval.
2. An EFI Non-Contract Virtual Assistant has no pending administrative case and/or has not been involved in any of administrative proceedings during the last three months.
3. An EFI Non-Contract Virtual Assistant has never received a poor or unsatisfactory performance review during the last six (6) months.
4. No EFI Non-Contract Virtual Assistant can apply for more than one (1) loan within twelve (12) months.





Length of Service	Allowable Amount	Approved Terms
2 years of Service	\$500 - \$1,000	6 months
3 years of Service	\$1,000 - \$1,200	12 months
4 Years of Service	\$1,300 - \$1,400	12 months
5 Years or more of Service	\$1,500	12 months

RK Exercises For Injuries Corp. (EFI) reserves the right to decide whether to approve or not the loanable amount for the computer loan under any given circumstances.

Generator Loan

Generator Loan Eligibility:

1. An EFI Non-Contract Virtual Assistant who has reached two (2) years of service or more are eligible to apply for a generator loan, subject to Rick Kaselj's (EFI owner) approval.
2. An EFI Non-Contract Virtual Assistant has no pending administrative case and/or has not been involved in any of administrative proceedings during the last three months.
3. An EFI Non-Contract Virtual Assistant has never received a poor or unsatisfactory performance review during the last six (6) months.
4. No EFI Non-Contract Virtual Assistant can apply for more than one (1) loan within twelve (12) months.

Length of Service	Approved Amount	Approved Terms
2 years of Service	\$200	6 months
3 years of Service	\$250	12 months





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4 Years of Service	\$300	12 months
5 Years or more of Service	\$400	12 months

RK Exercises For Injuries Corp. (EFI) reserves the right to decide whether to approve or not the loanable amount for the generator loan under any given circumstances.





EFI Non-Contract Virtual Assistant's Discipline

Discipline plays a critical role in fostering the growth of RK Exercises For Injuries Corp.. The company has a policy in place that mandates EFI Non-Contract Virtual Assistants to uphold conduct that aligns with their respective positions. It is crucial for Department Managers to strictly adhere to the company's protocols, setting an exemplary standard for those who look up to them.

Emphasis is placed on preventing offenses rather than merely administering penalties. This approach aims to provide guidelines for the fair and effective administration of disciplinary measures throughout the organization.

Procedures in Implementing

Due Process

This is a mechanism in place to strike a balance between the rights of EFI Non-Contract Virtual Assistants and the management's rights and prerogatives. It also acknowledges the EFI Non-Contract Virtual Assistants' entitlement to be informed about any unsatisfactory performance and provides them with an opportunity to defend themselves and make improvements before any adverse action, such as discharge, is taken. This ensures fairness and allows EFI Non-Contract Virtual Assistants a chance to address concerns and enhance their performance before any severe consequences are implemented.

This involves the twin notice rule:

- **Notice to Explain (NTE)** - is a document that requires the EFI Non-Contract Virtual Assistant to explain their involvement in an alleged incident. It provides them an opportunity to diligently study the allegations against them, make consultations, and gather data and evidence that they can raise against the complaint.
- **Notice of Decision** - is the document containing the decision agreed upon by the top management after conducting an administrative investigation.





Disciplinary Actions

1. All sanctions granted to EFI Non-Contract Virtual Assistants must adhere to the infraction as stated in **the RK Exercises For Injuries Corp. Hierarchy of Sanctions**. *Please contact the HR Department to get a copy of this document.*

2. An initial **Administrative Investigation** will be undertaken to facilitate informed decision-making by the management regarding the necessity of disciplinary action. The primary objective is to gather and compile all pertinent evidence impartially. It is of utmost importance that this process is treated with strict confidentiality to ensure the privacy and integrity of all involved parties.

During the ongoing initial Administrative Investigation, an EFI Non-Contract Virtual Assistant may be placed under Preventive Suspension to safeguard the Company's business and its assets. While under preventive suspension, the EFI Non-Contract Virtual Assistant is prohibited from reporting for work. Please note that the estimated duration to complete the initial investigation is 5 business days.

RK Exercises For Injuries Corp. Management reserves the right to assume all work access shared with the EFI Non-Contract Virtual Assistants and protect its company and assets prior to implementing any disciplinary action.

3. The Human Resource Department will issue **Notice to Explain** to the EFI Non-Contract Virtual Assistant. They will be given 24-48 hours, depending on the severity of the case, to provide an explanation for the allegations against them.

4. An **Administrative Hearing** is not required but may be conducted together with the Managers involved to discuss the certain incidents or cases because **(a) questions or clarifications need to be answered and (b) to provide the accused with an opportunity to explain further beyond the written explanation** before taking any disciplinary action. The meeting will be done via **Call Conference and must be documented** to make sure fairness and transparency are practiced between company management and the EFI Non-Contract Virtual Assistant.

5. Once the management has made a decision on the EFI Non-Contract Virtual Assistant's case, a **Notice of Decision** will be issued to the EFI Non-Contract Virtual Assistant.





6. Upon dismissal, an HR representative will arrange an exit meeting with the dismissed EFI Non-Contract Virtual Assistant as part of the exit management process. To ensure a smooth and organized payment release, the following steps must be completed before the company releases the last payment to an eligible EFI Non-Contract Virtual Assistant:

Step 1: The EFI Non-Contract Virtual Assistant should email back the copy of the notice issued signed with fresh/wet ink.

Step 2: The EFI Non-Contract Virtual Assistant should wait for the schedule of the Exit Meeting to be provided by the Human Resources Department and attend the meeting.

Step 3: The EFI Non-Contract Virtual Assistant should sign the Release, Waiver, and Quitclaim issued after the exit meeting with fresh/wet ink and email it back.

Step 4: The EFI Non-Contract Virtual Assistant should wait for fifteen (15) to thirty (30) days from the submission of the signed Release, Waiver, and Quitclaim for the release of your Final Pay.

Failure to accomplish these steps will render the EFI Non-Contract Virtual Assistant ineligible for their final payment.

General Principles

Formal procedures do not have to be invoked every time a rule is broken or a standard is not met. Informal advice and correction (verbal or written) are accepted as the best and most effective way to deal with minor violations of work discipline.

Procedure of Administrative Investigation

If an EFI Non-Contract Virtual Assistant commits an act that necessitates disciplinary action, it is the responsibility of the direct manager/s to carry out a prompt, effective, and thorough investigation. They should then prepare an initial report documenting the findings and endorse it, along with their recommendations, to the Human Resource Department. HR will review the initial report and recommendations and proceed accordingly, taking into consideration EFI's policies.





Determining Disciplinary Action

The managers are encouraged to do the following actions:

1. Evaluate the facts of the case and gather information to establish aggravating and mitigating circumstances.
2. Present the recommended course of action to be taken to the concerned EFI Non-Contract Virtual Assistant following the RK Exercises For Injuries Corp. Hierarchy of Sanctions.

Aggravating & Mitigating Circumstances

Circumstances that tend to increase the seriousness/gravity of the offense are *aggravating circumstances* and require increasing disciplinary actions.

Aggravating circumstances are as follows:

1. The EFI Non-Contract Virtual Assistant has complete knowledge of the consequences of their behavior.
 2. The EFI Non-Contract Virtual Assistant has premeditated the commission of the offenses.
 3. The EFI Non-Contract Virtual Assistant has been guilty of multiple or habitual misconducts.
 4. The EFI Non-Contract Virtual Assistant has benefited from the offense.
 5. The EFI Non-Contract Virtual Assistant has caused the company great damage or loss.
 6. The EFI Non-Contract Virtual Assistant occupies positions of trust and confidence, such as those entrusted with safeguarding company funds.
 7. The EFI Non-Contract Virtual Assistant has imposed their position to commit an offense
- Mitigating circumstances are conditions and factors that don't excuse or justify an offense, but that can be taken into consideration when deciding on the appropriate disciplinary action.

Mitigating Circumstances are as follows.:

1. The EFI Non-Contract Virtual Assistant erred in their judgment.
2. The EFI Non-Contract Virtual Assistant has not committed a similar offense for a year.
3. The EFI Non-Contract Virtual Assistant has not caused damage to the company.





Implementing Disciplinary Action

The Management has the right to implement the disciplinary action in accordance with the RK Exercises For Injuries Corp. Hierarchy of Sanctions. RK Exercises For Injuries Corp. has the right to impose a higher or lower sanction than what is specified in a particular offense if the damage caused and the aggravating and or mitigating circumstances attending its commission so warrant.

Warning Notice - This warning notice is issued to an EFI Non-Contract Virtual Assistant who committed a minor violation that the management put into consideration. This notice also helps in setting expectations for the future commission of violations against our company policies.

Written Warning - A written warning is issued to the EFI Non-Contract Virtual Assistant who committed a minor violation. This is not only an imperative part of the process. This warning clearly outlines what has happened, what needs to change, and what will happen if things do not change.

Stern Warning - This warning memorandum informs an EFI Non-Contract Virtual Assistant and their direct manager/s that he or she has committed a graver offense than those warranted in ordinary written warnings. The warning message highlights this fact, so it will not happen again. The EFI Non-Contract Virtual Assistant must acknowledge receipt of the email by signing the memorandum.

Preventive Suspension - is a disciplinary measure for the protection of the company's property pending investigation of any alleged malfeasance or misfeasance committed by the EFI Non-Contract Virtual Assistant. The EFI Non-Contract Virtual Assistant is placed under preventive suspension if their continued work agreement poses a serious and imminent threat to the business and its property.

Notice of Decision - a notice of decision memo is a document containing the decision agreed upon by the top management after conducting an administrative investigation.

Forced Resignation - is a dishonorable separation from service. A dismissed EFI Non-Contract Virtual Assistant is not entitled to claim all accrued leave credits and every other benefit they are entitled to while being charged with cause. RK Exercises For Injuries Corp. reserves the right to decide how many days shall be paid under any given circumstances.





Waiving the Right to be Heard

After the issuance of the notices and the EFI Non-Contract Virtual Assistant elects not to respond to the issued notice within the given time frame, the Human Resource Department will deem the action as waiving their right to be heard or to explain themselves, therefore, rendering all infraction provided to be valid. Non-submission of signed documents will result in non-payment of the final pay and the hold-back pay deducted on the first payroll.





General Prohibitions

The services of the EFI Non-Contract Virtual Assistants at RK RK Exercises For Injuries Corp. are non-contractual and may be subject to disciplinary action including termination of the work agreement with the company without the benefit of termination pay for any reason, whether or not for cause, at any time when:

1. An EFI Non-Contract Virtual Assistant's performance fails to meet the standard prescribed by the company on their job description and agreed work goals and performance;
2. An EFI Non-Contract Virtual Assistant violates any company policies, rules, and regulations and may be promulgated and made known to them by the company and shall form an integral part hereof.

The EFI Non-Contract Virtual Assistant shall be governed by the RK Exercises For Injuries Corp. Code of Conduct, Policies, and other work agreements during the service with the company. It is also understood that RK Exercises For Injuries Corp. reserves the right to change/modify any of the Terms of Service and Company Policies/Regulations/Code of Conduct etc., at any time.

RK Exercises For Injuries Corp. has the exclusive right to transfer, re-assign, re-designate, or re-classify or make changes in EFI Non-Contract Virtual Assistant's duties as it sees fit or convenient for the conduct of the business.

The EFI Non-Contract Virtual Assistant must agree that all records and documents of the company and all information about the RK Exercises For Injuries Corp. and its other businesses or affairs are **strictly confidential** and that no unauthorized disclosure or reproduction of the same will be made by any EFI Non-Contract Virtual Assistants anytime during or after their services in the company.

The EFI Non-Contract Virtual Assistants must agree not to divulge, disclose or communicate, either directly or indirectly, to any corporation or entity during or after their services, any trade secret of the company, including but not limited to the manner of its operations, its plans, and processes the company identity of customers and other data and information that may come to their knowledge during their services with the company.

All RK Exercises For Injuries Corp. and its businesses, records, documents, and properties in EFI





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Non-Contract Virtual Assistants' custody and control shall be immediately surrendered to the company upon request any time during the period of your services and immediately at the termination thereof, whether or not requested.





Effectivity

1. The Rules and Regulations amended on this **RK Exercises For Injuries Corp. | Code of Conduct and Policies | Version 3.0** shall take effect on **Monday, 10 July 2023, Pacific Standard Time**. All RK Exercises For Injuries Corp. Virtual Assistants are enjoined to read these guidelines as it forms an integral part of their services and fully acquaint themselves with its provisions.
2. RK Exercises For Injuries Corp. has the right to impose a higher or lower sanction than what is specified in a particular offense if the damage caused and the aggravating and or mitigating circumstances attending its commission so warrant.
3. RK Exercises For Injuries Corp. reserves the right to impose sanctions on any acts deemed by the company as damaging to its reputation and operations or any actions which cause harm to other workers that are not written hereto.





RK Exercises For Injuries Corp. EFI Non-Contract Virtual Assistant Agreement

This agreement acknowledges your acceptance and complete knowledge of the **RK Exercise For Injuries Corp. Code of Conduct Version 3.0**, which will take effect on **Monday, July 10, 2023, Pacific Standard Time**.

By affixing your signature below, it is understood that you have read all the provisions hereto and that it is your responsibility to update yourself on all and any future policies or possible changes analogous to the preceding.

Full Name: _____

Date Hired (PST): _____

Position: _____

Department: _____

EFI Non-Contract Virtual Assistant's Name & Signature

Date (Pacific Standard Time)

