

# **TRUST MANAGEMENT NETWORK PANDEMIC FLU POLICY**

## **GENERAL STATEMENT**

Trust Management Network, LLC (“TMN”) is committed to promoting a safe and healthy environment for its employees. To this end, this policy has been created in an effort to minimize exposure and absenteeism in the event that a pandemic influenza outbreak is a threat to our employees, their families, and to continue to operate our business in a manner that effectively serves the interests of our clients. This pandemic flu policy is to provide a framework from which TMN will respond to its discovery or notification of an outbreak of an influenza virus that would cause a disruption in the services we provide for our Clients.

## **POLICY**

It is the policy of TMN to promote a safe and healthy environment for its employees. TMN will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, all employees are urged to use their own discretion in deciding whether they can safely work without endangering themselves or other employees.

### **Personal Hygiene and Good Health Practices to Maximize Health**

To maximize health, you should cover your cough by coughing into your elbow or into a tissue, wash hands regularly and use antibacterial hand gel, avoid touching eyes, nose, or mouth, be physically fit, eat a healthy diet, control body weight, and follow your physician’s instructions.

### **Pandemic Flu Team**

TMN’s Pandemic Flu Team — consisting of the Chief Executive Officer, Executive Vice President and Director of Core Services, and Senior Vice President and Manager of Production Services — is responsible for monitoring emergency conditions for the purposes of communicating and implementing emergency plans to maintain the safety and security of TMN’s premises during emergency conditions.

### **Business Continuity**

If you, or a family member, have not been infected with influenza, then you are expected to report to work. If emergency conditions prevent you from reporting to work or on time, you are responsible for notifying your supervisor, if feasible, within the first hour of the workday. If possible, such notification should be made by a telephone conversation directly with your supervisor. If direct contact is not possible, leaving a detailed voice mail message or message with a member of Pandemic Flu Team is the preferred alternative. If it is not possible to reach your supervisor or a member of the Pandemic Flu Team, leaving a message with another employee is acceptable as a last resort. You should leave a phone number where you can be reached. If you report to work, and it appears that you have the common flu symptoms, including, fever, sneezing,

runny nose, coughing, sore throat, headache, muscle aches, and feeling tired and weak, then you will be sent to your doctor or the nearest primary care facility for evaluation by trained medical professionals. If the pandemic influenza is severe enough, then TMN may decide to reduce employees' face-to-face exposure by encouraging you to exercise the practice of social distancing by remaining at least three feet apart from your co-workers, and limiting interaction with co-workers.

### **Designation of Emergency Closing**

Only by authorization of the Chief Executive Officer or its designees will TMN cease operations due to emergency circumstances caused by a pandemic influenza outbreak. If an emergency closing is ordered, all employees that are capable of work should report to the designated location established by the Pandemic Flu Team and operate under the TMN Business Continuity Plan currently in effect.

### **Return of Normal Operations**

The Chief Executive Officer or its designees will determine when it is safe to resume normal operations and return to work at our company location and you will be notified either by telephone or e-mail as to such a decision.

This Policy is effective September 24, 2014 and has been approved by the Board of Managers.