



April 7, 2020

Team,

Behavioral Framework was founded on a simple principle: do what is right for the families we serve and the employees we have the pleasure of working with.

In many ways, we entrust you to fulfill that first promise. While we provide the tools and guidance, you provide the talent, intelligence, determination, and genuine care that our clients need and deserve.

I'm always proud of the work we do – that pride has been amplified over the past few weeks. All our clients have been impacted in some manner by this virus, yet we have and will remain a stable source of support for them and their families. I'm impressed by how well our clients have adapted to hardship and new routines and admire their willingness to accept changes. I'd like to think we had something to do with preparing them for this and hope you're also proud of the work you have been doing and the progress all your clients have made.

The second part of our founding principle is to treat our employees well. Today I'm proud to announce the following measures as a more formal thank you and recognition of your commitment to your clients and their continued well-being.

CONTINUED PROACTIVE REIMBURSEMENT FOR CLEANING / HYGIENE PRODUCTS

We will continue the proactive reimbursements for cleaning and hygiene products that I introduced on March 20. In your next two paychecks, on April 3 and April 17, every Behavioral Framework employee working directly with clients will receive a \$20 tax-free proactive reimbursement for cleaning and hygiene products. More information on this is available in my March 20 letter to employees.

GLOVES AND MASKS

We have ordered gloves and masks and expect a limited number to be available to us the week of April 13. Once they arrive, we will distribute them to active employees working directly with clients. More guidance on this will be issued once we have the supplies at the office.

AUTOMATIC BONUSES

In your next three paychecks (covering hours worked March 15 through April 25), each employee working directly with clients will receive an automatic bonus of \$1 per hour worked. The bonus will be calculated based on the actual hours worked directly with a client and show on your paycheck under the "BONUS" earning type. This bonus will also be applied retroactively to the hours you have already worked.

On behalf of the entire leadership team, thank you! If any of you need anything from me, please do not hesitate to reach out.

A handwritten signature in black ink that reads "Kyle West". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kyle West
Chief Executive Officer

