

PAR Technology Corporation

POLICY NAME: Employee Assistance Program (EAP)

1. Policy.

To provide an Employee Assistance Program (EAP) for all employees.

It is the policy of the Company to provide, when possible, counseling and referral services which will aid in coping with and solving personal issues, both on and off the job.

2. Scope.

All Employees.

3. Procedure.

- a. Employees' experiencing personal issues are encouraged to seek assistance from the Company's EAP.
- b. The Company EAP may recommend services or individuals that the employee might seek out for help with his issue. Known as "Beneficiary Assist" and "Ability Assist" these programs provided through The Hartford, can help employees facing difficulties due to relationships, loss of job, or financial problems.
- c. Employees who seek help through the Company's EAP should schedule an appointment during non-working hours, including meal periods, and before or after completion of their work schedule.
- d. All discussions, meetings and records of employee's EAP counseling will be kept confidential to the extent allowed by law.
- e. To contact the Company's EAP please refer to Benefits section in the Forms Library on the ADP website or reach out Human Resources for information on how to contact the EAP.

4. Responsibility.

It is the responsibility of employees to seek assistance through the Company or other means to resolve personal issues.