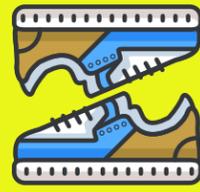


HIP is money given to an employee after participating in our Safety & Wellness Program. This money can easily be spent on safety or wellness related items.



We're committed to protecting every employee's safety and health, but the responsibility for maintaining a safe and healthy working environment is not just that of Fabiano Brothers. Please participate in our required Safety & Wellness Program. Employees complete the Meetings & Readings using Paycom's Checklist feature online and Airtable. HR pays you for the time it takes to complete our monthly program if done outside of work hours.

Program-at-a-GLANCE

1

Monthly Meetings

Short meetings (5-30 minutes) monthly in a Paycom Checklist that all employees must complete. Each program has multiple steps that take you to a different website outside of Paycom, and the **LAST STEP** is an **Airtable Certification Form**. Acknowledging the checklist in Paycom is not confirmation you completed the program. **The Last Step (Airtable Form) is how HR knows you completed the program.**



2

BINGO

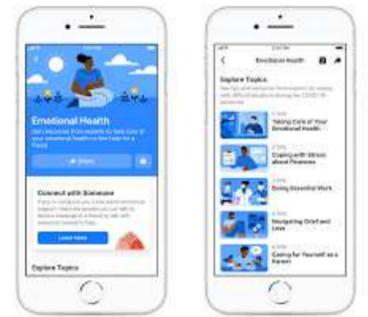
Safety Bingo played by ALL employees! The focus of the game is no work-related injuries (see details below). **You must be current in monthly programs to win.**



3

WEEKLY READINGS

Safety & Wellness Topics on the GO! distributed via PAYCOM to employees for review and posted at all locations. HIP incentive issued for completed topics!



4

Challenges

A Variety of Monthly challenges to earn a little extra CASH (HIP)! You must also participate in the monthly programs to participate in a challenge.



5

Fitness Memberships and Endurance Events

Join a fitness center and earn \$50 for full-time employees or \$25 for part-time employees, limited to once per 12 months.

Participate in Endurance Events- run a marathon, 5ks, etc. and earn \$25. Limit of two per year.



Ask Here ? upper-right hand corner of your Paycom screen



2

HR provides employees with an assigned **BINGO** card when a new game starts. Lost or stolen **BINGO** cards are not replaced. An employee's position and location determine their **BINGO** group. All employees, full-time & part-time, can play. New employees join **BINGO** at the beginning of a new game for their assigned group. Each workday, HR draws a number which is written on the Master Game Board and sent electronically to employees via email. Employees need to monitor their **BINGO** card.

The starting **JACKPOT** for each group is \$25. Each workday that goes by without an injury, the jackpot increases an additional \$1.00 up to the group's maximum jackpot.

When there is a **BINGO**, notify HR within 24 hours of the day of the **BINGO** number. A **BINGO** is forfeited if not reported timely to HR. HR verifies the **BINGO** and pays the Jackpot to the winner typically within 14 days by adding it to the winner's paycheck. When multiple **BINGO**'s happen, HR splits the Jackpot equally.

A **BINGO** occurs whenever an employee's card has five numbers in a row, either vertically, horizontally, or diagonally. To be eligible to WIN **BINGO**, you must be current in the participation of the monthly Safety & Wellness programs, be injury free for the current **BINGO** game, and be actively at work (not on any leave of absence.) If you are not, you may be ineligible to win the Jackpot.

The next workday after a winner is confirmed, a new game begins; the previous game's final jackpot becomes the new game's starting jackpot.

Employees may lose their **BINGO** card for violating Company safety policies or regulations and must wait until the next game begins to participate again.

Injured employees cannot win **BINGO** if they have work restrictions or are not actively at work. Injuries reduce the group's jackpot to \$25, and the Jackpot begins to increase each day that is injury free. The injured employee rejoins **BINGO** after released to full duty and at the beginning of a new game.





Simply put, **HIP** is **CASH** you can earn by participating in the mandatory monthly Safety & Wellness programs.

HR credits your account with earned **HIP**

To find your HIP balance URL (not an active link, copy and paste into browser), within Paycom, go to "Information" then "Additional Information" and look at the tab "HIP" or ask using ASK HERE in Paycom.



MONTHLY SAFETY & WELLNESS MEETINGS

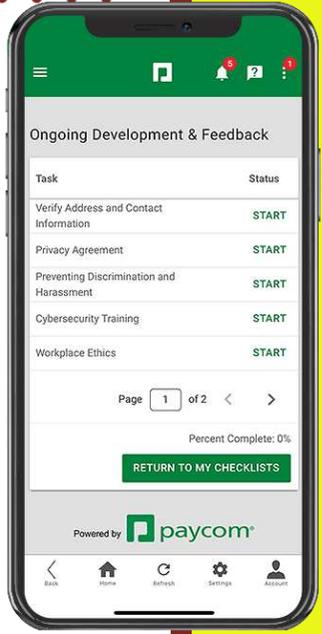
\$5 Per ONLINE Meeting

Must complete the LAST STEP - Airtable form- in Paycom to receive HIP!

You are paid to participate in the meetings

WEEKLY SW READINGS

\$5 Per MONTH if current in Monthly Meetings



MONTHLY CHALLENGES emailed monthly

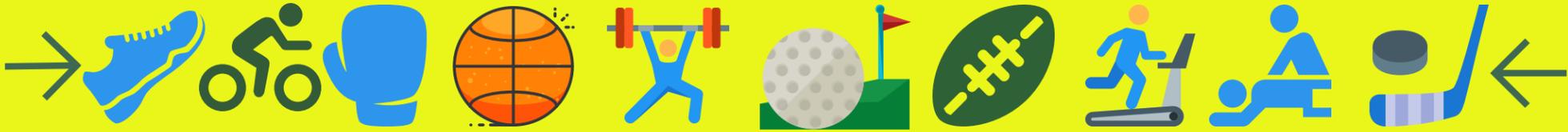
\$10 Per month

Must be current in SW meetings

+

\$10 exercise bonus

If you participate in the challenge.



YEAR END HIP BONUS

Employees can earn a yearly HIP Bonus if they are **INJURY FREE** or **INCIDENT FREE** for a year. If you haven't worked a full year, no problem! HR will pro-rate it based on your hire date.

↓

Full Time Operations = \$150 Injury/Incident Free Bonus
 Full Time Sales = \$125 Injury/Incident Free Bonus
 Full Time Admin = \$100 Injury/Incident Free Bonus

Part Time Employees = \$25 Injury/Incident Free Bonus
 Part Time Employees = \$25 All Meetings Done

Participation in ALL Monthly Safety & Wellness Meetings Required

Go Buy Something!

NEW! You MUST be current in monthly meetings to redeem your HIP.

↓

Purchase something like shoes, fitness memberships, golf clubs, kayak, treadmill, Apple Watch, Fitbit, etc.

↓

Write your name and HIP on the receipt and get to HR any way you can (email, text, paper).

↓

Within 14 days of receiving your receipt, HR will reimburse your receipt total OR HIP balance through your paycheck.

- More Ways to Spend HIP**
1. Fishing Gear
 2. Ski Gear
 3. Massage
 4. Camping Stuff
 5. Fitness Class
 6. Scale
 7. Gardening
 8. Pool Stuff
 9. Snow Blower
 10. Weights
 11. and much more!

EXAMPLE  Stella Artois (full-time Sales Rep) participated in all meetings (\$60) and two monthly challenges (including the exercise challenge) (\$40) in 2018. She had no injuries and no vehicle or equipment incidents (\$125). She also joined a gym for the year (\$50). Her HIP balance for 2018 was \$275.

Stella dreamed of buying a Fitbit, and after receiving her HIP balance from HR, she purchased one that cost \$150. She also spent \$100 on some new work out clothes. Stella's husband needed a new bowling ball, so she bought him one for \$75.

Stella snapped a picture of her receipts and emailed them to hr@fabianobrothers.com, and asked for HIP reimbursement. HR received the email and processed a reimbursement of \$275. Stella reviewed her check the following week and saw that she received her HIP balance of \$275. Stella realized she only spent \$50 on all of those items, and all she did was participate in the mandatory Fabiano Brothers Safety & Wellness Program! If Stella was part time her HIP balance was \$175

NOTE: To redeem your HIP, you have to be current in the monthly SW programs. If you ask to use your HIP in May and haven't done a prior month's program, HR can't reimburse you until you complete the missed month.

Completing meetings in Paycom is simple, but you **MUST** follow each LINK in each STEP of the checklist. If you only acknowledge the Paycom checklist step (not following the link as required), you will not get credit for the program. The last step in all monthly programs ends with a AIRTABLE form that you need to complete.

<http://fabianobrothers.net>



Have Questions? Contact HR
 Paycom Ask Here
 (? upper-right hand corner in Paycom)

Missed a Meeting? Go to the Training Portal or Paycom to participate in meetings.

Training Portal <http://fabianobrothers.net> Password (includes !) = Welcome1!
 Username: first initial of your first name followed by your last name, all lower case. Sam Adams = sadams