



**To: All Employees**  
**From: Human Resources**  
**Date: November 18, 2016**

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### **Establishing Human Resources Processes, Policies and Procedures**

Human Resources establishes/reviews Company processes, policies, and procedures on a regular basis. All changes to, or newly established, processes, policies, and procedures, are vetted through the Strategic Executive Team.

The Strategic Executive Team consists of the Company's Chief Executive Officer, Chief Financial Officer, Chief Marketing Officer, Chief Operating Officer, Chief Human Resources Officer, General Counsel, Chief Business Officer, Chief Systems Officer, Chief Risk Officer, Managing Partner, and Chief Strategic Relations Officer.

Updates or newly implemented policies, processes and procedures are communicated via all employee emails, postings on our Company intranet, department meetings, and companywide meetings.

The employee manual may be updated periodically to reflect these changes as it applies to our handbook.

10/30/2020 – No Revisions

12/16/2021 – No Revisions

10/11/2022 – Revised – List of Executive Cabinet Members

10/31/2022 – Revised – List of Strategic Executive Team

10/28/2024 – No Revisions



STERLINGRISK<sup>SM</sup>

