*Guide: To prepare this State Addenda to Employee Handbook template for your company, you will need to do the following:*

1. *Add your company name to the footer*
2. *Customize the following policies as indicated on the referenced pages (highlighted in yellow):*
   1. *The DC, Family & Medical Leave policy (p.40)*
   2. *The Louisiana Pregnancy Disability Leave policy (p. 72)*
   3. *The Massachusetts Parental Leave policy (p.89); and*
   4. *The Montana Probationary Period policy (p. 104).*
3. *[Optional] Delete the addendum for any state in which you do not, and will not have, worksite employees.*
4. *Then delete this Guide*

**STATE ADDENDA TO EMPLOYEE HANDBOOK**

**Introduction**

If you work in one of the states below, the terms set forth below regarding the applicable state apply to you. These addenda are applicable only to employees working in the identified states and only amend those provisions that are specifically addressed in each addendum. Regarding the amended provisions, in the event of any conflict between the Company’s Employee Handbook and the applicable Addendum, the applicable Addendum shall control. Except as set forth herein, the Company’s Employee Handbook is not modified by these Addenda.

The state Addendum applicable to you is to be read in connection with the Company’s Employee Handbook. Together, the Company’s Employee Handbook and the applicable state Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the applicable state Addendum, please do not hesitate to discuss your questions with the HR Contact.

**ALABAMA ADDENDUM**

This addendum is applicable only to employees working in the state of Alabama and only amends those provisions that are specifically addressed below.

**Civic Duties**

**Jury Duty -** Full-time employees who are required to appear for jury duty will be paid their regular compensation for the time spent on jury duty, and will not lose any vacation time for absences due to jury duty. Unless otherwise required by applicable law, all other employees summoned for jury duty will receive unpaid time off for service on jury duty. All employees, regardless of classification, must present their supervisor with a copy of the summons for jury duty on the employee’s next working day after it is received.

**Voting and Election Leave -** An employee whose work schedule does not provide at least two (2) hours after the opening of the polls or one hour prior to the closing of the polls to vote on a primary or election day will be permitted up to one hour of leave in order to vote. The Company reserves the right to select the hours in which the employee is excused from work to vote. Employees should provide reasonable notice to the Company of the need for voting leave. Upon return, the Company may require an employee to present a voter’s receipt to the HR Contact.

**Election Official Leave –** Employees who work at an Alabama location with 26 or more employees and who serve as an election official will be permitted time off in order to perform the duties of the position to which they have been appointed. Proper documentation of the appointment and the dates of the required service must be furnished to the HR Contact by the employee at least seven days before the expected absence.

Leave for Witness Duty

The Company provides reasonable and necessary unpaid time off for employees who are called as witnesses to attend or participate in legal proceedings, as required under applicable law. Employees requesting leave under this policy should provide their supervisor with as much advanced notice as possible.

**Leave for Victims of Crime**

The Company provides reasonable and necessary unpaid time off for employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Employees requesting leave under this policy should provide the HR Contact with as much advanced notice as possible. Employees taking leave under this policy may be asked to provide documents in support of the request for leave, including copies of subpoenas, if one is received.

**Volunteer Emergency Worker Leave**

The Company provides reasonable and necessary unpaid leave to employees who are designated emergency workers when such employees are called to respond to an emergency. Volunteer emergency workers include volunteer firefighters, emergency medical technicians, rescue squad members, volunteer deputies and ham radio operators conducting storm spotter operations for an emergency management association.

Prior to taking leave, employees must contact the HR Contact or otherwise notify the Company that they have been dispatched to an emergency. Additionally, the Company may require employees taking leave under this policy to provide written verification from the applicable fire department or emergency medical service stating the emergency and time the employee responded.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the HR Contact.

**ALASKA ADDENDUM**

This addendum is applicable only to employees working in the state of Alaska and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Alaska law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status (including changes in marital status), parenthood, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Alaska law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of marital status (including changes in marital status), parenthood, or any other protected status in accordance with applicable federal, state, or local laws.

**Civic Duties**

**Voting Leave-** In circumstances where employees’ work schedule does not provide two (2) hours of continuous off-duty time during which the polls are open, the Company will provide a reasonable amount of paid time off, up to two (2) hours, during scheduled work time for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote. Additionally, employees should present a voter’s receipt to their supervisors upon return to work.

**Leave for Victims of Crime**

The Company provides reasonable and necessary unpaid time off for employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Employees requesting leave under this policy should provide their supervisor with as much advanced notice as possible.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle provided the employee is legally authorized to carry the firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the HR Contact.

**Social Security Number Privacy and Protection of Personal Information**

To the extent practicable, the Company protects the confidentiality of our employees’ and applicants’ Social Security Numbers (SSNs) and confidential personal information. Thus, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except as needed to conduct legitimate Company business. The release of employee SSNs, driver’s license numbers, or financial account numbers to external parties is prohibited except as required by law. Internal access to employee SSNs, driver’s license numbers, or financial account numbers must be authorized by the HR Contact, and is restricted to employees with a legitimate business need for the information.

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws. For more information about this policy contact the HR Contact.

**Personnel Records**

The Company provides employees with the opportunity to review their own personnel records on a date and time that is mutually agreed to and in the presence of the HR Contact. To review their personnel file, employees should submit a written request. Employees will be permitted to copy materials contained in their personnel records including, but not limited to, evaluations, disciplinary records, and other information concerning employer-employee relations. Employees shall not have access to employment references. The Company may charge a reasonable fee, in accordance with state law, for photocopies made by employees.

**ARIZONA ADDENDUM**

This addendum is applicable only to employees working in the state of Arizona and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at an Arizona location with fifteen or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Arizona law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to AIDS/HIV status, status as a cardholder for medicinal marijuana, genetic test results, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Arizona law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of to AIDS/HIV status, status as a cardholder for medicinal marijuana, genetic test results, or any other protected status in accordance with applicable federal, state, or local laws.

**Civic Duties**

**Voting -** When employees do not have three (3) hours before or after work in which to vote, the Company provides up to three hours paid leave to vote. Employees requesting leave under this policy are required to notify the HR Contact as soon as possible, and no later than the last day before the day of the election. The Company, in its sole discretion, may specify any time period, during which the polls are open, for the employee to leave work in to vote. As soon as possible upon return from voting leave, employees are required to present a voter’s receipt to the HR Contact.

**Leave for Crime Victims**

If you work at an Arizona location with fifty or more employees, the Company provides reasonable and necessary unpaid leave for employees who are victims of a crime to exercise their rights to be present at a proceeding pertaining to the crime or to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety or welfare of the victim or the victim’s child. The Company also provides reasonable and necessary leave from work to employees who are victims of a juvenile offense to exercise their rights to be present at a proceeding pertaining to the juvenile offense.

Prior to taking leave under this policy, eligible employees are required to provide the Company with as much advanced notice as possible of the need for leave, including a copy of the form provided to the employee by the law-enforcement agency pursuant to Arizona law and if applicable, notice of each scheduled proceeding. However, the Company may limit the leave provided under this policy if the employee's leave creates an undue hardship to the Company’s business.

Employees seeking leave under this policy may elect to use accrued paid time off.

The Company will take all reasonable steps to maintain the confidentiality of information provided to the Company in connection with a leave request under this policy, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or state law. If you have any questions regarding this leave, please contact the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Smoking**

The Smoke-Free Arizona Act, A.R.S. § 36.601.01 prohibits smoking in all places of employment. The Smoke-Free Arizona Act specifically prohibits smoking in all work buildings and work vehicles and within 20 feet in any direction from any doors, windows, and/or ventilation systems of any buildings. The Company prohibits smoking in all areas except those that have been specifically designated as smoking areas. This policy expressly extends to the use of electronic cigarettes (“e-cigs”) or similar items (vaporizers, etc.).

**Personnel Records**

Upon request, employees or their designee, may inspect and obtain copies of their own payroll records. Inspections will be held on Company premises in the presence of a Company official. Please contact the HR Contact to arrange a time to view these records.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. Provided, however, that, in accordance with Ariz. Rev. Stat. § 12-781, this provision does not apply to firearms that are being lawfully transported or stored both: (1) in the employee’s locked and privately owned motor vehicle (or in a locked compartment on the employee’s privately owned motorcycle); and (2) in a manner so that the firearm is not visible to the outside of the motor vehicle (or motorcycle).

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**ARKANSAS ADDENDUM**

This addendum is applicable only to employees working in the state of Arkansas and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Arkansas law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, gender, genetic information, or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Arkansas law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of ancestry, gender, genetic information, or any other protected status in accordance with applicable federal, state, or local laws.

**Civic Duties**

**Voting –** Employees will be provided reasonable and necessary unpaid time off to vote in any state or federal election, or general or special primary election. Employees requesting time off under this policy should notify their supervisors as soon as possible, and no later than the day before an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote. Additionally, employees should present a voter’s receipt to their supervisors upon return to work.

**Leave for Victims of Crime**

The Company provides reasonable and necessary unpaid time off for employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Employees requesting leave under this policy should provide their supervisor with as much advanced notice as possible.

**Bone Marrow and Organ Donation Leave**

The Company provides unpaid leave of up to 90 days to employees who are not eligible for leave under the Family and Medical Leave Act and who wish to serve as bone marrow or organ donors. Employees requesting leave under this policy should provide the Company with an appropriate written physician certification of the purpose and length of requested leave. Requests for leave under this policy should be submitted with as much advanced notice as possible.

**Adoption Leave**

The Company provides leave to an employee who is an adoptive parent or a stepparent, at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company grants such leave to employees who are biological parents. Please contact the HR Contact for more information regarding this leave.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**CALIFORNIA ADDENDUM**

This addendum is applicable only to employees working in the state of California and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity and Reasonable Accommodations**

The Company is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breast feeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ethnicity, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws. Helpside endorses these principles in its provision of services to the Company.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

The Company is also committed to complying with the laws protecting qualified individuals with disabilities, as well as employees’ religious beliefs and observances. The Company will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability and/or employees’ religious beliefs and observances, and or literacy needs to the extent required by applicable law, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job and/or for your religious beliefs or observances, and/or for literacy needs, you must notify the HR Contact. If the Company does not completely and timely address your request for an accommodation, you should contact Helpside. Once the Company and/or Helpside are aware of the need for an accommodation, there will be an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job.

If you believe that you have been treated in a manner that is not in accordance with these policies, please notify the HR Contact. If the Company does not completely and timely address your complaint, you should contact Helpside. You are encouraged to utilize this procedure without fear of reprisal.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

**Policy Against Unlawful Harassment, Discrimination, and Retaliation**

As detailed in the Employee Handbook, the Company is committed to providing a work environment that is free of unlawful harassment, discrimination and retaliation. If you work at a California location, you need to be aware that under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

**Meal Periods**

If you work at a California location, except for certain salaried exempt employees, it is our policy to provide and afford all employees who work more than five (5) hours with an uninterrupted 30-minute meal period free from all duty to commence no later than the end of the fifth hour of work and a second uninterrupted 30-minute meal period free from all duty to commence no later than the end of the 10th hour, should an employee work that many hours in any given day. Only in limited circumstances, discussed below, can meal periods be waived. For this reason, unless there is a written agreement for an on-duty meal period approved by the HR Contact, employees must record the beginning and ending time of their meal period in the timekeeping system every day. It is also our policy to relieve such employees of all duty during their meal periods, with the employee being at liberty to use the meal period time as the employee wishes. The Company schedules all work assignments with the expectation that all employees will take their duty-free meal periods and we encourage you to do so. Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all of their daily meal periods during the pertinent pay period, or in the alternative, identify any meal periods they missed. At no time may any employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods.

Please note that no manager or supervisor of the Company is authorized to instruct an employee how to spend his or her personal time during a meal or rest period. Employees should immediately report a manager’s or supervisor’s instruction to skip or work during a meal period to the HR Contact. If the Company does not address your report of an instruction to skip or work during a meal period, you should contact Helpside.

***Waiver of Meal Period***. Employees may waive their meal periods only under the following circumstances: If employees will complete their work day in six (6) hours, employees may waive their meal period. Employees who work over ten (10) hours in a day may waive their second meal period only if they take their first meal period and they do not work more than twelve (12) hours that day. Any time employees elect to waive a meal period they must submit a written request and receive prior written authorization from the HR Contact. Employees may not waive meal or rest periods to shorten their work day or accumulate meal or rest periods for any other purpose.

***On-Duty Meal Period***. In limited situations, certain designated employees may be authorized to work an “on-duty meal period” when the nature of the employee’s duties prevent the employee from being relieved of all duty. Only if the nature of your job duties requires it, and you and the Company have agreed in advance and in writing to an on-duty meal period, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked.

The Company pays one-hour of premium pay at your regular rate of pay in instances where an employee is required by the Company to work during a meal period or if you are not provided an opportunity by the Company to take a meal period in accordance with this policy. Because this should be an exceptional occurrence, if you are aware of such a situation, please be sure to bring it to the Company’s attention. The one-hour premium will not apply in situations where the meal period is waived as permitted by law, where an employee has a lawful on-duty meal period, or when an employee personally chooses to deviate from the Company’s schedules or policies providing meal periods as required by law.

**Rest Periods**

The Company provides all employees with the opportunity to take a ten (10) minute paid rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. For example, employees are entitled to one 10-minute rest period for shifts between 3 ½ to 6 hours in length, a second 10-minute rest period for shifts of more than 6 hours and up to 10 hours, a third 10-minute rest period for shifts of more than 10 hours and up to 14 hours, and so on. The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3 ½) hours. Employees are generally authorized and permitted to schedule their rest periods at their own discretion under these guidelines; however, a supervisor may ask that rest periods be scheduled to best ensure the smooth operation of their Department. Rest periods may not be combined with other rest periods or meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. However, no manager or supervisor is authorized or allowed to instruct or allow an employee to waive a rest period, and rest periods cannot be used to shorten the workday or be accumulated for any other purpose. Employees may be required to confirm that they have been provided an opportunity to take all of their rest periods during the pertinent pay period. If you are not permitted to take a rest break, you should contact the HR Contact. If the Company does not address the situation, you should contact Helpside.

The Company pays one-hour of premium pay at your regular rate of pay in instances where an employee is required by the Company to work during a rest period or not provided an opportunity by the Company to take a rest period in accordance with this policy. Because this should be an exceptional occurrence, if you are aware of such a situation, please be sure to bring it to our attention. The one-hour premium will not apply in situations where the rest period is waived as permitted by law or when an employee personally chooses to deviate from the Company’s schedules or policies providing rest breaks as required by law.

**Recovery Periods**

The Company provides all employees working in temperatures exceeding 80 degrees Fahrenheit, whether indoors or outdoors, with the opportunity to take an uninterrupted cool-down period of at least five (5) minutes as needed to avoid overheating. Employees are permitted to access the provided shaded area and drinking water at any time to avoid heat illness. Cool-down periods are counted as hours worked, and thus, you are not required to record your cool-down periods on your timecards or the Company’s timekeeping system.

It is our policy to relieve employees of all duty during cool-down periods.  As such, no supervisor is authorized or allowed to instruct you to waive or skip a cool-down period, and cool-down periods cannot be used to shorten the workday.  You should immediately report a manager’s or supervisor’s instruction to skip, shorten, or work during a cool-down period to the HR Contact. If the Company does not address the situation, you should contact Helpside.

The Company pays one-hour of premium pay at your regular rate of pay in instances where an employee is required by the Company to work during a recovery period or not provided an opportunity to take a recovery period in accordance with this policy. Because this should be an exceptional occurrence, if you are aware of such a situation, please be sure to bring it to our attention. The one-hour premium will not apply in situations where the recovery period is waived as permitted by law or when an employee personally chooses to deviate from the Company’s schedules or policies providing recovery periods as required by law.

**Seating**

The Company provides suitable seating for employees when the nature of an employee’s work reasonably permits. If you do not have seating at your work station and feel you need seating, please notify your supervisor or the HR Contact. If the Company does not timely resolve the situation, you should contact Helpside.

**Lactation Break**

The Company will provide a reasonable amount of break time to accommodate a female employee’s need to express breast milk for the employee’s infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any lactation time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid. The Company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee’s work area, for the employee to express milk in private.

Employees should notify their immediate supervisor or the HR Contact to request time to express breast milk under this policy. If the Company does not completely and timely address your request, you should contact Helpside. The Company does, however, reserve the right to deny an employee’s request for a lactation break if the additional break time will seriously disrupt operations.

**Civic Duties**

**Voting**: If you would like to vote in a public election, but do not have sufficient time to vote during non-work hours, you may arrange to take up to two hours off from work with pay to vote. To receive time off for voting, you must obtain advance approval from your supervisor and must take the time off to vote either at the beginning or end of your work shift. The Company reserves the right to request a copy of your voter’s receipt following any time off to vote.

**Leave for Witness Duty**

The Company provides reasonable and necessary unpaid time off for employees who are called as witnesses to attend or participate in legal proceedings, as required under applicable law. Employees requesting leave under this policy should provide their supervisor with as much advanced notice as possible.

**Leave for Emergency Rescue Personnel**

If you work at a California location with fifty or more employees, to the extent required by law, the Company provides employees who are volunteer firefighters, reserve peace officers, or emergency duty personnel unpaid leave to perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. Such employees may also take a temporary, unpaid leave of absence, not to exceed a total of 14 days per calendar year, in order to engage in fire, law enforcement, or emergency rescue training.

If you are participating as a volunteer firefighter, reserve peace officer, or emergency rescue personnel, please alert your supervisor so that he or she may be aware of the fact that you may have to take time off for emergency duty and/or training. In the event that you need to take time off for emergency duty and/or training, please alert your supervisor in writing as far in advance as possible. The employee must provide the HR Contact with appropriate documentation evidencing the employee’s performance of emergency duty and/or attendance at training upon returning to work.

Employees requesting leave under this policy may choose to use any accrued vacation or sick leave time, if available, for an absence described above.

**Leave for Victims of Felony Crimes**

To the extent required by law, employees who are victims of certain, specified felony crimes, or who are an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim, may receive unpaid time off from work to attend judicial proceedings related to that crime. Additionally, employees who are victims of such crimes may take unpaid time off from work to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue. To take this leave, the employee must provide the Company in advance with a copy of the notice of the proceeding. If advanced notice is not possible, the employee must provide the HR Contact with appropriate documentation evidencing the employee’s attendance at the judicial proceeding upon returning to work.

**Leave for Victims of Domestic Violence, Sexual Assault, or Stalking**

If you work at a California location with twenty-five or more employees, to the extent required by law, the Company provides employees who are victims of domestic violence, sexual assault, or stalking with unpaid leave to attend legal proceedings or obtain or attempt to obtain any relief necessary, including a restraining order, to ensure their own health, safety, or welfare, or that of the employee’s child. Employees who are victims of domestic violence, sexual assault, or stalking may also receive unpaid leave to: 1) obtain services from a domestic violence shelter or rape crisis center; 2) seek medical attention for injuries caused by domestic violence or sexual assault; 3) obtain psychological counseling for the domestic violence or sexual assault; or 4) take action, such as relocation, to protect against future domestic violence or sexual assault. To take this leave, the employee must provide the HR Contact with advance notice of the leave. If advanced notice is not possible, the employee must provide the Company with the following certification upon returning back to work: 1) a police report showing that the employee was a victim of domestic violence or sexual assault; or 2) a court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court; or 3) documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee’s absence was due to treatment for injuries from domestic violence or sexual assault.

The employee may choose to use any accrued vacation or sick leave time, if available, for an absence described above.

In addition, employees who are victims of domestic violence, sexual assault or stalking are entitled to a reasonable accommodation for the employee’s safety while at work. A reasonable accommodation may include: the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock; assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace; an implemented safety procedure; or another adjustment to a job structure. The employer will engage the employee in a timely, good faith, and interactive process to determine effective reasonable accommodations.

**Unpaid Family School Partnership Leave**

If you work at a California location with twenty-five or more employees, the Company encourages its employees to be involved in the education of their children. Parents, guardians, step-parents, foster parents, grandparents, or individuals standing in *loco parentis* and grandparents with custody of school age children (K-12) are eligible for up to forty (40) hours of unpaid leave each year, not to exceed eight hours in any calendar month of the year, to participate in school-related activities of their children or their registered domestic partner’s children. Employees may take leave under this policy to find a school or licensed child care provider; or to enroll, or reenroll his or her child in a school or with a licensed child care provider, or to participate in activities of the school or licensed child care provider, or to address child care provider or school emergencies.

To qualify for leave under this policy employees must personally notify the HR Contact as soon as they learn of the need for the planned absence. The Company may require reasonable verification of school-related activities. Employees are requested to make reasonable efforts to schedule individually-scheduled activities, such as parent/teacher conferences, during non-work hours.

**Leave for Organ and Bone Marrow Donors**

If you work at a California location with fifteen or more employees, the Company provides eligible employees with job-protected leave of up to 30 business days in any one-year period (for organ donors) or up to five business days in any one-year period (for bone marrow donors) that may be taken in one or more periods to donate organ(s) or bone marrow. Employees are eligible for leave under this policy if they have been employed for at least 90 days and provide appropriate written verification to the HR Contact that the employee is an organ or bone marrow donor (required for medical necessity. Employees will be asked to use up to 5 days of paid time off for bone marrow donor leave and up to two weeks of paid time off for organ donor leave.

**Pregnancy Disability Leave of Absence**

If you work at a California location with five or more employees, the Company provides female employees with a leave of absence up to four (4) months for disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth). For the purposes of leave under this policy, “four months” means the number of days the employee would normally work within four calendar months (one-third of a year equaling 17 1/3 weeks), if the leave is taken continuously, following the date the pregnancy leave commences.

Employees who are granted leaves for pregnancy will be returned to their same or similar position to the extent required by state law. Upon the advice of your health care provider, you may also be entitled to reasonable accommodation, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. You should promptly notify the HR Contact of the need for a reasonable accommodation. If the Company does not completely and timely address your request, you should contact Helpside. In addition, a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties may be available pursuant to your request, if such a transfer is medically advisable. If you are affected by pregnancy or a related medical condition, please notify the HR Contact as soon as reasonably possible as we cannot provide you with reasonable accommodation unless we know of the need for such accommodation.

Prior to the start of the leave, we will require a statement from your health care provider indicating that you are unable to perform your job and the anticipated date of your return. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further verification from your health care provider that you are unable to perform your job and the revised anticipated date of return. Depending on your eligibility, medical insurance may be continued during the leave in accordance with the applicable plan document, COBRA, or provisions of federal/state law relating to unpaid medical leave.

**Family and Medical Leave Act/California Family Rights Act**

If you work at a California location with fifty or more employees, the Family and Medical Leave Act and California Family Rights Act (“FMLA/CFRA”) provide eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

**Employee Eligibility**

To be eligible for FMLA/CFRA leave, you must:

* + have worked at least 12 months for the Company in the preceding seven years (limited exceptions apply to the seven-year requirement);
  + have worked at least 1,250 hours for the Company over the 12 months preceding the date your leave would commence; and
  + currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

**Conditions Triggering Leave**

FMLA / CFRA leave may be taken for the following reasons:

* + birth of a child, including incapacity due to pregnancy or prenatal medical care, or to care or bond with a newly-born child (up to 12 weeks);
  + placement of a child with the employee and/or the employee’s registered domestic partner for adoption or foster care or to care or bond with the child (up to 12 weeks);
  + to care for an immediate family member (employee’s spouse, registered domestic partner, child, registered domestic partner’s child, or parent) with a serious health condition (up to 12 weeks);
  + because of the employee’s serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);
  + to care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or,
  + to handle certain qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on duty under a call or order to active duty in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks. Also, in addition to leave available under the FMLA and CFRA, female employees may be eligible for leaves of absence during periods of disability associated with pregnancy or childbirth. Please see the pregnancy Leave of Absence Policy for further information on this type of leave.

**Definitions**

A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

**Identifying the 12-Month Period**

The Company measures the 12-month period in which leave is taken by the “rolling” 12- month method, measured backward from the date of any FMLA/CFRA leave with one exception. For leave to care for a covered servicemember, the Company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a Covered servicemember and ends 12 months after that date. FMLA/CFRA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

**Using Leave**

Eligible employees may take FMLA/CFRA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a Covered Servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is generally not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care, and must be taken in at least two week increments. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations. Intermittent leave is permitted at the same intervals as provided in the Company’s other paid time off policies.

**Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your FMLA/CFRA leave. In order to substitute paid leave for FMLA/CFRA leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the Company will maintain coverage during your FMLA/CFRA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. Consult the applicable plan document for all information regarding eligibility, coverage and benefits. It is the plan document that ultimately governs your entitlement to benefits.

**Notice and Medical Certification**

When seeking FMLA/CFRA leave, you must provide:

* + 30 days advance notice of the need to take FMLA/CFRA leave to the HR Contact, if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with the Company’s normal call-in procedures, absent unusual circumstances;
  + medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Company’s request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA/CFRA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
  + periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
  + medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. You should speak directly with the HR Contact prior to taking a leave to ensure your understanding of all of your obligations to the Company while on leave, such as reporting and verification obligations. If the Company does not completely and timely address your request for leave, you should contact Helpside. Failure to comply with this policy may substantially affect your ability to return to work

**Employer Responsibilities**

To the extent required by law, the Company will inform employees whether they are eligible under the FMLA/CFRA. Should an employee be eligible for FMLA/CFRA leave, the Company will provide them with a notice that specifies any additional information required as well as the employee’s rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. the Company will also inform employees if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount of leave counted against the employee’s leave entitlement. If we determine that the leave is not FMLA/CFRA-protected, the employee will be notified.

**Job Restoration**

Upon returning from FMLA/CFRA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Failure to Return After FMLA/CFRA Leave**

Any employee who fails to return to work as scheduled after FMLA/CFRA leave or exceeds the 12-week FMLA/CFRA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Company’s standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA/CFRA leave, the Company’s obligation to maintain your group health plan benefits may end (subject to any applicable COBRA rights).

**Other Employment**

The Company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA/CFRA leave and may result in disciplinary action, up to and including immediate termination of employment.

**Fraud**

Providing false or misleading information or omitting material information in connection with an FMLA/CFRA leave will result in disciplinary action, up to and including immediate termination.

**Employers’ Compliance with FMLA/CFRA and Employee’s Enforcement Rights**

FMLA/CFRA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA/CFRA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA/CFRA or for involvement in any proceeding under or relating to FMLA/CFRA.

While the Company encourages employees to bring any concerns or complaints about compliance with FMLA/CFRA to the attention of the Human Resources Department, FMLA/CFRA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA/CFRA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**Limited Nature of This Policy**

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA/CFRA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

**Military-Related FMLA Leave**

If you work at a California location with fifty or more employees, FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

**Definitions**

A “covered servicemember” is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a “covered veteran” who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.” For purposes of Military-Related FMLA Leave, the term “serious injury or illness” means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of the servicemember’s office, grade, rank, or rating, or one that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty.

With regard to covered veterans, the serious injury or illness may manifest itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

**Military Caregiver Leave**

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a “covered servicemember,” which means: (1) a current member or veteran of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy or, in the case of a veteran, who was a current member of the Armed Forces, National Guard or Reserves, who was discharged or released under conditions other than dishonorable at any time within five years prior to the treatment which an eligible employee requests; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render current member medically unfit to perform the duties of the member’s office, grade, rank, or rating. Military Caregiver Leave is not available to care for servicemembers on the *permanent* disability retired list. Serious injury or illness specifically includes, but is not limited to, aggravation of a preexisting condition while in the line of duty.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

**Qualifying Exigency Leave**

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “covered military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). The maximum amount of “Qualifying Exigency Leave” an employee may utilize to bond with a military member on short-term, temporary rest and recuperation during deployment is fifteen (15) days.

Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

* + **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
  + **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.
  + **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
  + **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.
  + **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.
  + **Temporary rest and recuperation.** To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five of days of leave for each instance of rest and recuperation.
  + **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the covered military member’s active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.
  + **Mutually agreed leave.** Other events that arise from the close family member’s duty under a call or order to active duty, provided that the Company and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member’s active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee’s relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

**Military Leave of Absence**

In addition to the provisions of the Military Leave of Absence policy in the Employee Handbook, if you work at a California location with 25 or more employees, the Company provides up to ten (10) days of unpaid leave for spouses and registered domestic partners of military personnel who are home on leave during a period of military deployment.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**COLORADO ADDENDUM**

This addendum is applicable only to employees working in the state of Colorado and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Colorado law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, creed, sexual orientation (including gender identity), civil air patrol Colorado wing membership, lawful off-duty activities during non-working hours, and for employees who work at a Colorado location with 25 or more employees, marital status, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Colorado law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of ancestry, creed, sexual orientation (including gender identity), civil air patrol Colorado wing membership, lawful off-duty activities during non-working hours, and for employees who work at a Colorado location with 25 or more employees, marital status, or any other protected status in accordance with applicable federal, state, or local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

**Meal Periods**

Except for certain exempt employees, all employees who work five (5) or more hours in a day are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

**Rest Periods**

The Company provides all full-time non-managerial and other non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by the HR Contact. Rest periods may not be combined with meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten employees’ workdays or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period.

**Civic Duties**

**Jury Duty –** Employees who receive a call to jury duty, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees required to appear for jury duty on a regularly scheduled workday will be paid their regular compensation up to $50.00 per day for the first three (3) days of jury duty service.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

**Voting -** In circumstances where employees’ work schedule does not provide three hours of continuous off-duty time during which the polls are open, the Company will provide a reasonable amount of paid time off, up to two (2) hours, during scheduled work time for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Leave for Victims of Crime**

The Company provides necessary unpaid leave to employees who are victims of a crime to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees requesting leave under this policy should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Domestic Violence Leave**

If you work at a Colorado location with 50 or more employees, the Company provides up to three (3) working days of leave in any 12 month period to eligible employees who are victims of domestic abuse, stalking, sexual assault or any other crime involving domestic violence. To qualify for leave under this policy must have worked for the Company for at least 12 months.

Leave may be used to:

* Seek a civil protection order to prevent domestic abuse;
* Obtain medical care or mental health counseling for him/herself or the employee’s children;
* Make the employee’s home secure against the perpetrator or to find a new home;
* Seek legal advice concerning any of the above offenses; or
* Prepare or attend court proceedings arising from any of the above offenses.

Employees requesting leave under this policy should provide the Company with reasonable advance notice of the need for leave, except in the case of imminent danger to the health or safety of the employee. The Company may request documentation to support the need for leave. Information provided in connection with leave under this policy will be kept confidential by the Company, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law. Employees with questions regarding this leave of absence should contact the HR Contact. If the Company does not answer an employee’s questions in a timely manner, the employee should contact Helpside.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued unused paid time off and available short term disability (STD) pay (if applicable). In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Pregnancy Accommodation and Leave**

The Company provides reasonable accommodations to female employees for health conditions related to pregnancy, childbirth, or physical recovery from childbirth, to the extent the accommodation can be made without imposing an undue hardship on the business. When an employee requests leave or an accommodation under this policy, the Company will engage with the employee in a timely and good-faith interactive process to determine effective, reasonable accommodations for the employee, which may include, but are not limited to:

* allowing more frequent or longer break periods;
* allowing more frequent restroom, food, and water breaks;
* providing or modifying equipment or seating;
* placing limitations on lifting;
* temporary transfer to a less strenuous or less hazardous position;
* job restructuring;
* light duty work, if available;
* assistance with manual labor; or
* modified work schedules.

The Company will not require an employee to take leave to the extent that another reasonable accommodation can be provided. Similarly, the Company will not require an employee to accept an accommodation that the employee has not requested or that is unnecessary for the employee to perform the essential functions of her job.

Prior to providing leave or a reasonable accommodation under this policy, the Company may require the employee to provide certification from a licensed health care provider of the necessity for the leave or the accommodation. If leave is provided as a reasonable accommodation, such leave may run concurrently with the Family Medical Leave Act or any other leave as permitted under applicable law.

The Company prohibits retaliation against an employee for requesting or using leave or an accommodation under this policy. For more information about this policy please contact see the HR Contact. If the Company does not completely and timely respond to your inquiries, you may contact Helpside.

**Colorado Family Care Act**

In addition to the leave to which eligible employees are provided under FMLA, as detailed in the Company Employee Handbook, the Company provides leave to employees, as defined under the FMLA, to care for persons with serious health conditions when such persons are employees':

• partner in a civil union; or

• domestic partner if the partnership is registered with the municipality in which the person resides or (if applicable) with Colorado, or if the partner is recognized as the employees' domestic partner by the employer.

Employees with questions regarding this leave policy should contact the HR Contact. If the Company does not answer an employee’s questions in a timely manner, the employee should contact Helpside.

**Parental Involvement Leave**

If you work at a Colorado location with 50 or more employees, the Company provides up to 18 hours per academic year of unpaid leave to full-time non-supervisory employees to attend school-related activities, including parent-teacher conferences and meetings related to special education services, dropout prevention, attendance, truancy and discipline. Leave under this policy is limited to six hours per month, and the Company may require that employees take leave under this policy in three-hour increments. Part-time non-supervisory employees are also eligible for academic activities leave on a prorated basis. “Academic activities” are generally defined as, a parent-teacher conference or any meeting related to: special education services, response to intervention, dropout prevention attendance, truancy, or disciplinary issues.

Employees are required to give at least one week’s advance notice of the need for academic activities leave, except in cases of emergency, and to provide written verification of attendance at the school meeting upon return from leave. Additionally, the Company may limit or deny a leave request if the employee’s absence would endanger a person’s health or safety or the employee’s presence at work at the time of the leave is necessary. Employees are also required to make reasonable efforts to schedule academic activities outside of regular working hours, if possible.

While academic activities leave under this policy is unpaid, an employee may request, or the Company may require, that accrued paid leave be substituted for unpaid leave.

**Adoption Leave**

The Company provides leave to an employee who is an adoptive parent or a stepparent, at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company provides such leave to employees who are biological parents. Employees with questions regarding leave under this policy should contact the HR Contact.

**Lactation Break/Accommodation**

The lactation break/accommodation described in the Company Employee Handbook will be provided to employees working in Colorado for up to two years after the birth of a child.

**Volunteer Emergency Worker Leave**

The Company provides up to fifteen (15) days of unpaid leave to employees who are volunteer emergency workers, including volunteer firefighters, working for qualified volunteer organizations, and who are requested to respond to a disaster emergency. To qualify for leave under this policy, employees need to provide the HR Contact with appropriate written confirmation of the employee’s status as a volunteer emergency worker.

If an employee is summoned to respond to an emergency during working hours, the employee must notify the HR Contact as soon as possible. Additionally, the Company may require appropriate written confirmation of the employee’s call to emergency service. The Company reserves the right, in its discretion, to deny such leave if the employee is essential to the operation of the daily business.

**Access to Personnel Files**

Upon request, once a year current employees may inspect their own personnel records at a mutually agreeable time, on Company premises and in the presence of a Company official. Employees will be permitted to inspect and obtain a copy of their personnel records. Personal records, for purposes of this policy, include documents or records regarding the employee’s qualification for employment, promotion, additional compensation, termination, or other disciplinary actions. Personnel records, for purposes of this policy, do not include documents or records that: (1) are required to be placed or maintained in a separate file from the regular personnel file by federal or state law; (2) pertain to confidential reports from previous employers; (3) pertain to an active criminal investigation or disciplinary investigation by the Company; (4) pertain to an active investigation by a regulatory agency; or (5) identify any person who, in the sole discretion of the Company, made a confidential accusation against the employee.

Similarly, upon request, former employees may make one inspection of their personnel file following termination of employment unless otherwise required by law. For more information, contact the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**CONNECTICUT ADDENDUM**

This addendum is applicable only to employees working in the state of Connecticut and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Connecticut location with three or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Connecticut law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed; gender identity or expression; marital status; ancestry; present or past history of mental disabilities; mental retardation; learning disability; physical disability, including, but not limited to blindness; sexual orientation; off duty tobacco usage; and for all Connecticut locations, an employee’s status as a palliative marijuana patient or caregiver; housing status; genetic information; or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Harassment**

If you work at a Connecticut location with three or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Connecticut law, the Company strictly prohibits all forms of unlawful harassment, which include harassment on the basis of religious creed; gender identity or expression; marital status; ancestry; present or past history of mental disabilities; mental retardation; learning disability; physical disability, including, but not limited to blindness; sexual orientation; off duty tobacco usage; and for all Connecticut locations, an employee’s status as a palliative marijuana patient or caregiver; housing status; genetic information; or any other protected status in accordance with applicable federal, state, and local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

**Meal Periods**

Except for certain exempt employees, all employees who work seven and one-half (7.5) or more hours in a day are required to take a thirty (30) minute duty-free meal period. Meal periods will be provided after the first two (2) hours of work and before the last two (2) hours of work. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

**Civic Duties**

**Jury Duty -** Employees who receive a call to jury duty, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees who have completed at least 90 days of employment and regularly work 30 or more hours during each work week and who are required to appear for jury duty on a regularly scheduled workday will be paid their regular wages for the first five (5) days of jury duty service.

Employees who serve eight (8) or more hours of jury service will not be required to return to work that same day. Otherwise employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

**Witness Leave**

The Company provides reasonable and necessary unpaid leave to employees who receive a subpoena or summons to attend court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Crime Victim Leave**

The Company provides reasonable and necessary unpaid leave to employees who are victims of crime or witnesses to a crime. Leave under this policy is provide so that employees can attend or participate in legal proceedings relating to the crime. Employees requesting leave under this policy should provide as much advanced notice as possible and appropriate supporting documentation if requested.

**Domestic Violence Leave**

If you work at a Connecticut location with three or more employees, the Company provides reasonable and necessary unpaid leave, up to twelve (12) days per calendar year, to eligible employees who are victims of domestic violence for any of the following purposes:

1. To seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim;
2. To obtain services from a victim services organization on behalf of the victim;
3. To relocate due to such family violence; or
4. To participate in any civil or criminal proceeding related to or resulting from such family violence.

Domestic violence, for purposes of this policy, is an incident resulting in physical harm, bodily injury, or assault or a threat of imminent physical harm, bodily injury, or assault between family or household members. Family or household members include spouses; former spouses; parents and their children; persons age 18 or older and related by blood or marriage; persons age 16 or older (other than those persons related by blood or marriage) who live together or have lived together; persons who have a child in common regardless of whether they have been married or have lived together at any time; and persons in or who have recently been in a dating relationship.

Employees requesting leave under this policy should provide as much advanced notice as possible to the Company of the need for leave under this policy. The Company may require employees to provide appropriate written of the need for leave under this policy. For more information regarding this leave, see the HR Contact.

**Organ or Bone Marrow Donation Leave**

The Company provides employees who have worked for 12 months or more and for 1,000 hours or more for 12 months with reasonable and necessary unpaid leave, up to 16 workweeks within a 24-month period, to serve as organ or bone marrow donors.

**Maternity Leave**

If you work at a Connecticut location with three or more employees, the Company provides reasonable and necessary unpaid leave time to eligible employees who request such time due to a pregnancy-related disability. An employee returning from leave under this policy will be reinstated to her original position with equivalent pay, accumulated seniority, and retirement and fringe benefits unless the Company’s circumstances have changed in a manner that makes reinstatement unreasonable or impossible.

A pregnant employee who reasonably believes that continuing to work in her present position may cause injury to herself or her fetus should submit a written request for a temporary transfer to another position. The Company will make a reasonable effort to transfer the employee to a suitable, available position.

Leave under this policy may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave policies as permitted by state and federal law. Additionally, employees may use any accrued paid leave when taking leave time under this policy. For more information regarding this leave, see the HR Contact. If the Company does not answer an employee’s questions in a timely manner, the employee should contact Helpside.

**Family and Medical Leave**

If you work at a Connecticut location with seventy-five or more employees, in conjunction with the leave and benefits provided under the FMLA, as detailed in the Company Employee Handbook, and in accordance with Connecticut state law, the Company provides eligible employees up to 16 weeks of unpaid leave during any 24-month period for any of the following reasons:

1. the birth of a son or daughter of the employee;
2. the placement of a son or daughter with the employee for adoption or foster care;
3. to care for the spouse, child, or parent of the employee, if such spouse, child, or parent has a serious health condition; or
4. a serious health condition of the employee; or to serve as an organ or bone marrow donor.

Additionally, the Company provides eligible employees up to 26 weeks of leave during any 12-month period to care for a servicemember who is a spouse, child, parent, or next of kin of the employee’s and who becomes seriously ill or injured while in the line of duty in the armed forces and is undergoing medical treatment, recuperation, or therapy; in outpatient status; or on the temporary disability retired list.

Eligible employees have worked 12 months for the Company and have at least 1,000 hours of service preceding the first day of the commencement of the leave. Employees should provide as much advanced notice as possible of the need for leave under this policy. Except in the case of a medical emergency, employees should provide at least thirty (30) days’ advanced notice of the expected dates for the start and end of the requested leave. Notice of the need for leave under this policy should be accompanied by an appropriate medical certification of the reasons for the leave and the start and end dates for the requested leave.

Eligible employees taking leave under this policy may use accrued, unused sick leave, up to a maximum of two (2) weeks. Consistent with applicable law and/or our business conditions, employees will be returned to the same or equivalent position upon return from leave under this policy.

Leave under this policy may run concurrently with leave under the federal Family and Medical Leave Act and/or other leave policies, as permitted by applicable state and federal law.

Please see the HR Contactfor more information about this policy. If the Company does not answer an employee’s questions in a timely manner, he or she should contact Helpside.

**Volunteer First Responder Leave**

The Company provides unpaid leave to employees who serve as volunteer firefighters or members of a volunteer ambulance service to respond to an emergency call received prior to, or during, the employee's regular hours of [previous hit](javascript:top.docjs.prev_hit(11))work[next hit](javascript:top.docjs.next_hit(11)).

To be eligible for leave under this policy, employees must:

* submit to the Company a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the ambulance service or company, no later than 30 days after the date on which the employee is certified as a volunteer, notifying the Company of the employee's status as a volunteer;
* make every effort to notify the Company that they may need to report to work late or be absent from work to respond to an emergency fire or ambulance call prior to or during their regular hours of [previous hit](javascript:top.docjs.prev_hit(12))work[next hit](javascript:top.docjs.next_hit(12));
* when necessary, submit to the Company a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company, providing a reasonable explanation for an employee’s inability to provide prior notification of a late arrival to, or an absence from, work to respond to an emergency fire or ambulance call;
* submit a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service verifying that the employee responded to a fire or ambulance call and specifying the date, time and duration of such response; and
* promptly notify the Company of any change to the employee's status as a volunteer firefighter or member of a volunteer ambulance service, including, the termination of such status.

Please see the HR Contactfor more information about this policy.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Social Security Number Privacy and Protection of Personal Information**

To the extent practicable, the Company protects the confidentiality of our employees’ and applicants’ Social Security Numbers (SSNs) and confidential personal information. Thus, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except as needed to conduct legitimate Company business. The release of employee SSNs, driver’s license numbers, or financial account numbers to external parties is prohibited except as required by law. Internal access to employee SSNs, driver’s license numbers, or financial account numbers must be authorized by the HR Contact, and is restricted to employees with a legitimate business need for the information.

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws. For more information about this policy contact the HR Contact.

**Access to Personnel Records**

Upon written request, current employees may inspect and obtain a copy of their own personnel files during regular business hours up to two times each year on Company premises and in the presence of a company official. The Company will permit inspection within seven (7) business days after receipt of the request.

Upon written request, former employees may inspect and obtain a copy of their own personnel files during regular business hours at a mutually agreeable location for up to one (1) year after termination. The Company will permit inspection within ten (10) business days after receipt of the request. If the former employee and the Company cannot agree upon a location, the Company will mail a copy of the file no later than ten (10) business days after receipt of the request.

Inspection includes relevant employment information, with the exceptions of medical records, references from third parties, and certain other documents as allowed by state law. If an employee disagrees with information in his or her personnel file he or she may request to have such information removed or changed if the Company agrees, or an employee may file a statement explaining his or her position.

The Company will provide an employee with a copy of any disciplinary documentation imposed upon them within one (1) business day after the date of the action. The Company will provide an employee, immediately upon termination of employment, a copy of any documented notice related to the termination.

Any documented disciplinary action, performance evaluation, or termination notice will include a notice reminding the employee that they can submit a written statement explaining his or her position. The statement will be maintained in the employee’s personnel file and will accompany any disclosure of the records made to a third party.

Upon written request, the Company will permit the inspection of an employee’s medical records during regular business hours on or reasonably near the Company’s premises by a physician chosen by the employee or by a physician chosen by the Company with the employee’s consent.

**DELAWARE ADDENDUM**

This addendum is applicable only to employees working in the state of Delaware and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Delaware location with four or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Delaware law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to sexual orientation; gender identity; status as a registered qualifying medical marijuana patient or designated caregiver; volunteer emergency responder; genetic information; or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Delaware law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of sexual orientation; gender identity; status as a registered qualifying medical marijuana patient or designated caregiver; volunteer emergency responder; genetic information; or any other protected status in accordance with applicable federal, state, and local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender, and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

Meal Periods

Except for certain exempt employees, all employees who work seven and one-half (7.5) or more hours in a day are required to take a thirty (30) minute duty-free meal period, which will be scheduled to occur after the first two (2) hours of work and before the last two (2) hours of work. During their meal period, employees are completely relieved of their job responsibilities. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

**Witness Leave**

The Company provides unpaid leave to employees who receive a subpoena or summons to attend court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

Employees may utilize accrued unused paid time off in lieu of unpaid leave under this policy. In order to use paid leave eligible employees are required to comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Leave for Crime Victims**

The Company provides reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings related to the crime. Employees requesting leave under this policy should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible. Employees may be required to provide documentation of the need for leave.

Employees may utilize accrued unused paid time off in lieu of unpaid leave under this policy. In order to use paid leave eligible employees are required to comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Pregnancy Accommodation**

If you work at a Delaware location with four or more employees, the Company provides reasonable accommodations to female employees when requested for reasons related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Company will engage in an interactive process to explore with the employee the possible means of providing a reasonable accommodation, which may include, but are not limited to:

* acquisition of equipment for sitting;
* more frequent or longer breaks;
* periodic rest;
* modifying work hours/schedules;
* assistance with manual labor;
* job restructuring;
* light duty assignments;
* modified work schedules;
* temporary transfers to less strenuous or hazardous work;
* time off to recover from childbirth; or
* break time and appropriate facilities for expressing milk.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other applicable leave as permitted under federal, state, or local law.

For more information about this policy or to request an accommodation or leave under this policy please contact the HR Contact. The Company will provide you with a notice of rights in accordance with this policy within ten days of being notified of a pregnancy, childbirth, or related medical condition. If the Company does not completely and timely respond to your inquiries, you should contact Helpside.

**Volunteer Emergency Responder Leave**

If you work at a Delaware location with ten or more employees, the Company provides unpaid leave to eligible employees who serve as volunteer firefighters, members of a ladies auxiliary of a volunteer fire company, volunteer emergency medical technicians and/or volunteer fire police officers (“volunteer emergency responder”) in order to respond to an emergency call.

Leave under this policy is available to eligible employees for the following purposes:

* to respond to a Governor-declared State of Emergency lasting up to 7 consecutive days;
* to respond to a President-declared National Emergency lasting up to 14 consecutive days; or
* because of an injury sustained when acting as a volunteer emergency responder including responding to an emergency.

Employees requesting leave under this policy should provide as much advanced notice as possibleof their service and continue to make reasonable notification efforts over the course of any absence consistent with the Company’s policies governing absences from work.

Within seven (7) days of taking leave under this policy employees should provide the Company with a written statement signed by the individual in charge of the volunteer department stating that the employee responded to an emergency; the date and time of the emergency; and the date and time the employee completed his or her volunteer emergency activities.

Within five (5) days of taking leave under this policy due to an injury sustained while responding to an emergency, employees should provide a written statement signed by the relevant medical professional that: (1) confirms that the employee was seen by the medical professional; (2) provides the date the employee was seen; and (3) indicates the estimated period of partial or total incapacity resulting from the injury.

For more information regarding leave under this policy, please contact the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Personnel Records**

Upon written request, an employee may inspect his or her own personnel records within a reasonable time after the request is made. The request shall state the purpose for the inspection or the particular parts of the file the employee wishes to inspect. The file will be available in the office where these records are ordinarily maintained. For more information, contact the HR Contact.

**DISTRICT OF COLUMBIA ADDENDUM**

This addendum is applicable only to employees working in the state of District of Columbia and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with District of Columbia law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to actual or perceived race, age (18 or over), marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, reproductive health decisions, school matriculation, political affiliation, or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with District of Columbia law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on actual or perceived race, age (18 or over), marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, reproductive health decisions, school matriculation, political affiliation, or any other protected status in accordance with applicable federal, state and local laws.

As such, further examples of prohibited harassment, in addition to those articulated in the federal handbook, include harassment based on gender, transgender and sexual orientation (meaning one’s heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

**Civic Duties**

**Jury Duty –** If you work at a District of Columbia location with 10 or more employees and you receive a call to jury duty, please notify the HR Contact immediately and give a copy of your jury duty summons to your supervisor so that he or she may plan the department’s work with as little disruption as possible.

Except as otherwise required by county or city ordinances, full-time employees required to appear for jury duty during regularly scheduled work time will be paid their regular compensation, less any fees received for jury duty, for up to five (5) days of jury service .

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

**Emancipation Day Leave**

The Company provides one day of unpaid leave on April 16 each year in celebration of the District of Columbia Emancipation Day. Employees requesting leave under this policy should provide a written request to the HR Contact at least 10 calendar days in advance.

**School Activities Leave**

The Company encourages employees to be involved in the education of their children. Employees with custody of school age children (K-12) are eligible for up to twenty-four (24) hours of unpaid leave each year, to participate in school-related activities of their children if they are the natural mother or father of a child, have legal custody of a child or act as a child's guardian, an aunt, uncle, or grandparent of a child, or are married to the parent of a child.

Employees must give the Company at least ten (10) calendar days' advance notice of their desire to take school activities leave, unless the need for leave is not reasonably foreseeable. In lieu of taking unpaid school activities leave, employees may substitute accrued paid time off.

**Paid Sick and Safe Leave**

Paid sick leave that is provided under the Company’s other paid leave policies can be used by employees to address needs arising from their or their family members' being victims of certain types of crime. Paid leave may be used by an employee for any of the following:

(1) the employee or his/her family member is sick (resulting from physical or mental illness or injury);

(2) the employee or his/her family member (child, parent, spouse, domestic partner) needs routine or preventative medical care; and

(3) an absence if the employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse; provided, that the absence is directly related to social or legal services pertaining to the stalking, domestic violence, or sexual abuse, to: (a) seek medical attention for the employee or the employee's family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse; (b) obtain services from a victim services organization; (c) obtain psychological or other counseling; (d) temporarily or permanently relocate; (e) take legal action; or (f) take other actions to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or to enhance the safety of those who associate or work with the employee

Paid leave shall accrue under this policy or in accordance with the Company’s established paid leave policies. Employees who work at a District of Columbia location with 24 or fewer employees accrue 1 hour of paid sick leave for every 87 hours worked, up to three (3) days per year of their paid leave. Employees who work at a District of Columbia location with 25 to 99 employees accrue 1 hour of paid sick leave for every 43 hours worked, up to five (5) days per year for such purposes, and employees who work at a District of Columbia location with 100 or more employees accrue 1 hour of paid sick leave for every 37 hours worked, up to seven (7) days per year for such purposes. Unused paid leave under this policy will carry forward from year to year, but employees may not take more than the applicable maximum annual accrual amounts of paid leave under this policy during any year.

Employees begin accruing paid leave at the beginning of their employment, and may use paid leave for the purposes described in this policy after 90 days of employment with the Company. Additionally, employees who separate from employment and return within one year of separation will have any unused paid leave under this policy reinstated. The Company may require employees who request paid sick leave under this policy for three or more consecutive days to provide reasonable certification of their need for such leave.

Paid leave under this policy may run concurrently with the federal Family Medical Leave Act and/or any other leave, including paid time off, where permitted by applicable law.

For information on this Paid Sick Leave policy, please contact the HR Contact. If the Company does not completely and timely address your questions, you should contact Helpside.

**Pregnancy Accommodation**

The Company provides reasonable accommodations to female employees when requested for reasons related to pregnancy, childbirth or related medical conditions (including pre-birth complications), or breastfeeding, to the extent the accommodation can be made without imposing an undue hardship on the business.

Reasonable accommodations may include, but are not limited to:

* more frequent or longer breaks;
* time off to recover from childbirth;
* time off due to pre-birth complications;
* the acquisition or modification of equipment;
* the temporary transfer to a less strenuous or hazardous position or other job restructuring such as providing light duty or a modified work schedule;
* having the employee refrain from heavy lifting;
* relocating the employee’s work area; or
* providing a private non-bathroom space for expressing breast milk

Employees requesting leave or other reasonable accommodation under this policy should provide an appropriate health care provider certification that includes the following:

* the date the reasonable accommodation became medically advisable;
* the probable duration of the reasonable accommodation; and
* an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other applicable leave as permitted under federal, state, or local law.

For more information about this policy please contact the HR Contact. If the Company does not answer employees’ questions in a timely manner, they should contact Helpside.

**District of Columbia Family and Medical Leave**

If you work at a District of Columbia location with 20 or more employees, the District of Columbia Family and Medical Leave policy provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. Eligible employees can take up to 16 workweeks of medical leave and 16 workweeks of family leave (for a total of 32 workweeks) over a 24-month period.

**Employee Eligibility**

Employees are eligible for family or medical leave if they work for the Company for:

* at least one year without any break in service, except for regular holiday, sick, or personal leave; and
* at least 1,000 hours in the 12 months immediately preceding requests for medical or family leave.

**Conditions Triggering Leave**

The Company provides leave to employees to care for family members with serious health conditions and for the birth, adoption, or foster placement of a child, or the placement of a child for whom employees are assuming permanent parental responsibility. Family leave taken for the birth, adoption, or placement of a child must occur within 12 months after the child's arrival with employees.

The Company provides leave to employees to take medical leave for their own serious health conditions. Serious health conditions are physical or mental illnesses, injuries, or impairments that require inpatient care in hospitals, hospices, or residential health care facilities or continuing treatment by health care providers or other competent persons. Inpatient care is the care of patients in hospitals, hospices, or residential medical care facilities for the duration of overnight or longer, including any subsequent treatment in connection with such inpatient care. Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition; it does not include routine physicals, eye examinations, or dental check-ups. Continuing treatments that can be initiated without visits to health care providers, including taking over-the-counter medications, bed-rest, or similar activities, are not, by themselves, continuing treatment for purposes of medical leave. Conditions for which cosmetic treatments are administered, such as most treatments for acne or plastic surgery, are not considered serious health conditions unless such treatments cause incapacity or complications develop.

The following conditions are considered to be serious health conditions:

* incapacities that last more than three consecutive calendar days and any related subsequent treatment or incapacity if it involves either two or more treatments by health care providers within 30 days of the first day of incapacity unless extenuating circumstances exist (treatments by health care providers mean in-person visits to health care providers; the first (or only) visit must take place within 10 days from the first day of incapacity);
* incapacities that last more than three consecutive calendar days and any related subsequent treatment or incapacity if it involves one treatment by a health care provider that results in a regimen of continuing care (treatments by health care providers mean in-person visits to health care providers; the first (or only) visit must take place within seven days from the first day of incapacity);
* incapacities related to pregnancy or prenatal care (even though they might not require absences of more than three days or treatment is not sought from health care providers);
* incapacities related to chronic conditions, such as asthma, diabetes, or epilepsy, that continue over long periods of time (even though they might not require absences of more than three days or treatment is not sought from health care providers) and require periodic visits (at least twice a year) for treatment by a health care provider;
* incapacities caused by conditions where medical treatment might not be effective, such as conditions related to Alzheimer's disease, a severe stroke, or the terminal stages of a disease; and
* absences required for multiple treatments by health care providers for restorative surgery after an accident or for conditions that would result in incapacity of more than three consecutive calendar days without treatment (for example, kidney dialysis treatments or treatments for cancer or severe arthritis).

**Definitions**

Family members are employees' relatives by blood, legal custody, or marriage; foster children and children who live with employees who have permanent parental responsibility of them; or those with whom employees maintain committed relationships and share, or have shared, a residence within the past year.

Children are persons who are  under age 21; substantially dependent on an employee because of physical or mental disability regardless of age; or  under age 23 and full-time students at an accredited college or university.

Committed relationships can be demonstrated by showing mutual economic interdependence, such as joint tenancy, bank accounts, or loans; domestic interdependence; length of relationship; and other commitment made through a will or life insurance. Committed relationships also include domestic partnerships.

**Identifying the 24-Month Period**

The Company measures the 24-month period in which leave is taken based on:

* the calendar year;
* •any fixed 12-month leave year, such as a fiscal year, a year required by state law, or a year starting on employees' anniversary date;
* •the 24-month period measured forward from the date employees' medical or family leave begins; or
* •the 24-month period measured backward from the date employees use (or would use pursuant to a leave request) medical or family leave.

**Using Leave**

Eligible employees may take family or medical leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule. Medical leave may be taken intermittently when medically necessary and family leave may be taken on a reduced leave schedule upon agreement between the Company and the employee, during which the 16 workweeks of family or medical leave may be taken over a period not to exceed 24 consecutive workweeks. Intermittent leave is permitted at the same intervals as provided in the Company’sother paid leavepolicies.

The Company and the employee with a serious health condition may mutually agree to alternative employment for the duration of the employee's serious health condition. Any period of alternative employment will not cause a reduction in the amount of family or medical leave to which the employee is entitled. When the employee who agreed to alternative employment is able to perform the functions of the original position, the employee will be restored to that position

If two or more employees of the Company are family members and are seeking leave under this policy for the same underlying reason (for example, for the care of the same family member or for the birth of the same child), the Company may limit their family leave to:

* + a combined total leave of 16 workweeks of family leave in a 24-month period; and
  + a combined total of four workweeks of family leave taken simultaneously over a 24-month period (these limits also apply to intermittent leave).

Leave under this policy may run concurrently with leave under local, state or federal law, including leave taken pursuant to the federal Family Medical Leave Act.

**Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your family or medical leave. In order to substitute paid leave for family or medical leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, or Company will maintain coverage during your family or medical leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of family or medical leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.

**Notice and Medical Certification**

When seeking leave for medical reasons:

* if the need for the leave is foreseeable, employees must provide the Company with at least 30 days’ notice of the need for leave; when the need for such leave is unforeseeable, employees must notify employers of the need for leave as soon as practicable prior to the date of when leave begins. If the need for medical leave is foreseeable based on planned medical treatment or supervision, employees must provide the Company with at least 30 days’ notice of the need for leave and make reasonable efforts to schedule such leave, which is subject to employees' health care provider, to avoid unnecessary disruption to Company operations.

When seeking family leave:

* when the leave is foreseeable for the birth or placement of a child, employees must provide the Company with at least 30 days’ notice of the need for leave; if the exact date of the birth or placement of a child is unknown, employees must provide employers sufficient notice of the expected approximate birth or placement date. When the need for such leave is unforeseeable, employees must notify the Company of the need for leave as soon as practicable prior to the date of when leave begins. If the need for family leave is foreseeable based on planned medical treatment or supervision, employees must provide the Company with at least 30 days’ notice of the need for leave and make reasonable efforts to schedule such leave, which is subject to employees' or employees' family members' health care provider, to avoid unnecessary disruption to Company operations.
* when the need for family or medical leave is known at least 30 days in advance and employees fail to provide timely notice of such need for leave (with no reasonable excuse for the delay), the Company can delay coverage until 30 days after the date employees provide notice. If the exact time of the need for family or medical leave is unforeseeable, employees must request leave within five business days after the leave begins or as soon as practicable thereafter; notice can be provided by employees' spokesperson (for example, employees' spouse or health care provider) if employees are unable to provide such notice.

When seeking leave to care for a family member with a serious health condition or a request for medical leave be supported by certification issued by the health care provider of the employee or family member. The employee must provide a copy of the certification to the Company. Certification provided by the employee must state the following information:

* + the date on which conditions began or are expected to begin;
  + the likely duration of conditions;
  + the relevant medical facts regarding conditions; and
  + a statement that employees are unable to perform job functions for medical leave purposes or an estimate of the amount of time needed to care for family members with serious health conditions for family leave purposes.

**Job Restoration**

On return from medical or family leave (and as noted in collective bargaining agreements), employees will be restored to their former positions or to positions with equivalent benefits, seniority, status, pay, and other employment terms and conditions. Employees transferred to alternative jobs during medical or family leave likewise remain entitled to return to their original or comparable positions once leave has ended.

Employees who are restored to employment are not entitled to the accrual of any seniority or benefit during their medical or family leaves or to any right, benefit, or position of employment other than any right, benefit, or position of employment that employees would have been entitled if they had not taken medical or family leave.

For information on this leave policy, please contact the HR Contact. If you do not receive a complete or timely response to your questions, you should contact Helpside.

**Wage Disclosure Policy**

The Company, consistent with applicable law, does not prohibit employees from inquiring about, disclosing, comparing or otherwise discussing their wages or the wages of another employee. Further, the Company does not require, as a condition of employment, employees to refrain from discussing wages and will not require employees to sign any document contrary to this policy.

Moreover, the Company will not take an adverse employment action or retaliate against an employee for discussing his or her wages. Nor will the Company prohibit an employee from lodging a complaint or testifying, assisting, or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy shall be construed to permit an employee with regular access to wage information in the course of the employee’s work from disclosing wage information, unless the person is under a legal obligation to furnish such information. Additionally, nothing in this policy requires an employer or an employee to disclose wages in response to an inquiry by another employee.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the District of Columbia has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**FLORIDA ADDENDUM**

This addendum is applicable only to employees working in the state of Florida and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Florida location with fifteen or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Florida law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to handicap; Florida National Guard membership; AIDS and/or AIDS-related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification); sickle-cell trait; marital status; or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Florida law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of handicap; Florida National Guard membership; AIDS and/or AIDS-related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification); sickle-cell trait; marital status; or any other category protected by applicable federal, state, or local laws.

**Civic Duties**

**Jury Duty** – If you receive a call to jury duty, please notify your supervisor immediately and give a copy of your jury duty summons to your supervisor so that he or she may plan the department’s work with as little disruption as possible.Except as required under applicable law, jury duty leave is unpaid.

**Court Attendance and Witness Leave**

The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend or participate in court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Domestic and Sexual Violence Victim Leave**

If you work at a Florida location with fifty or more employees, the Company provides unpaid leave, up to three (3) days during a 12-month period unless a different amount of leave is required under applicable county or city ordinances, to eligible employees who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence. Eligible employees have been employed with the Company for at least three months. Leave under this policy may be requested for the following:

1) to seek a court ordered-injunction for protection against domestic violence or cases of repeat, dating, or sexual violence;

2) to obtain: medical care or mental health counseling;

3) to obtain services from a victim-services organization such as a domestic violence shelter or rape crisis center;

4) to seek assistance in making the employee’s homes secure from acts of domestic violence or sexual violence or to seek new housing to escape perpetrators; or

5) to seek legal aid or prepare for and attend court-related proceedings.

For purposes of this policy, a family or household member includes an employee’s spouse, former spouse, persons related to the employee by blood or marriage, persons who are currently, or have formerly resided with the employee as a family, and persons who have a child in common with the employee.

Employees must provide the Company with as much advance notice as possible of the need for leave under this policy. Depending on the specific purpose of the leave request, employees may chose, or the Company may require employees, to use accrued paid or unpaid leave (such as FMLA, personal leave, sick leave, vacation, or PTO) concurrently with some or all of the leave taken under this policy.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to immediately report such violations or threats of violations to the HR Contact. Violations of this policy will result in disciplinary action, up to and including termination.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**GEORGIA ADDENDUM**

This addendum is applicable only to employees working in the state of Georgia and only amends those provisions that are specifically addressed below.

**Civic Duties**

**Jury Duty** - If you receive a call to jury duty, please notify your supervisor immediately and give a copy of your jury duty summons to your supervisor so that he or she may plan the department’s work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees required to appear for jury duty will be paid their regular compensation, less any fees received for jury duty.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

**Voting Leave** - In circumstances where employees find that his/her hours of employment make it impracticable to vote before or after work, the Company shall provide the employee a sufficient amount of time to vote. Employees may be entitled to up to a two-hour leave of absence in which to vote. Employees who will need a leave of absence to vote shall notify the HR Contact prior to the day of election. The Company may specify any time period, during which the polls are open, for the employee to leave work in order to vote.

**Witness Leave**

The Company provides employees with reasonable and necessary unpaid leave to attend or participate in court proceedings. Employees should provide the Company with as much advanced notice as possible of the need for leave under this policy.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to the HR Contact immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

**HAWAII ADDENDUM**

This addendum is applicable only to employees working in the state of Hawaii and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Hawaii law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to sex (including gender identity or expression), sexual orientation, ancestry, marital status, arrest or court record,; credit history or credit report, AIDS test results, genetic testing, domestic or sexual violence victim status, legal lifestyle activities, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Hawaii law, the Company strictly prohibits all forms of unlawful harassment, which includes sex (including gender identity or expression), sexual orientation, ancestry, arrest or court record,; credit history or credit report, AIDS test results, genetic testing, domestic or sexual violence victim status, legal lifestyle activities, or any other protected status in accordance with applicable federal, state, or local laws.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on gender, transgender and sexual orientation (meaning one’s heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

* physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
* verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body, including remarks that a male is too feminine or a woman is too masculine.

**Lactation Break/Accommodation**

The lactation break/accommodation described in the Company Employee Handbook will be provided to employees working in Hawaii for up to one year after the birth of a child.

**State Disability Insurance**

If you become disabled due to a non-work related accidental illness or injury, including pregnancy, you may be entitled to Temporary Disability Insurance (“TDI”) benefits. If you are eligible, TDI will pay benefits at the rate of fifty eight percent (58%) of your average weekly earnings up to a maximum beginning with the eight-calendar day of disability. Benefits are paid for a maximum of twenty-six (26) weeks in any benefit year. It is your responsibility to apply for these benefits and to notify your supervisor if you require time off.

**Civic Duties**

**Voting**: If you would like to vote in a public election, but do not have two (2) consecutive hours during non-work hours in which to do so, you may take two hours away from work with pay to vote. To receive time off for voting, you must obtain advanced approval from your supervisor and must take the time off to vote either at the beginning or end of your work shift. The Company reserves the right to request a copy of your voter’s receipt following any time off to vote.

**Court Attendance and Witness Leave**

The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend or participate in court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Leave for Organ and Bone Marrow Donors**

If you work at a Hawaii location with 50 or more employees, the Company provides eligible employees with up to 30 days of unpaid leave to serve as an organ donor and up to 7 days of unpaid leave to serve as a bone marrow or peripheral blood stem cell donor each calendar year. To be eligible for leave under this policy employees must be employed by the Company for at least one year immediately preceding the commencement of leave. In support of a request for leave under this policy, employees will be required to provide written verification to the HR Contact confirming that the employee is an organ, bone marrow or peripheral blood stem cell donor and that there is a medical necessity for the donation of the organ, bone marrow or peripheral blood stem cells.

Employees may elect, or the Company may require that, employees take up to 3 days of earned paid time off for initial bone marrow or peripheral blood stem cell donation and up to two weeks of earned paid time off for initial organ donation.

For more information regarding this leave, please contact the HR Contact.

**Domestic and Sexual Violence Victim Leave**

If you work at a Hawaii location with 50 or more employees, the Company provides up to thirty (30) days of leave under this policy. If you work at a Hawaii location with 49 or less employees, the Company provides up to five (5) days of leave under this policy. If you or your child (including your biological child, adopted child, foster child, step-child, or legal ward under age 18) is a victim of domestic violence or sexual violence, and you have been employed with us for six (6) or more months, you may be eligible for leave without pay to:

(1) seek medical attention;

(2) obtain services from a victim services organization;

(3) obtain psychological or other counseling;

(4) temporarily or permanently relocate;

(5) take legal action (including preparation or participation in court proceedings); or

(6) take other actions to enhance your health and safety, the health and safety of your children, and/or the health and safety of your coworkers and business associates.

**Exhaustion of Other Leaves:** An employee must exhaust any other paid or unpaid leave which is applicable and available before taking leave under this policy. For example, employees wishing to take leave under this policy who have available vacation leave must first use their vacation leave before taking unpaid victim’s leave.

**Request for Leave:** Your request for leave under this policy should first be verbally communicated to the HR Contact. If you are requesting leave under this policy in order to seek medical attention, you must furnish the HR Contact with appropriate medical certification specifying the number of days needed, and the commencement and termination dates of the leave. If you are requesting leave for non-medical reasons, and the leave is fewer than 5 days, you must submit a written request for leave and submit your request to the HR Contact no later than 1 day after you make your request for leave. If you are requesting leave for non-medical reasons, and the leave is for more than 5 days, in addition to submitting a written request, you must also submit either: (a) a signed written statement from your agent, victim's services volunteer, attorney or medical professional; or (b) a police or court record related to the violence.

If it is not practical for you to submit a written notice of your request for leave due to imminent danger to you or your children, you must notify the HR Contact within a reasonable period of time of your need to take leave. Failure to provide notice of your need for Victim's Leave may be grounds for delay of the leave or may render the period of your absence not job protected.

**Seniority and Benefits:**  Employees taking an approved leave under this policy will receive full service credits and privileges during their leave.

**Returning to Work:** You must update the HR Contact at least once a week regarding your intent to return to work. Employees returning from an approved leave under this policy will be reinstated to their original positions or similar positions of like status and pay.

**Reasonable Accommodation:** The Company is committed to complying with the laws protecting employees who are victims of domestic or sexual violence. The Company will provide a reasonable accommodation for an employee who is the victim of domestic or sexual violence to the extent required by law, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation in connection with your victim status, you must notify the HR Contact. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations.

If you would like more information on leave under this policy, please contact the HR Contact. All information provided about your situation will be kept confidential.

**Maternity Leave**

The Company provides eligible female employees with unpaid leave for disability caused by pregnancy, childbirth, or related medical conditions. A female employee can take a reasonable amount of pregnancy disability leave, as determined by her physician based on her physical condition and job requirements.

Upon return to work from leave under this policy, the Company will reinstate employees to their same or equivalent position consistent with applicable state and federal law.

Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

**Federal Family and Medical Leave Act /Hawaii Family Medical Leave Act**

The Company will comply with applicable state and federal laws regarding time off for the birth or adoption of a child, placement of a foster child, or when absence is necessary due to an employee’s serious health condition or to enable the employee to care for an immediate family member who has a serious health condition. The following is a description of the federal Family and Medical Leave Act (“FMLA”) and the Hawaii Family Medical Leave law (“HFLL”).

Please note that an employee may be entitled to more than one type of leave for the same absence. For information on these leave of absence policies, please contact the HR Contact.

**Employee Eligibility Under FMLA and HFLL**

To be eligible for **FMLA** leave, you must:

* Have worked at least 12 months for the Company in the preceding seven years (limited exceptions apply to the seven-year requirement);
* Have worked at least 1,250 hours for the Company over the preceding 12 months; and
* Currently work at a location where there are at least 50 employees within 75 miles.

To be eligible for **HFLL** leave, you must:

* Have worked at least six consecutive months for the Company before the first day of the leave;
* Work at a Hawaii location with 100 or more employees (not including employees who are employed at worksites outside Hawaii) for each working day during each of 20 or more calendar weeks of the current or preceding calendar year

**Conditions Triggering Leave**

FMLA leave may be taken for the following reasons:

* Birth of a child, or to care for a newborn child (up to 12 weeks);
* Placement of a child with the employee for adoption or foster care (up to 12 weeks);
* Because of the employee’s serious health condition that makes the employee unable to perform the functions of the employee’s job (up to 12 weeks);
* To care for an immediate family member (spouse, child, or employee’s parent as defined by the FMLA) with a serious health condition (up to 12 weeks);
* To care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or
* To handle certain qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on duty under a call or order to active duty in the Armed Forces (e.g., National Guard or Reserves) in support of a contingency operation (up to 12 weeks) (see Military-Related FMLA Leave for more details).

HFLL leave may be taken for the following reasons:

* Upon the birth of a child of the employee or the adoption of a child by the employee;
* To care for the employee's child (as defined by Haw. Rev. Stat. § 398-1), spouse or reciprocal beneficiary (as defined by Haw. Rev. Stat. § 398-1) with a serious health condition; or
* Pursuant to Haw. Rev. Stat § 398-1, to care for the employee’s parent (including biological, foster or step parent or legal guardian) with a serious health condition.

Under FMLA, the maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

**Definitions**

Under HFLL, a “serious health condition” means a physical or mental condition that warrants the participation of the employee to provide care during the period of treatment or supervision by a health care provider, and (1) involves inpatient care in a hospital, hospice, or residential health care facility; or (2) requires continuing treatment or continuing supervision by a health care provider.

Under FMLA, a “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A “Covered Servicemember” is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The term “serious injury or illness” means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

**Identifying the 12-Month Period**

The Company measures the 12-month period in which leave is taken by the “rolling” 12- month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a Covered Servicemember, the Company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a Covered Servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Under the HFLL, eligible employees may take up to 4 weeks of unpaid leave during a calendar year, not to exceed a total of 4 weeks of leave in any 12 month period.

**Using Leave**

Eligible employees may take FMLA and/or HFLL leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a Covered Servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Under FMLA, intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care.

Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations.

In the event that you request intermittent leave or leave on a reduced schedule that is foreseeable based on planned medical treatment, the Company may require you to transfer temporarily to an available alternative and equivalent position for which you are qualified.

**Leave Coordination**

Leave under the FMLA and HFLL will run concurrently where applicable in accordance with state and federal laws.

**Use of Paid Leave**

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use paid leave, if available, concurrently with some or all of the FMLA and/or HFLL leave. An employee cannot use more than 10 accrued sick days for leave under HFLL. Employees who are absent due to an on-the-job serious health condition may also be eligible for workers’ compensation benefits.

**Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the Company will maintain coverage under the plan during your FMLA and HFLL leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for an employee and the employee’s family. Use of FMLA and/or HFLL leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

**Job Restoration**

Upon returning from FMLA or HFLL leave, you will normally be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Notice and Medical Certification**

When seeking FMLA and/or HFLL leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA/HFLL protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the Company if the requested leave is for a reason for which FMLA/HFLL leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Company’s normal call-in procedures, absent unusual circumstances;

2. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Company’s request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA/HFLL leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;

3. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and

4. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. You should speak directly with the HR Contact prior to taking a leave to ensure your understanding of all of your obligations to the Company while on leave, such as reporting and verification obligations. Failure to comply with this policy may substantially affect your ability to return to work.

**Employer Responsibilities**

To the extent required by law, the Company will inform employees whether they are eligible under the FMLA and/or HFLL. Should an employee be eligible for FMLA and/or HFLL leave, the Company will provide the employee with a notice that specifies any additional information required as well as the employee’s rights and responsibilities. If an employee is not eligible, the Company will provide a reason for the ineligibility. The Company will also inform an employee if leave will be designated as FMLA/HFLL-protected and, to the extent possible, note the amount of leave counted against the employee’s leave entitlement. If the Company determines that the leave is not FMLA/HFLL-protected, the Company will notify the employee.

**Failure to Return After FMLA or HFLL Leave**

Any employee who fails to return to work as scheduled after FMLA/HFLL leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Company’s standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA/HFLL leave, the Company’s obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

**Fraud**

Providing false or misleading information or omitting material information in connection with an FMLA/ HFLL leave will result in disciplinary action, up to and including immediate termination.

**Employer’s Compliance with FMLA/HFLL and Employee’s Enforcement Rights**

FMLA and HFLL make it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or HFLL, or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or HFLL, or for involvement in any proceeding under or relating to FMLA or HFLL.

While the Company encourages employees to bring any concerns or complaints about compliance with FMLA or HFLL to the attention of the HR Contact, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, neither FMLA nor HFLL affect any federal or state law prohibiting discrimination, or supersede any state or local law or other agreement that provides greater family or medical leave rights.

**Limited Nature of This Policy**

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA/HFLL. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**IDAHO ADDENDUM**

This addendum is applicable only to employees working in the state of Idaho and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work in an Idaho location with 5 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Idaho law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to private genetic information, and if you work in an Idaho location in the health care industry, a request for accommodation to refrain from participating in specified acts (as identified in the Freedom of Conscience For Health Care Professionals Act) that are objectionable to an individual’s religious observance or practice, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment**

If you work in an Idaho location with 5 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Idaho law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of private genetic information, and if you work in an Idaho location in the health care industry, a request for accommodation to refrain from participating in specified acts (as identified in the Freedom of Conscience For Health Care Professionals Act) that are objectionable to an individual’s religious observance or practice, or any other protected status in accordance with applicable federal, state, or local laws.

**ILLINOIS ADDENDUM**

This addendum is applicable only to employees working in the state of Illinois and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at an Illinois location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Illinois law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to order of protection status; arrest record (including criminal convictions that were ordered sealed, expunged, or impounded); off-duty use of lawful products, including alcohol or tobacco; registered qualifying medical marijuana patient; marital status; physical or mental disability; military status, including unfavorable discharge from military service; sexual orientation, gender identity, or any other protected status in accordance with all applicable federal, state, or local laws.

**Policy Against Harassment**

If you work at an Illinois location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Illinois law, the Company strictly prohibits all forms of unlawful harassment, which includes ancestry; order of protection status; arrest record (including criminal convictions that were ordered sealed, expunged, or impounded); off-duty use of lawful products, including alcohol or tobacco; registered qualifying medical marijuana patient; marital status; physical or mental disability; military status, including unfavorable discharge from military service; sexual orientation, gender identity, or any other protected status in accordance with all applicable federal, state, or local laws.

**Meal Periods**

Except for certain exempt employees, all employees who work seven and a half (7.5) or more hours in a day are required to take a twenty (20) minute duty-free meal period beginning no later than five (5) hours after the start of their shift. Employees are completely relieved of their job responsibilities during their meal periods. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

**Civic Duties**

**Jury Duty -** In addition to the requirements set forth in the Company’s Employee Handbook, employees who are summoned for jury duty are required to provide a copy of the summons for jury duty to the HR Contact within ten (10) days of the date of issuance of the summons to the employee.

**Voting Leave –** The Company provides employees with the opportunity to vote in any state or federal election. Employees whose work schedule begins less than two hours after the opening of polls and end less than two hours before the closing of polls on an election day will be provided two hours of time off without loss of pay to vote. The Company reserves the right in its sole discretion to select the hours that employees will be excused to vote. Employees should notify the HR Contact of the need for voting leave as soon as possible. Additionally, upon return from voting leave, employees are required to present a voter’s receipt to the HR Contact.

**Leave for Election Judges *–*** If you work at an Illinois location with 25 or more employees, the Company provides employees who serve as appointed election judges unpaidleave on an election day. Employees requesting leave under this policy are required to provide at least twenty (20) days’ written notice of the need for leave, including documentation demonstrating the appointment and the dates of the required service, to the HR Contact.

**Witness Leave –** The Company provides reasonable and necessary unpaid time off for employees to appear in court in accordance with Illinois law. Employees requesting leave under this policy are required to provide as much advanced notice, including supporting documentation, as possible of the need for leave. Employees taking leave under this policy are expected to return to work as soon as their service as a witness is completed.

**Sick Leave**

If personal sick leave benefits, including through a PTO policy, are available to you, you are permitted to use up to half of such benefits for absences due to an illness, injury, or medical appointment of your child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (“Family Members”), on the same terms as you are able to use such benefit for your own illness or injury. The notice requirements of the applicable personal sick leave or PTO policy will apply to leave taken under this policy.

Leave taken under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

**Child Bereavement Leave**

If you work at an Illinois location with 50 or more employees, the Company provides up to 2 weeks (10 work days) of unpaid bereavement leave to eligible employees to attend the funeral (or alternative to a funeral) of a child, to make arrangements necessitated by the death of a child, or to grieve the death of a child. In the event of the death of more than 1 child in a 12-month period, an eligible employee may take up to 6 weeks of bereavement leave during the 12-month period.

The term “child” as used in this policy refers to an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee standing in *loco parentis*.

To be eligible for bereavement leave under this policy, you must: (i) have worked at least 12 months for the Company in the preceding 7 years (limited exceptions apply to the 7-year requirement); (ii) have worked at least 1,250 hours for the Company over the preceding 12 months; and (iii) currently work at a location where there are at least 50 employees within 75 miles.

Leave taken under this policy must be completed within 60 days of the date on which the employee receives notice of the death of the child. Requests for bereavement leave should be made at least 48 hours in advance of the need for leave, unless providing such notice is not reasonable and practicable. The Company may require you to provide documentation supporting the need for leave.

Leave under this policy may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave, including paid leave, as permitted by state and federal law. Please note that this policy does not create any right to take unpaid leave in excess of the unpaid leave time allowed under the unpaid leave time permitted by the federal Family and Medical Leave Act.

The Company will not retaliate or take adverse action against an employee who requests or uses leave pursuant to this policy.

**Blood Donation Leave**

If you work at an Illinois location with 50 or more employees, the Company provides up to one hour of paid time away from work to eligible employees to donate blood every 56 days. Eligible employees must work a full-time schedule and have at least six (6) months of employment.

To request leave under this policy, employees are required to provide the HR Contact with written verification of the purpose and length of the requested leave. For more information regarding this leave, see the HR Contact.

**School Visitation**

If you work at an Illinois location with 50 or more employees, the Company provides up to eight (8) hours of unpaid leave to eligible employees to attend to attend school conferences or classroom activities related to the employee’s child if the conference or classroom activities cannot be scheduled during non-work hours.

Eligible employees must have worked for the Company for at least six (6) months and have worked an average number of hours per week equal to at least one-half the full-time equivalent position of their job during those six (6) months.

Eligible employees are eligible to take up to eight (8) hours of unpaid leave during any school year, four (4) hours of which may be taken on any given day. Additionally, employees may be required to substitute accrued, unused paid time off (except for paid sick or disability leave time) for unpaid leave under this policy. Time taken for leave under this policy may be made up in accordance with the School Visitation Rights Act.

Employees requesting leave under this policy are required to provide at least seven (7) days advanced notice, except in the case of an emergency. Additionally, employees are required to cooperate with the Company to schedule the requested leave so as not to disrupt the operations of the Company. Employees taking leave under this policy will be required to provide documentation within two (2) working days of the school visit that necessitated the leave request.

**Pregnancy Accommodation Leave**

The Company, consistent with state law, will provide reasonable accommodations for pregnancy-related, or childbirth-related conditions. Reasonable accommodations include reasonable modifications or adjustments to the work environment, or to the manner or circumstances under which the affected employee performs her regular job duties, that enable the affected employee to perform the essential functions of her position, and may include, but are not limited to:

* more frequent or longer bathroom breaks;
* breaks for increased water intake;
* breaks for period rest;
* private non-bathroom space for expressing breast milk and breastfeeding;
* seating;
* assistance with manual labor;
* light duty;
* temporary transfer to a less strenuous or hazardous position;
* the provision of an accessible worksite;
* acquisition or modification of equipment;
* job restructuring;
* part-time or modified work schedule;
* appropriate adjustment or modifications of examinations, training materials, or policies;
* reassignment to a vacant position;
* time off to recover from conditions related to childbirth; and
* leave necessitated by pregnancy, childbirth, or medical or common conditions resulting from pregnancy or childbirth.

The Company may request documentation from the employee’s health care provider concerning the need for the requested reasonable accommodation(s), including the following information:

* the medical justification for the requested accommodation(s);
* a description of the reasonable accommodation(s) medically advisable;
* the date the reasonable accommodation(s) became medically advisable; and
* the probable duration of the reasonable accommodation(s).

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the HR Contact.

**Leave for Victims of Domestic and Sexual Violence**

If you work at an Illinois location with 15 to 49 employees, the Company provides eight (8) workweeks, and if you work at an Illinois location with 50 or more employees, the Company provides twelve (12) workweeks during any twelve-month period of unpaid time away from work to employees who are victims of domestic or sexual violence or have family or household members who are victims of domestic or sexual violence. When appropriate, leave under this policy may be taken intermittently or on a reduced schedule.

Leave under this policy may be taken for the following reasons:

(1) to obtain medical attention for physical or psychological injuries, or recover from such injuries caused to the employee or employee’s family member;

(2) to obtain services from a victim services organization for the employee or employee’s family member;

(3) to participate in safety planning, temporarily or permanently relocate, or take other actions to ensure the health and safety of the employee or the employee’s family member, or to ensure economic security;

(4) to seek legal assistance or remedies, including preparing for or participating in any civil or legal proceeding to ensure the health and safety of the employee or employee’s family member; or

(5) to obtain psychological counseling for the domestic violence or sexual assault.

Employees requesting leave under this policy are required to provide the Company with as much advance notice as possible, and in any case at least 48 hours advanced notice, unless the circumstances giving rise to the leave request make such advance notice impracticable. Employees are required to provide appropriate documentation where such documentation is available.

The Company will take all reasonable steps to maintain confidential the information that employees provide in connection with a leave request under this policy, except to the extent that disclosure is requested or consented to in writing by the employee; or otherwise required by applicable law. For more information regarding this leave please contact the HR Contact.

Please note that this policy does not create a right for employees to take unpaid leave that exceeds the unpaid leave time allowed under the leave time permitted by the federal Family and Medical Leave Act.

**Volunteer Emergency Worker Leave**

The Company provides reasonable and necessary unpaid time off to employees who serves as an unpaid “volunteer emergency worker” when such employees are required to respond to an emergency call received prior to the time the employee is scheduled to report to work.

For purposes of this policy, “volunteer emergency worker” means a person who does not receive monetary compensation for his or her services as a volunteer firefighter, Emergency Medical Technician (licensed as an EMT-B, EMT-I, or EMT-P under the Emergency Medical Services (EMS) Systems Act), a volunteer ambulance driver or attendant, or a volunteer "First Responder", as defined in Sec. 3.60 of the EMS Systems Act, to a fire department, fire protection district, or other governmental entity and who does not work in one of these capacities for any other fire department, fire protection district, or governmental entity for monetary compensation.

Employees requesting leave under this policy are required to make reasonable efforts to notify the HR Contact of their call to emergency service prior to missing work and to continue to make reasonable notification efforts over the course of any absence.

The Company may request employees taking leave under this policy to provide written verification from the supervisor or acting supervisor of the volunteer fire department or emergency medical services that the employee served as a volunteer emergency worker and the time of duty.

For more information regarding this leave, see the HR Contact.

**Volunteer Fire Protection Trustee Leave**

The Company provides reasonable and necessary unpaid leave to employees who serve as elected or appointed trustees of a fire protection district. Leave under this policy is provided to allow such employees to attend a meeting of the board of trustees and the time off includes reasonable and necessary travel time. Employees requesting leave under this policy are required to provide as much advanced notice as possible to the HR Contact.

**Civil Air Patrol Leave**

The Company provides unpaid leave to eligible employees who are members of the Civil Air Patrol and are called to perform a civil air patrol mission. If you work at an Illinois location with 15 to 50 employees, the Company will provide up to 15 days of leave under this policy. If you work at an Illinois location with more than 50 employees, the Company will provide up to 30 days of leave under this policy.

Eligible employees have been employed with the Company for at least 12 months and have provided at least 1,250 hours of service during the 12 months immediately preceding the commencement of leave.

Employees must provide at least 14 days’ notice to the Company of the date when leave will commence and the anticipated return date, if the leave will consist of five or more consecutive work days. If the leave will consist of less than five consecutive work days, employees must provide reasonable advanced notice to the Company of the date when leave will commence and the anticipated return date. The Company may request employees returning from leave under this policy provide certification from a civil air patrol authority of eligibility for the requested leave.

**Family Military Leave**

If you work at an Illinois location with 15 or more employees, the Company provides unpaid time off to employees whose family members are called to serve over 30 days in the military. “Family members” under this policy includes the spouse, civil union partner, parent, child, or grandchild of an employee.

To be eligible for family military leave, employees must have been employed by the Company for 12 months and worked at least 1,250 hours during the 12 month period immediately preceding the start of the leave.

If you work at an Illinois location with between 15 and 50 employees, eligible employees may take up to fifteen (15) days of family military leave during the family member’s military deployment. If you work at an Illinois location with over 50 employees, eligible employees may take up to thirty (30) days of family military leave during the family member’s military deployment.

Employees are required to provide at least fourteen (14) days’ advanced notice if the requested leave is for five (5) or more consecutive workdays. For leaves of less than five days, employees are required to provide as much advanced notice as possible. Additionally, employees are required to provide certification from the proper military authority to verify eligibility for the leave requested.

Employees may be asked to use accrued, unused paid time off (except for sick leave) in lieu of the unpaid leave provided under this policy. Additionally, leave under this policy may run concurrently with the Family and Medical Leave Act for qualifying exigency and/or any other leave where permitted under state and federal law.

For more information regarding this leave, see the HR Contact. If the Company does not answer your questions in a timely manner, you should contact Helpside.

**Personnel Records**

If you work at an Illinois location with five or more employees, you may inspect your personnel records upon written request, up to two (2) times each year. Requests will generally be granted within seven (7) working days. Personnel records include any personnel documents that are or have been intended to be used in determining the employee’s qualification for employment, promotion, transfer, wage increases, discharge, or other disciplinary action. An employee who wishes to obtain a copy of their records may do so; the Company may charge a reasonable fee for duplication costs.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**INDIANA ADDENDUM**

This addendum is applicable only to employees working in the state of Indiana and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Indiana law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, off-duty use of tobacco products, use of a service animal in connection with a disability, filing for a protective order, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Indiana law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of ancestry, off-duty use of tobacco products, use of a service animal in connection with a disability, filing for a protective order, or any other protected status in accordance with applicable federal, state, or local laws.

**Lactation Break**

In addition to the Lactation Break policy provisions detailed in the Company Employee Handbook, and in accordance with Indiana law, the Company will provide a refrigerator or other cold storage space for keeping milk that has been expressed or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day.

**Civic Duties**

**Jury Duty -** In addition to the Jury Duty policy provisions detailed in the Company Employee Handbook, and in accordance with Indiana law, employees may, at their option, elect to use accrued, unused paid time off for time spent providing jury service.

**Court Attendance and Witness Leave**

The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend or participate in court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Family Military Leave**

If you work at an Indiana location with 50 or more employees, the Company offers up to ten (10) days of unpaid leave to eligible employees who are the spouse, parent, grandparent, or sibling of a person who is ordered to active duty for military service for a period longer than 89 days. Leave under this policy may be taken during the 30 days before active duty orders are in effect, during a period in which the person ordered to active duty is on leave while active duty orders are in effect, or during the 30 days after the active duty orders are terminated.

To be eligible for leave under this policy, employees must have been employed by the Company for 12 months and worked 1,500 hours during the 12-month period immediately preceding the start of the leave.

An eligible employee may elect, or the Company may require the substitution of paid leave, except for paid medical or sick leave, for any part of the 10-day period of such leave.

When requesting leave under this policy, employees should provide written notice, including a copy of the active duty orders if available, and the date the leave will begin to the HR Contact at least 30 days before the leave will begin, unless the active duty orders are issued less than 30 days before the date the requested leave is to begin.

**Volunteer Firefighter and Emergency Medical Service Leave**

The Company provides reasonable and necessary unpaid leave to eligible employees who serve as a volunteer firefighter to respond to an emergency call received prior to or during the time the employee is scheduled to report to work.

The Company also provides unpaid leave, up to six months from the date of injury, to eligible employees who serves as a volunteer firefighter or emergency medical service provider when such employees are injured or absent from work because of an injury that occurs while the employee is engaged in emergency firefighting or emergency response activities. Such leave may run concurrently with leave under the federal Family Medical Leave Act and/or any other leave policy, including paid time off, where permitted applicable law

Employees are eligible for leave under this policy if they have previously provided the Company with written documentation from the fire chief or other officer in charge of the employee's status as a volunteer firefighter or emergency medical service provider.

Employees who take leave under this policy must provide the HR Contact with a written statement from the chief or other officer in charge that the employee was engaged in emergency firefighting or emergency medical service activity at the time of the absence or injury.

Leave under this policy is subject to the business needs of the Company. For more information regarding this leave, please contact the HR Contact.

**Emergency Civil Air Patrol Leave**

In accordance with Indiana law, the Company provides reasonable and necessary unpaid leave to employees who are members of the Indiana Wing of the Civil Air Patrol provided the employee provides reasonable advanced notice of the need for leave. The Company may request employees to provide appropriate documentation in support of a request for leave under this policy. Employees may use accrued paid time off when taking leave under this policy.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**IOWA ADDENDUM**

This addendum is applicable only to employees working in the state of Iowa and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at an Iowa location with four or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Iowa law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to: age (18 years or older, or under 18 and considered to be adult); creed; sexual orientation; gender identity; membership in the national guard, civil air patrol, or armed services reserves; the taking of a genetic test; AIDS test results; or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Harassment**

If you work at an Iowa location with four or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Iowa law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of age (18 years or older, or under 18 and considered to be adult); creed; sexual orientation; gender identity; membership in the national guard, civil air patrol, or armed services reserves; the taking of a genetic test; AIDS test results; or any other protected status in accordance with applicable federal, state, and local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender, and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair, or the size or shape of a person’s body.

**Civic Duties**

**Voting Leave –** The Company provides up to three (3) hours of paid time off to eligible employees who do not otherwise have three consecutive non-working hours between the opening and closing of the polls in which to vote. To request leave under this policy employees must notify the HR Contact as soon as possible, and no later than on the day prior to an election day, of the need for leave. The Company, in its sole discretion, will determine the hours which employees may use for time off under this policy, and employees should provide a copy of their voter’s receipt upon return to work.

**Witness Leave**

The Company provides employee with necessary unpaid leave to attend or participate in court proceedings as a witness in a criminal proceeding or as a plaintiff, defendant, or witness in a civil proceeding in accordance with state law. Employees must notify their supervisor of the need to take leave under this policy as far in advance as possible so that the Company can arrange to cover work duties during the employee’s absence.

**Maternity Leave**

If you work at an Iowa location with four or more employees, the Company provides eligible employees with reasonable and necessary unpaid leave for pregnancy, childbirth, or other pregnancy-related medical conditions for the period of temporary disability up to eight (8) weeks. Employees requesting leave under this policy should provide as much advanced notice as possible, and should provide appropriate medical certification of the amount of leave needed, and any change in the initial period of time requested

Upon returning from leave under this policy, employees will be returned to the same or similar job with the same pay, unless the Company’s circumstances have changed so as to make it impossible or unreasonable to do so.

Leave under this policy may run concurrently with leave under the federal Family Medical Leave Act and/or any other leave policies, including paid time off, where permitted by applicable law.

**Volunteer Emergency Services Leave**

The Company provides reasonable and necessary unpaid leave to eligible employees who serve as unpaid volunteer emergency service providers, as defined by the Volunteer Emergency Services Providers Job Protection Act, to respond to an emergency call. The Company reserves the right to determine whether an employee may leave work to respond to an emergency as part of the employee's volunteer emergency services provider duties.

Employees should provide their supervisor with as much advanced notice as possible, and the Company, in its sole discretion may require employees taking leave under this policy to provide a written statement from the supervisor or acting supervisor of the volunteer emergency services unit stating that the employee responded to an emergency and the date and time of the emergency.

For more information regarding this leave contact the HR Contact.

**Veterans Day Leave**

The Company provides unpaid leave to eligible employees on Veteran’s Day. Eligible employees are those who have been released or discharged from active military duty and have been scheduled to work on Veteran’s Day. Employees requesting leave under this policy should provide written notice to the HR Contact of the need for leave at least one month in advance. Employees may also be required to provide a federal certificate of leave or discharge.

**Personnel Records**

The Company provides employees with the opportunity to review their own personnel records on a date and time that is mutually agreed to and in the presence of the HR Contact. To review their personnel file, employees should submit a written request. Employees will be permitted to copy materials contained in their personnel records including, but not limited to, evaluations, disciplinary records, and other information concerning employer-employee relations. The Company may charge a reasonable fee, in accordance with state law, for photocopies made by employees.

**Kansas Addendum**

This addendum is applicable only to employees working in the state of Kansas and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Kansas location with 4 or more employees, in addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance Kansas law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry or any other protected status in accordance with all applicable federal, state, or local laws.

**Policy Against Harassment**

If you work at a Kansas location with 4 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Kansas law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of ancestry or any other protected status in accordance with all applicable federal, state, or local laws.

**Civic Duties**

**Voting -** In circumstances where employees’ work schedules make it impracticable to vote before or after work, the Company will provide a reasonable amount of unpaid time off during scheduled work time, up to two (2) hours, for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day. The Company reserves the right in its sole discretion to specify any time period during which the polls are open for employees to leave work to vote.

**Domestic and Sexual Violence Leave**

The Company provides up to eight (8) days of unpaid leave per calendar year to employees who are victims of domestic violence or sexual assault. Employees may use accrued paid time off when taking leave under this policy, provided that the employee complies with the notice requirements applicable to such paid time off.

Leave under this policy may be used for the following reasons:

1. To obtain or attempt to obtain judicial relief to ensure the health, safety, or welfare of the affected employee or his/her child or children;
2. To seek medical attention for injuries caused by domestic violence or sexual assault;
3. To obtain services from a domestic violence shelter, domestic violence program, or rape crisis center; or
4. To make court appearances in the aftermath of domestic violence or sexual assault.

Employees should provide the Company with as much advanced notice as possible of the need for leave under this policy. When advanced notice is not feasible, employees notify the Company as soon as possible after an absence begins of their absence and the reason for the absence.

Additionally, the Company may require employees to provide certification of the need for leave in the form of either a court order or evidence that the employee appeared in court; or documentation of treatment from a medical professional, domestic violence/sexual assault advocate, or health care provider.

The Company will keep documentation provided by employees in connection with this policy confidential except to the extent that disclosure is requested or consented to in writing by the employee or as otherwise required by applicable state or federal law. For more information regarding this leave contact the HR Contact.

**Pregnancy Disability Leave**

If you work at a Kansas location with 4 or more employees, the Company provides reasonable accommodation, including unpaid leave for female employees with disabilities relating to pregnancy, miscarriage, abortion, childbirth, or recovery therefrom. Employees requesting leave under this policy should provide an appropriate medical certification indicating the start time for the leave, the reason for the leave, and the anticipated date of return from leave. Additionally, employees should provide updated and appropriate medical certifications to support additional requests for leave under this policy. Employees returning from leave under this policy will be returned to their same or similar position in accordance with state law. A reduced work schedule or transfer to a less strenuous or hazardous position may be available if such a transfer is medically advisable. Medical insurance may be continued during the leave in accordance with employee eligibility and the applicable Plan Document, or applicable provisions of federal and state law. This leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law. For more information regarding this leave contact the HR Contact.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**KENTUCKY ADDENDUM**

This addendum is applicable only to employees working in the state of Kentucky and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Kentucky location with eight or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Kentucky law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to status as a smoker or nonsmoker, AIDS and/or HIV-status (unless absence of the virus is a bona fide occupational qualification), Kentucky National Guard or active militia membership, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment**

If you work at a Kentucky location with eight or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Kentucky law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of status as a smoker or nonsmoker, AIDS and/or HIV-status (unless absence of the virus is a bona fide occupational qualification), Kentucky National Guard or active militia membership, or any other protected status in accordance with applicable federal, state, or local laws.

**Meal Periods**

The Company provides all full-time non-managerial and other non-exempt employees with a thirty (30) minute duty-free meal period, which should be taken between the third and fifth hour of work. During their meal periods, employees are completely relieved of their job responsibilities, and employees are required to clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day.

The Company’s policy is to relieve employees of job responsibilities and duties during their meal periods, with employees being at liberty to use the meal period time as they wish. The Company schedules work assignments with the expectation that employees will take their duty-free meal periods, and we encourage you to do so. At no time may employees perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

**Rest Periods**

The Company provides all full-time non-managerial and other non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked, which should be taken so far as practicable in the middle of each work period. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period.

**Civic Duties**

**Voting -** In circumstances where employees’ work schedule makes it impracticable to vote before or after work, the Company will provide a reasonable amount of unpaid time off during scheduled work time, up to four (4) hours, for employees to vote. Employees who need time off to vote should notify the HR Contact prior to election day. The Company reserves the right in its sole discretion to specify any time period during which the polls are open, for employees to leave work to vote.

**Election Officer Leave –** The Company provides unpaid leave to employees serving as election officers training or to serve on an election day. Proper documentation of the appointment and the dates of the required service must be furnished to the HR Contact by the requesting employee at least seven days before the expected absence.

**Court Attendance and Witness Leave**

The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend or participate in court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Unpaid Adoption Leave**

The Company provides employees who do not otherwise qualify for adoption leave under the provisions of the FMLA with unpaid leave of up to six (6) weeks for the reception of an adopted child under the age of seven (7). Employees requesting leave under this policy should submit their request in writing and should speak directly with the HR Contact for further information.

**Disaster and Emergency Services Leave**

The Company provides employees who are volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, or members of emergency management agencies (“emergency service personnel”) reasonable and necessary leave to respond to emergencies consistent with state and federal law.

An employee who takes leave under this policy should provide the Company with a written statement from the supervisor of the employee’s department, squad, or agency stating that the employee responded to an emergency and listing the time and date of the emergency.

Additionally, the Company provides employees who are injured while acting as emergency service personnel up to 12 months of unpaid leave to recover from such injury consistent with state and federal law. Such leave may run concurrently with the Family and Medical Leave Act and/or any other leave where permitted by state and federal law. Employees taking such leave must provide appropriate documentation, including:

* A written statement from the supervisor, acting supervisor, or director of the volunteer fire department, rescue squad, emergency medical services agency, law enforcement agency, or emergency management agency under whose command the employee was on active duty and on assignment with when the injury occurred; and
* A written statement from a licensed and practicing physician stating that the employee is injured and the anticipated date for the employee’s return to work.

For more information regarding this leave, please contact the HR Contact.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**LOUISIANA ADDENDUM**

This addendum is applicable only to employees working in the state of Louisiana and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Louisiana location with twenty or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Louisiana law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to sickle cell trait, and for all Louisiana locations, tobacco use or non-use during non-working hours, or any other protected status in accordance with applicable federal, state, or local laws.

**Civic Duties**

**Jury Duty -** An employee summoned for jury duty will receive his or her regular wages for the first day of service. Thereafter, the Company provides unpaid leave for jury duty service. Employees should provide reasonable advance notice of a jury duty summons. Employees who are released from jury duty during regular working hours are generally expected to contact the HR Contact and report to work if so requested. Upon return to work, employees should submit appropriate documentation of their jury duty service.

**School Visitation Leave**

The Company provides employees with dependent children up to 16 hours of unpaid leave during a 12-month period to attend their child’s school conferences or activities that cannot reasonably be scheduled during nonworking hours. Employees requesting leave under this policy should provide reasonable advance notice of their need for leave and should make a reasonable effort to schedule leave so as not to unduly disrupt the operations of the Company.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused vacation or PTO time. In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Leave for Bone Marrow Donation**

If you work at a Louisiana location with twenty or more employees, the Company provides paid leave time up to 40 hours to eligible employees who seek to undergo a medical procedure to donate bone marrow. Employees are eligible to request leave under this policy if they work an average of 20 or more hours per week. Employees requesting leave under this policy should provide the HR Contact with appropriate physician documentation of the purpose and length of the requested leave. For more information regarding this leave please contact the HR Contact.

**Pregnancy Disability Leave Of Absence**

If you work at a Louisiana location with twenty-five or more employees, the Company provides up to four (4) months of unpaid leave to female employees for disabilities relating to pregnancy, childbirth or related medical conditions. The Company also provides other reasonable accommodations to the extent required by applicable law, including but not limited to a temporarily reduced work schedule or temporary transfer to a less strenuous or less hazardous position, to female employees for disabilities relating to pregnancy, childbirth, or related medical conditions.

Employees requesting leave or a reasonable accommodation under this policy should provide as much advanced notice as possible, including, when applicable, an appropriate health care provider certification. The notice should include the anticipated commencement date for the leave or accommodation and the intended date of return to normal duties. In the event the employee’s leave or request for accommodation exceeds the anticipated date of return to regular job duties, it is the employee’s responsibility to provide further verification from her health care provider that she is unable to return to her regular job duties and the revised anticipated date of return.

Upon return to work following leave under this policy, employees will be reinstated to their position or to an equivalent position with the same status, pay, length of service and seniority, unless other similarly situated employees have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of leave. Where applicable, any leave time for which an employee may be eligible under this policy and the federal Family and Medical Leave Act and/or other similar leaves mandated by state or local law, or other leave provided by the Company, shall run concurrently.

Leave under this policy is generally unpaid. However, the employee may elect to use her accrued but unused [vacation/PTO] time and available short term disability (STD) pay (if applicable). In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

[*Required only if Company maintains benefits for employees on similar leave of absences:* If an employee and/or the employee’s family participate in the Company’s group health plan, the Company will maintain coverage during the employee’s leave under this policy on the same terms as if the employee had continued to work. If applicable, the employee should make arrangements to pay her share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for the employee and the employee’s family. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.]

Employees should speak directly with the HR Contact prior to taking a leave or when requesting a temporary accommodation under this policy to ensure understanding of their obligations to the Company such as reporting and verification obligations. If the Company does not completely and timely address an employee’s request for leave, he or she should contact Helpside.

**Emergency Response Leave**

The Company provides unpaid leave to employees who are volunteers engaged in activities involving the Governor's Office of Homeland Security and Emergency Preparedness, and first responders (including but not limited to medical personnel, emergency and medical technicians, volunteer firemen, auxiliary law enforcement officers and members of the Civil Air Patrol) when responding to a state of emergency prior to or during the time the employee is scheduled to work consistent with applicable state and federal law.

Employees who take leave under this policy should contact their supervisor as soon as possible to advise of the need for leave. Additionally, employees are generally required to report back to work no more than 72 hours after they have been released from first responder duty. Following a leave under this policy, employees will be reinstated to their previous or a comparable position to the extent possible.

Additionally, employees who are disabled while serving as a first responder may seek a reasonable accommodation in accordance with applicable state law. For more information regarding this leave, please contact the HR Contact.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**MAINE ADDENDUM**

This addendum is applicable only to employees working in the state of Maine and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Maine law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard sexual orientation, ancestry, genetic information and testing, or any other protected status in accordance with all applicable federal, state, or local laws.

**Policy Against Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Maine law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of physical or mental disability, sexual orientation, ancestry, pregnancy or related medical conditions, any previous workers' compensation claims, reporting of or refusal to commit illegal acts, or any other protected status in accordance with all applicable federal, state, or local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender, and sexual orientation.  By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

We encourage our employees to file a complaint of harassment using the Company’s complaint procedure. However, employees who report potential violations of this policy and are dissatisfied with the resolution of their concern, may file a complaint by visiting, writing, or calling the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051, (207) 624-6050 (voice), (207) 624-6064 (TTY). Complaints must be filed within 300 days of the alleged policy violation.

**Meal Periods**

If you work at a Maine location with three or more employees, except for certain exempt employees, all employees who work more than six (6) consecutive hours in a day are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No manager or supervisor is authorized to instruct or approve an employee’s wish to forego a meal period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact.

**Lactation Accommodation**

Upon employee’s request, and for a period of up to three years following the birth of an employee’s child, the Company will provide the lactation accommodation(s) described in the Company Employee Handbook.

**Leave for Victims of Violence**

To the extent required by law, employees who are victims of violence, including but not limited to assault, sexual assault, stalking, or any act that would support a protective order from domestic abuse, or employees who are the parent, child, or spouse of a victim of violence, are eligible to take reasonable and necessary unpaid time off from work. Leave under this policy may be used to:

* prepare for and attend court proceedings related to that crime;
* receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent, or spouse; or
* obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking.

Employees should provide the Company as much advanced notice as possible. If advanced notice is not possible, employees should notify their supervisor as soon as possible of the need for leave, and upon return to work employees should provide the Company with appropriate documentation in support of the leave taken.

The Company may deny a request for leave under this policy if:

* The Company would sustain undue hardship from the employee’s absence;
* The request for leave has not been communicated to the Company within a reasonable time under the circumstances; or
* The leave is impracticable, unreasonable or unnecessary based on facts known to the Company.

An eligible employee must use any accrued but unused paid time off conjunction with leave under this policy. If an employee has exhausted all accrued vacation, a leave of absence under this policy will be unpaid.

Where applicable, leave taken under this policy shall run concurrently with any similar leave mandated by applicable law or other leave provided by the Company. For more information regarding this leave contact the HR Contact.

**Family Sick Leave**

If you work at a Maine location with twenty-five or more employees, the Company permits employees who are eligible for paid leave, such as sick or vacation time, or other paid time off, to use accrued paid time off, up to a maximum of forty hours or five (5) days in a twelve-month period, to take care of an immediate family member including the employee’s child, spouse, or parent who is ill.

**Extreme Public Health Emergency Leave**

The Company provides reasonable and necessary unpaid leave from work for a qualified reason related to an extreme public health emergency, consistent with state law. The Company will maintain health benefits under the same terms and conditions applicable to employees not on leave in a manner that is consistent with the applicable plan documents and as required by applicable state and federal law.

Upon an employee’s return to work following leave under this policy, the Company may request written documentation from a physician or public health official supporting the employee’s leave.

For more information on policy please contact the HR Contact. If the Company does not address your questions regarding leave under this policy, you should contact Helpside.

**Maine Family Medical Leave**

If you work at a Maine location with fifteen or more employees, the Maine Family Medical Leave policy works in conjunction with the federal Family Medical Leave policy described in the Company Employee Handbook.

**Eligibility for Leave**

The Company provides eligible employees with up to ten (10) weeks of unpaid leave in a two (2) year period for: (1) the birth or adoption of the employee’s child or the employee’s domestic partner’s child; (2) to care for a child, domestic partner’s child, parent, spouse or domestic partner with a serious health condition; (3) for an employee’s own serious health condition; (4) for the donation of an organ of the employee for a human organ transplant; or (5) for the death or serious health condition of the employee’s spouse, domestic partner, parent or child, while on active duty as a member of the military forces. Eligible employees work at a Maine location and have been employed with the Company for at least twelve (12) consecutive months.

The Company provides leave under this policy as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within applicable law. For more information on policy please contact the HR Contact. If the Company does not address your questions regarding leave under this policy, you should contact Helpside.

**Other Leave**

Where applicable, leave under this policy will run concurrently with other leave time mandated by state or local law, including workers’ compensation, and/or other leave provided by the Company.

**Types of Leave Covered**

An eligible employee will be granted Maine Family Medical leave:

• For the birth of the employee’s child or the employee’s domestic partner’s child;

• For the placement of a child sixteen (16) years of age or younger for adoption with the employee or the employee’s domestic partner;

• To take care of the employee’s child, domestic partner’s child, sibling, parent, spouse or domestic partner with a serious health condition;

• For the serious health condition of the employee;

• For the donation of an organ of the employee for a human organ transplant; or

• For the death or serious health condition of the employee’s spouse, domestic partner, parent, sibling or child, while on active duty as a member of the military forces.

For purposes of this policy, a serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care in a hospital, hospice, or residential medical care facility; or

2. Continuing treatment by a health care provider.

**Intermittent Leave**

Leave for the birth or placement of a child may not be taken intermittently or on a reduced leave schedule. When medically necessary, an eligible employee may take medical leave on an intermittent or a reduced leave schedule. “Reduced leave schedule” means a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee. If an employee requests intermittent leave or a reduced leave schedule, the Company may require the employee to transfer temporarily to an available alternative position that better accommodates recurring periods of leave than the employee’s regular position, provided that the employee is qualified for the position and the employee retains equivalent pay and benefits.

**Maintenance of Health Benefits**

If an employee taking leave under this policy or his or her family participate in the Company’s group health plan, the Company will maintain coverage during the leave on the same terms as if the employee had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for employees or their family. Use of leave will not result in the loss of any employment benefit that accrued prior to the start of the leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.

**Returning From Leave**

Upon returning from leave under this policy, employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Requests for Leave**

Requests for leave under this policy should be made to the HR Contact, at least thirty (30) days in advance of the leave. Employees should state in their request the purpose for the leave and the employee’s expected return date. If the need for the leave is not foreseeable, employees are required to notify the HR Contact as soon as possible.

Any leave request based on a family member’s or employee’s own serious health condition must be supported by a medical certification from a health care provider.

An employee who in good faith relies on treatment by prayer or spiritual means, in accordance with the tenets and practice of a recognized church or religious denomination, may submit certification from an accredited practitioner of those healing methods.

**Use of Accrued Paid Leave**

Depending on the purpose of the leave request, employees may choose (or the Company may require employees) to use accrued paid leave concurrently with some or all of the leave taken under this policy. In order to use paid leave, eligible employees should comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Maine Family Military Leave**

If you work at a Maine location with fifteen or more employees, you may be eligible for leave under this policy, and if you work at a Maine location with fifty or more employees, the Maine Family Military Leave policy works in conjunction with the federal Family Military Leave policy described in the Company Employee Handbook.

**Eligibility for Leave**

The Company provides eligible employees with up to fifteen (15) days of unpaid leave to be taken just prior to and/or just following the military deployment of a spouse, domestic partner, or child of the employee who has been called into active military duty for a period lasting longer than 180 days.

Employees are eligible for leave under this policy if they work at a Maine location, and they have been employed with the Company for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of leave under this policy.

The Company provides leave under this policy as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within the applicable law. For more information on policy, please contact the HR Contact. If the Company does not address your questions regarding leave under this policy, you should contact Helpside.

**Other Leave**

Where applicable, leave under this policy will run concurrently with other leave time mandated by state or local law, and/or other leave provided by the Company for the same or similar purposes.

**Use of Leave**

An eligible employee who is the spouse, domestic partner or parent of a person who (i) is a resident of the State of Maine, and (ii) is deployed for military service with the State or the United States for a period lasting longer than one hundred and eighty (180) days, pursuant to the orders of the Governor or the President of the United States, may take up to fifteen (15) days of Family Military Leave per deployment. The leave may be taken only during the fifteen (15) days immediately prior to the deployment or the fifteen (15) days immediately following the period of deployment, or a total of fifteen (15) days during deployment, if the military member is granted leave.

For purposes of this policy, “deployment” means active military duty with the state military forces or the United States Armed Forces, including the National Guard and Reserves, whether pursuant to the orders of the Governor or the President of the United States, when the duty assignment is in a combat theater or in an area where armed conflict is taking place.

**Maintenance of Health Benefits**

If an employee taking leave under this policy or his or her family participate in the Company’s group health plan, the Company will maintain coverage during the leave on the same terms as if the employee had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for employees or their family. Use of leave will not result in the loss of any employment benefit that accrued prior to the start of the leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.

**Returning From Leave**

Upon returning from leave under this policy, employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Requests for Leave**

Requests for leave under this policy should be made to the HR Contact at least fourteen (14) days prior to the commencement of the leave if the leave will consist of five (5) or more consecutive work days. Employees requesting fewer than five (5) consecutive work days should provide advance notice to the HR Contact as soon as practicable. In either case, the employee must consult with the Company to attempt to schedule the leave so as not to unduly disrupt the operations of the Company.

Any leave request for Family Military Leave must be supported by a written certification from the proper military authority verifying the employee’s eligibility for the leave.

**Use of Accrued Paid Leave**

Depending on the purpose of the leave request, employees may choose (or the Company may require employees) to use accrued paid leave concurrently with some or all of the leave taken under this policy. In order to use paid leave, eligible employees should comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Leave for Volunteer Firefighters**

The Company provides reasonable and necessary unpaid leave to eligible employees who serve as volunteer firefighters to respond to an emergency call. Employees should provide their supervisor with as much advanced notice as possible, and the Company, in its sole discretion may require employees taking leave under this policy to provide appropriate documentation in support of leave taken under this policy. For more information regarding this leave contact the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**Personnel Records**

The Company will, upon written request from an employee or former employee, provide the employee, former employee or duly authorized representative with an opportunity to review and copy the employee's personnel file. Any review or copying of personnel files must take place at the location where the personnel files are maintained and during normal office hours unless, at the Company’s discretion, a more convenient time and location for the employee can be arranged. The Company will provide one copy of the entire personnel file when requested by the employee or former employee in each calendar year and at no cost to the employee, and, when requested by the employee or former employee, one copy of all the material added to the personnel file after the copy of the entire file was provided.

The cost of copying any other material requested during that calendar year is paid by the person requesting the copy. The Company will provide an employee, former employee or duly authorized representative with an opportunity to review and copy a personnel file within ten (10) days of receipt of a request.

**MARYLAND ADDENDUM**

This addendum is applicable only to employees working in the state of Maryland and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Maryland location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Maryland law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, marital status, genetic information, sexual orientation, gender identity, credit history, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Harassment**

If you work at a Maryland location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Maryland law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of ancestry, marital status, genetic information, sexual orientation, gender identity, or any other protected status in accordance with applicable federal, state, or local laws.

**Civic Duties**

**Jury Duty** – An employee who is summoned and appears for jury service for four or more hours, including travel time, will not be required to work a shift that begins (1) on or after 5:00 p.m. on the day of the employee’s appearance for jury service; or (2) before 3:00 a.m. on the day following the employee’s appearance for jury service.

**Voting** - In circumstances where employees’ work schedule does not provide two hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to two (2) hours, for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day, and the Company requires such employees to submit proof of voting on a form prescribed by the State Board. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Crime Victim Leave**

The Company provides unpaid leave for employees who are subpoenaed to attend or participate in court proceedings, including reasonable time requested by a prosecuting attorney to participate in the preparation of criminal proceedings when the employee is a victim of a crime or the representative of a crime victim or when the employee’s attendance at a criminal justice proceeding is reasonably necessary to protect the interests of the crime victim. The employee is expected to provide the Company with as much notice as possible of the need to take leave under this policy.

**Shift Breaks and Meal Periods**

If you work at a Maryland location for a retail employer with 50 or more retail employees, the Company provides all full-time non-managerial and other non-exempt employees who work a shift of between four and six hours with a paid fifteen (15) minute duty-free shift break, which should be taken so far as practicable between the fourth and sixth hour of work. During their shift breaks, employees are completely relieved of their job responsibilities.

The Company provides all full-time non-managerial and other non-exempt employees who work a shift of more than six hours with an unpaid thirty (30) minute duty-free meal period, which should be taken so far as practicable between the sixth and eighth hour of work. During their meal periods, employees are completely relieved of their job responsibilities, and employees are required to clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day.

The Company provides all full-time non-managerial and other non-exempt employees who work a shift of greater than eight hours with a paid fifteen (15) minute duty-free shift break during each additional consecutive four hours of work after the first eight hours, which should be taken so far as practicable in the middle of each additional four-hour work period. During their shift breaks, employees are completely relieved of their job responsibilities.

The Company’s policy is to relieve employees of job responsibilities and duties during their shift breaks and meal periods, with employees being at liberty to use the shift break time as they wish. The Company schedules work assignments with the expectation that employees will take their duty-free shift breaks and meal periods, and we encourage you to do so. At no time may employees perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide shift breaks or meal periods or time spent working during shift breaks or meal periods. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily shift breaks and meal periods during the pertinent pay period.

**Flexible Family Leave**

If you work at a Maryland location with 15 or more employees, you may use accrued, unused paid time off (e.g., vacation, PTO, sick leave) to care for an immediate family member due to an illness. For purposes of this policy, an immediate family member includes a child, spouse, or parent. Employees who have accrued more than one type of paid time off may elect the type and amount of paid time off to be used. Employees will not be permitted to take advances on their paid time off for purposes of this policy. To use paid leave under this policy, eligible employees should comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Pregnancy Accommodation Leave**

If you work at a Maryland location with 15 or more employees, the Company, consistent with state law, will provide reasonable accommodations for pregnancy-related, or childbirth-related conditions. Reasonable accommodations include reasonable modifications or adjustments to the work environment, or to the manner or circumstances under which the affected employee performs her regular job duties, that enable the affected employee to perform the essential functions of her position, and may include, but are not limited to:

* more frequent or longer bathroom breaks;
* breaks for increased water intake;
* breaks for period rest;
* private non-bathroom space for expressing breast milk and breastfeeding;
* seating;
* assistance with manual labor;
* light duty;
* temporary transfer to a less strenuous or hazardous position;
* the provision of an accessible worksite;
* acquisition or modification of equipment;
* job restructuring;
* part-time or modified work schedule;
* appropriate adjustment or modifications of examinations, training materials, or policies;
* reassignment to a vacant position;
* time off to recover from conditions related to childbirth; and
* leave necessitated by pregnancy, childbirth, or medical or common conditions resulting from pregnancy or childbirth.

The Company may request documentation from the employee’s health care provider concerning the need for the requested reasonable accommodation(s), including the following information:

* the medical justification for the requested accommodation(s);
* a description of the reasonable accommodation(s) medically advisable;
* the date the reasonable accommodation(s) became medically advisable; and
* the probable duration of the reasonable accommodation(s).

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the HR Contact.

**Adoption Leave**

If you work at a Maryland location with 15 or more employees, the Company provides employees who are adoptive parents the same leave and upon the same terms as parents taking leave for the birth of a child until that adopted child reaches the minimum age set forth by Maryland Law.

**Parental Leave**

If you work at a Maryland location with 15 to 49 employees, under Maryland Parental Leave Act (“MPLA”) the Company provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave under this policy that an employee may use is 6 weeks within a 12-month period.

**Employee Eligibility**

To be eligible for MPLA leave, you must:

* Have worked at least 12 months for the Company in the preceding seven years (limited exceptions apply to the seven-year requirement);
* Have worked at least 1,250 hours for the Company over the preceding 12 months; and
* Currently work at a location where there are at least 15 employees within 75 miles.

**Conditions Triggering Leave**

MPLA leave may be taken for the following reasons:

* Birth of a child, or to care for a newly-born child (up to 12 weeks);
* Placement of a child with the employee for adoption or foster care (up to 12 weeks);

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 6 weeks. The Company may require employees to take MPLA concurrently with leave under the federal Family Medical Leave Act (FMLA leave).

**Identifying the 12-Month Period**

The Company measures the 12-month period in which leave is taken by the “rolling” 12- month method, measured backward from the date of any MPLA leave. Additionally, MPLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

**Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your MPLA leave. To substitute paid leave for MPLA leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the Company will maintain coverage during your MPLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of MPLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.

**Notice**

When seeking MPLA leave, employees are required to provide sufficient information for the Company to determine whether the requested leave may qualify for MPLA leave, and the anticipated timing and duration of the leave. If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Company’s normal call-in procedures, absent unusual circumstances. Employees taking MPLA leave will also be required to provide periodic reports as deemed appropriate during the leave regarding the employee’s status and intent to return to work.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. You should speak directly with the HR Contact prior to taking a leave to ensure your understanding of all of your obligations to the Company while on leave, such as reporting and verification obligations. If the Company does not completely and timely address your request for leave, you should contact Helpside. Failure to comply with this policy may substantially affect your ability to return to work.

**Employer Responsibilities**

To the extent required by law, the Company will inform employees whether they are eligible under the MPLA. Should an employee be eligible for MPLA leave, the Company will provide him or her with a notice that specifies any additional information required as well as the employee’s rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. The Company will also inform employees if leave will be designated as MPLA-protected and, to the extent possible, note the amount of leave counted against the employee’s leave entitlement. If the Company determines that the leave is not MPLA-protected, the Company will notify the employee.

**Job Restoration**

Upon returning from MPLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Failure to Return After MPLA Leave**

Employees who fail to return to work as scheduled after MPLA leave or exceed the 6-week MPLA entitlement, will be subject to the Company’s standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your MPLA leave, the Company’s obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

**Other Employment**

The Company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including MPLA leave and may result in disciplinary action, up to and including immediate termination of employment.

**Fraud**

Providing false or misleading information or omitting material information in connection with an MPLA leave will result in disciplinary action, up to and including immediate termination.

**Compliance with MPLA and Employee Rights**

MPLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under MPLA, or discharge or discriminate against any person for opposing any practice made unlawful by MPLA or for involvement in any proceeding under or relating to MPLA. The Company encourages employees to bring any concerns or complaints about compliance with MPLA to the attention of the HR Contact. Further, MPLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**Limited Nature of This Policy**

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by MPLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

**Emergency Services Leave**

If you work at a Maryland location with 15 or more employees, the Company provides reasonable and necessary unpaid leave to employees who serve as a member of the Maryland wing of the Civil Air Patrol, civil defense, volunteer fire department, or volunteer rescue squad and who are called to respond to an emergency declared by the Governor of Maryland or the governing body of a county or municipal corporation.

Employees requesting leave under this policy should give as much advanced notice of possible of the dates of leave, including the anticipated return date. Additionally, employees should notify the HR Contact if the beginning or end dates for the leave change.

Employees will be required to provide written confirmation from an appropriate authority regarding the employee’s participation in a declared emergency.

Upon returning from leave under this policy, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Employees may choose to use accrued paid leave (such as vacation, or PTO), concurrently with leave under this policy. To do so, eligible employees must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Civil Air Patrol Leave**

The Company provides eligible employees with up to 15 days per year of unpaid leave when such employees are called to perform a civil air patrol mission.

To be eligible for leave under this policy, employees must have been employed with the Company for at least 90 days immediately preceding the commencement of leave. Employees requesting leave under this policy must give as much notice as possible of the beginning and ending dates of the leave. If leave is due to an emergency, employees must provide notice as soon as possible after the commencement of the emergency and provide the estimated time for the mission. While on leave, employees must provide the Company with updates on their status and expected return to work dates if such information changes.

Employees may be required to provide certification from a civil air patrol authority of eligibility for the requested leave.

Employees may use accrued paid time off when taking leave under this policy.

**Family Military Leave**

If you work at a Maryland location with 50 or more employees, the Company provides one unpaid day of leave for employees to use on the day that an immediate family member (including a spouse, parent, stepparent, child, stepchild, or sibling) is leaving for, or returning from, active duty outside the United States as a member of the armed forces of the United States. Eligible employees must have worked for the Company for at least 1,250 hours during the 12 months preceding the leave. Employees requesting leave under this policy must provide their supervisor with appropriate documentation supporting the needs for leave. Employees may choose to use accrued paid leave (such as vacation, or PTO), concurrently with leave under this policy. To do so, eligible employees must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Wage Disclosure Protection**

Consistent with Maryland law, the Company will not take an adverse employment action against an employee for: inquiring about, discussing or disclosing wages of the employee or another employee which have been disclosed voluntarily; requesting that the Company provide a reason for the employee’s wages; or aiding or encouraging another employee’s exercise of his or her rights.

Nothing in this policy permits an employee to discuss or disclose the wages of another employee without that employee’s prior permission unless doing so is in response to a complaint or charge or in furtherance of an investigation, proceeding, hearing, or legal action, including an investigation conducted by the Company. Further, employees are not permitted to disclose proprietary information, trade secret information, or information that is otherwise subject to legal privilege or protection or to disclose wage information to a competitor of the Company without the prior written consent of the Company.

Additionally, nothing in this policy requires the Company or an employee to disclose wages in response to an inquiry by another employee.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for certain purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**MASSACHUSETTS ADDENDUM**

This addendum is applicable only to employees working in the state of Massachusetts and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Massachusetts location with six or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Massachusetts law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to gender identity, sexual orientation, religious creed, ancestry, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment and Discrimination**

If you work at a Massachusetts location with six or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Massachusetts law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of gender identity, sexual orientation, religious creed, ancestry, or any other protected status in accordance with applicable federal, state, or local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the federal handbook, include harassment based on gender, and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

If you feel that you are being harassed in violation of this policy by another employee, supervisor, manager or third party doing business with the Company, you should immediately contact the HR Contact. If the Company does not completely and timely address your complaint of harassment, you should contact Helpside. Additionally, you may contact one of the following agencies:

* Massachusetts Commission Against Discrimination:
  + Boston Office, One Ashburton Place, Room 601, Boston, MA 02108-1518, (617) 994-6000 (voice), (617) 994-6196 (TTY);
  + Springfield Office: 436 Dwight Street, Room 220, Springfield, MA 01103, (413) 739 2145;
  + Worcester Office: Worcester City Hall, 455 Main Street, Room 101, Worcester, MA 01608; (508) 799-8010;
  + New Bedford Office: 800 Purchase St., Rm 501, New Bedford, MA 02740. (508) 990-2390.
  + Equal Employment Opportunity Commission, John F. Kennedy Federal Building, Government Center, 4th Floor, Room 475, Boston, MA 02203, (800) 669-4400 (voice), (800) 669-6820 (TTY). Complaints must be filed within 300 days of the adverse action.

**Meal Breaks**

All employees who work six (6) or more hours in a day are entitled to take a thirty (30) minute duty-free meal break. Employees are completely relieved of their job responsibilities during their meal breaks and are free to leave the worksite. However, employees can voluntarily waive their meal break. If an employee waives his or her meal break, the employee will be paid for all hours worked. It is for this reason, the Company requires that employees keep accurate records of the hours they work each day, including any time the employee takes for a meal break.

**Civic Duties**

**Jury Duty** – If you receive a call to jury duty, please notify the HR Contact immediately that we may plan the department’s work with as little disruption as possible. The Company will pay employees their regular wages for the first three days of juror service.

The Company will not discharge or deprive an employee of employment because of the employee's attendance or service as a juror in any court.

**Voting Leave –** The Company will not attempt to influence an employees' vote or political contribution by threatening to discharge the employee, reduce their wages, or otherwise adversely affecting the terms and conditions of their employment. The Company also will not promise to give an employee higher wages or otherwise favorably affecting the terms and conditions of their employment.

If you work at a Massachusetts location engaged in the manufacturing, mechanical or mercantile industries, the Company provides unpaid leave during the first two hours after the polls are open, so long as the employee requests it.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Lactation Break/Nursing Mother’s Rest Period**

In addition to the provisions of the Lactation Break policy in the Company’s Employee Handbook, the Company allows an employee who is a nursing mother to breast-feed her baby in any location in which she is authorized to take her rest period and certain precautions may be taken to maintain the privacy of the mother and any business necessity of the Company.

**Parental Leave**

If you work at a Massachusetts location with six or more employees, the Company provides parental leave to eligible employees. Eligible employees have worked on a full-time basis for the Company for at least three consecutive months. Eligible employees may take leave for a maximum period of eight (8) weeks for the following purposes:

1) To prepare for or participate in the birth of a child;

2) To prepare for or participate in the adoption of a child under the age of eighteen;

3) To prepare for or participate in or the adoption of a child under the age of twenty-three if the child is mentally or physically disabled; or

4) To care for a newly born or newly adopted child.

Employees should give at least two (2) weeks' written notice to the Company of the anticipated date of departure and intended date of return to work. If an employee is unable to provide the required notice due to an unexpected pregnancy-related disability, the employee should provide as much notice as possible.

Upon return to work following leave under this policy, employees will be reinstated to their position or to an equivalent position with the same status, pay, length of service and seniority, unless other similarly situated employees have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of leave. Where applicable, any leave time for which an employee may be eligible under this policy and the federal Family and Medical Leave Act and/or other similar leaves mandated by state or local law, or other leave provided by the Company, shall run concurrently.

Any employee who fails to return to work as scheduled after leave under this policy (or under other applicable leave policies), will be subject to the Company’s standard leave of absence and attendance policies. This may result in termination if the employee has no other Company-provided leave available to him/her that applies to such continued absence.

Leave under this policy is generally unpaid. However, employees may elect to use accrued paid leave and available short term disability (STD) pay (if applicable). In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Leave under this policy will not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which he/she was eligible, or any other advantages or rights of her employment incident to her employment position as of the date her leave commenced. Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave as permitted under federal, state, or local law.

[*Required only if Company maintains benefits for employees on similar leaves of absence:*]If an employee and/or the employee’s family participate in the Company’s group health plan, the Company will maintain coverage during the employee’s leave under this policy on the same terms as if the employee had continued to work. If applicable, the employee must make arrangements to pay her share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for the employee and the employee’s family. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.

The Company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including leave under this policy and may result in disciplinary action, up to and including immediate termination of employment.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. You should speak directly with the HR Contact prior to taking a leave under this policy to ensure your understanding of all of your obligations to the Company while on leave, such as reporting and verification obligations. If the Company does not completely and timely address your request for leave, you should contact Helpside.

**Domestic Violence Leave**

If you work at a Massachusetts location with 50 or more employees, in accordance with Massachusetts law, the Company provides eligible employees with up to 15 days of unpaid leave in any twelve-month period if the employee, or a covered family member of the employee, is a victim of domestic violence or abusive behavior. Employees may take this leave in order to seek treatment and/or services relating to domestic violence, including:

* seeking or obtaining medical attention, counseling, victim services, or legal assistance;
* securing housing;
* obtaining a protective order from a court;
* appearing in court or before a grand jury;
* meeting with a district attorney or other law enforcement official;
* attending child-custody proceedings; and
* addressing other issues directly related to the domestic violence or abusive behavior against the employee or family member of the employee.

To be eligible for leave under this policy, employees must have previously exhausted all other available leave such as vacation, paid sick leave, or personal time. Employees must also provide appropriate documentation in support of a request for leave under this policy. Such documentation may include court documents, medical documentation, or a written statement of a counselor, social worker, health care worker, member of the clergy, or other professional. This documentation will be kept strictly confidential and will only be kept in the employee’s file as long as is necessary to determine eligibility for leave.

If the need for leave is foreseeable employees should provide as much advance notice of the need for leave as possible. When advanced notice is not possible, for example in cases of imminent danger to the health or safety of an employee or the employee’s family member, employees should provide as much advanced notice as possible. Such notice may be given by the employee, a family member of the employee, or another person on the employee’s behalf.

Please contact the HR Contact for more information regarding leave under this policy.

**School Activities and Small Necessities Leave**

If you work in a Massachusetts location and are eligible for leave under the Company’s FMLA policy, as detailed in The Company’s Employee Handbook, you may also be eligible for unpaid leave for certain family obligations in accordance with Massachusetts law. To be eligible, the employee must have been employed at least one year and must have worked at least 1,250 hours in the 12 months preceding the leave. If eligible, the employee may take up to 24 hours of leave in a 12-month period for the following reasons:

1. To participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
2. To accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and
3. To accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder’s care, such as interviewing at nursing or group homes.

A “school” means a public or private elementary or secondary school, a Head Start program, or a children’s day care facility licensed under Massachusetts law. An “elderly relative” means an individual of at least 60 years of age who is related by blood or marriage to the employee, including a parent.

If the necessity for leave is foreseeable, the employee must provide the Company with not less than seven days’ notice before the date of the leave requested. If the necessity for leave is not foreseeable, the employee must provide such notice as is practicable. Employees will be required to support a request for leave under this policy with an appropriate certification.

An eligible employee may elect, or the Company may require, the use of any accrued paid leave during the leave taken under this policy. Paid sick leave or paid medical leave is not available under this policy except for situations in which the Company would normally provide such paid leave.

Leaves under this policy are generally subject to all the provisions of our Family and Medical Leave Policy except as set forth in the handbook. If you have any questions regarding this leave of absence, please contact the HR Contact. If the Company does not answer your questions in a timely manner, you should contact Helpside.

**Emergency Response Leave**

The Company provides reasonable and necessary unpaid leave to employees who are volunteer firefighters, as defined by state law, when such employees are late for or absent from work due to responding to an emergency.

Employees requesting leave under this policy are expected to notify the HR Contact of the need for leave as soon as reasonably possible.

Employees taking leave under this policy are expected to return to work as soon as they are released from their volunteer duties.

Upon return from leave, employees must provide the HR Contact with a statement from the chief of the volunteer fire department stating the time the employee responded to, and was released from, the emergency call.

For more information regarding this leave, please see the HR Contact.

**Veteran’s Day/Memorial Day Leave**

The Company provides employees who are veterans or members of a department of war veterans and who desire to participate in a Veterans Day or Memorial Day exercise reasonable and necessary leave to participate in such services in the employee’s community of residence, unless the employee’s position with the Company is essential and critical to public health or safety. If you work at a Massachusetts location with 50 or more employees, the leave will be paid. If you work at a Massachusetts location with less than 50 employees, the leave will be unpaid.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal and other purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Personnel Records**

Upon written request by an employee, the Company will provide the employee with an opportunity to review their personnel records twice every calendar year. The Company will comply with a written request as noted above no later than five (5) working days after receipt of the request.

The Company will notify an employee within ten (10) days of placing in the employee's personnel record any information to the extent that the information is, has been used or may be used, to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action.

**MICHIGAN ADDENDUM**

This addendum is applicable only to employees working in the state of Michigan and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Michigan law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to height, weight, marital status, genetic information, or any other protected status in accordance with applicable federal, state and local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Michigan law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of height, weight, marital status, genetic information, or any other protected status in accordance with applicable federal, state and local laws.

**Civic Duties**

**Jury Duty -** Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. However, the Company will not require an employee who is serving on jury duty to work any number of hours that, when added to the number of hours the person spends on jury duty that day, would exceed the number of hours the employee would normally and customarily work or that would extend beyond the normal and customary quitting time, unless voluntarily agreed to by the employee or as provided in an applicable collective bargaining agreement.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Victims of Crime Leave**

The Company provides reasonable and necessary unpaid leave from work, when subpoenaed, to employees who are victims of crime to attend or participate in legal proceedings pertaining to the crime. Employees can also take leave to attend proceedings as victim representatives. Victim representatives include guardians or custodians of a deceased victim's child; parents, custodians, or guardians of assault victims younger than 18; and individuals designated to act on behalf of assault victims who are suffering from physical or emotional disabilities. Affected employees should notify their supervisor immediately so he or she may plan the department’s work with as little disruption as possible

**Civil Air Patrol Leave**

The Company provides unpaid leave to eligible employees who serve as a member of the Civil Air Patrol, and who are called to respond to an emergency declared by the governor or the president of the United States. When requesting leave under this policy, employees must give as much notice as possible of the need for leave, and while on leave, employees must provide regular updates regarding their status and return to work date. Upon return to work, the company may require employees to provide verification from the civil air patrol of the leave taken.

**Social Security Number Privacy and Protection of Personal Information**

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws. To the extent practicable, the Company protects the confidentiality of employees’ and applicants’ Social Security Numbers (SSNs) and confidential personal information. Thus, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except as needed to conduct legitimate Company business. The release of employee SSNs, driver’s license numbers, or financial account numbers to external parties is prohibited except as required by law. Internal access to employee SSNs must be authorized by the HR Contact, and is restricted to employees with a legitimate business need for the information.

Additionally, except where permitted by state or federal law, the Company will not: 1) publicly display all or more than four sequential digits of an employee’s SSN; 2) use all or more than four sequential digits of an employee’s SSN as the primary account number for an individual; 3) visibly print all or more than four sequential digits of an employee’s SSN on any identification badge or card; 4) require an individual to use or transmit all or more than four sequential digits of their SSN to gain access to an Internet Web site, or computer system, or network unless the connection is secure, the transmission is encrypted, or a password, or unique PIN is also required to gain access; 5) include all or more than four sequential digits of an employee’s SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging; or 6) include all or more than four sequential digits of an employee’s SSN in any document or information mailed to a person.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment with each other or third parties.

For more information about this policy contact the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Personnel Records**

Upon written request twice per year, the Company will provide employees with the opportunity to review his or her own personnel record. Any review of personnel files must take place at the location where the personnel files are maintained and during normal office hours unless, at the Company’s discretion, a more convenient time and location for the employee can be arranged.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to the HR Contact immediately. Violations of this policy will result in disciplinary action, up to and including discharge.

**MINNESOTA ADDENDUM**

This addendum is applicable only to employees working in the state of Minnesota and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Minnesota law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to creed, marital status, status with regard to public assistance, status as a patient enrolled in the marijuana registry program, sexual orientation, and if you work at a Minnesota location with 25 or more employees, familial status, membership or activity in a local commission, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Minnesota law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of creed, marital status, status with regard to public assistance, status as a patient enrolled in the marijuana registry program, sexual orientation, and if you work at a Minnesota location with 25 or more employees, familial status, membership or activity in a local commission, or any other protected status in accordance with applicable federal, state, or local laws.

**Meal Periods**

Except for certain exempt employees, all employees who work eight (8) or more hours in a day are required to take an adequate, unpaid, duty-free meal period, usually thirty (30) minutes. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period. Managers and supervisors are not authorized to instruct an employee, or approve an employee’s request, to forego a meal period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact. If the Company does not address your report of an instruction to skip or work during a meal period, you should contact Helpside.

**Rest Breaks**

The Company provides all full-time non-managerial and other non-exempt employees with the opportunity to take an adequate rest break for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. Employees are expected to schedule their rest breaks at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest breaks may not be combined with meal periods.

Rest breaks are counted as hours worked, and thus, employees are not required to record their rest breaks on their timesheets or time cards. Rest breaks may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest breaks during the pertinent pay period. Managers and supervisors are not authorized to instruct an employee, or approve an employee’s request, to forego a rest break. Employees should immediately report a manager’s or supervisor’s instruction to skip a rest break to the HR Contact. If the Company does not address your report of an instruction to skip or work during a rest break, you should contact Helpside.

**Civic Duties**

**Voting –** The Company provides employees with the opportunity to vote in any state or federal election, general primary or special primary. Employees who are scheduled to work during an election or primary will be granted reasonable time off on an election day without loss of pay to appear at the employee’s polling place, cast a ballot, and return to work. The Company reserves the right in its sole discretion to select the hours that employees will be excused to vote. Employees should notify the HR Contact of the need for voting leave as soon as possible. Additionally, upon return from voting leave, employees are required to present a voter’s receipt to the HR Contact.

**Election Judge Leave** – The Company provides time off to employees who are appointed to serve as an election judge fulfill their duties on an election day. Employees taking leave will be paid the difference between their normal rate of pay and the amount paid to them for services as an election judge. Employees requesting leave under this policy are required to provide the Company with at least 20 days advance written notice of the need for leave. The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employees for service as an election judge and the hours during which the employee will serve.

**Political Activity Leave –** The Company provides employees who are members of the state central committee or executive committee of a major political party or a delegate or alternate delegate of a convention of a major political party, unpaid leave to attend any meetings or convention; including meetings of official convention committees. Employees are required to provide at least ten (10) days' advance written notice to the HR Contact of the need for leave under this policy.

**Leave for Victims or Witness of Crime**

In accordance with applicable law, the Company provides unpaid time off to employees who are victims or witnesses of crime, or are spouses or next-of-kin of a victim of a violent crime, to attend or participate in judicial proceedings related to the crime. Employees requesting leave under this policy are required to provide as much advance noticed to the Company as possible. Employees are required to provide documentation to support a request for leave under this policy. The Company will take all reasonable steps to maintain confidential the information that employees provide in connection with a leave request under this policy. For more information regarding this leave please contact the HR Contact.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Bone Marrow Donation Leave**

If you work at a Minnesota location with 20 or more employees, the Company provides the necessary paid time away from work, up to forty (40) hours, to eligible employees to donate bone marrow. Employees who work an average of 20 or more hours per week are eligible for leave under this policy. Employees requesting leave under this policy are required to provide an appropriate written verification from a physician confirming the purpose for, and necessary length of, the leave. For more information regarding this leave please contact the HR Contact.

**School Related Activities**

The Company provides up to sixteen (16) hours of unpaid leave during any twelve-month period to employees who have children (including foster children) enrolled in grades K-12 and who work an average of at least one half of the hours of full-time status. Leave under this policy is provided to employees to attend school conferences or school related activities when such activities cannot be scheduled during the non-work hours. Leave under this policy may also be requested to attend conferences or other activities related to child care services, or pre-kindergarten or special education programs, when such activities cannot be scheduled during non-work hours.

Employees are required to provide as much advanced notice as possible, and to work with their supervisors to schedule the leave so as not to unduly disrupt the Company’s operations. For more information regarding this leave please contact the HR Contact.

**Pregnancy Accommodation**

If you work at a Minnesota location with 21 or more employees, in accordance with Minnesota law, the Company will provide reasonable accommodations to female employees in connection with pregnancy or childbirth, to the extent an accommodation can be provided without imposing an undue hardship on the business. Accommodations under this policy may include:

* allowing more frequent breaks;
* seating accommodations;
* limits on heavy lifting;
* modifying job duties;
* modifying work hours;
* temporary transfer to a less strenuous or less hazardous position; or
* providing a leave of absence.

Employees requesting an accommodation under this policy (except requests for breaks, seating, or heavy lifting accommodations) will be required to provide an appropriate certification in connection with a request for reasonable accommodation that includes the following:

* the date the reasonable accommodation became medically advisable;
* the probable duration of the reasonable accommodation; and
* an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. If you have any questions regarding this leave of absence, please contact the HR Contact. If the Company does not answer your questions in a timely manner, you should contact Helpside.

**Pregnancy and Parenting Leave**

If you work at a Minnesota location with 21 or more employees, in accordance with Minnesota law, the Company provides up to twelve (12) weeks of unpaid parental leave to employees who have completed 12 months of employment, preceding the request for leave, and have worked for an average of at least one-half the hours of full-time status in the 12-month period immediately preceding the leave request. Leave under this policy is available to employees who are biological or adoptive parent for the birth or adoption of a child, or female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

Employees requesting leave under this policy are required to provide as much advanced notice as possible of the start of leave and the anticipated date of return. If the leave request is for more than one month, employees must also notify the HR Contact at least two weeks prior to returning from such leave.

Leave may be taken at any time within 12 months of the birth or adoption of a child. However, the leave may begin at a later date if the child remains hospitalized longer than the mother. In such case, the leave must begin within 12 months of the child’s release from the hospital.

Upon return from leave under this policy, employees will be placed in the position held when the leave commenced or in a position of equivalent seniority, duties, hours, and pay, unless the employee would have lost his or her position had the employee not been on leave, in which case the employee will not be reinstated. Employees who are not reinstated retain all rights under the Company’s layoff and recall policies and procedures.

If an employee requesting leave under this policy, and/or the employee’s family participate in the Company’s group health plan, the Company will maintain coverage during the leave on the same terms as if the employee had continued to work. Under such circumstances, the employee is required to make arrangements to pay his or her share of applicable health plan premiums while on leave. In some instances, the Company may recover the amount of any premiums paid to maintain health coverage or other benefits for the requesting employee or for his or her family.

Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. If you have any questions regarding this leave of absence, please contact the HR Contact. If the Company does not answer your questions in a timely manner, you should contact Helpside.

**Adoption Leave**

The Company provides leave to employees who are adoptive parents at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company provides such leave to biological parents. If you have any questions regarding this leave of absence, please contact the HR Contact. If the Company does not answer your questions in a timely manner, you should contact Helpside.

**Sick Care/Safety Leave**

If you work at a Minnesota location with 21 or more employees, the Company permits eligible employees to use available sick leave for the reasons described below. Eligible employees have completed 12 months of employment, preceding the request for leave and have worked for an average of at least one-half the hours of full-time status in the 12-month period immediately preceding the leave. Employees may use available sick days for absences due to an illness or injury to the employee’s child (step, biological, adopted and foster), adult child, spouse, sibling, parent, stepparent, mother-in-law, father-in-law, grandchild (step, biological, adopted and foster), or grandparent for such reasonable periods as the employee’s attendance may be necessary. Leave is available on the same terms the employee is able to use sick day benefits for the employee’s own illness or injury.

Additionally, eligible employees may use accrued sick leave for safety purposes, including providing or receiving assistance because of sexual assault, domestic abuse, or stalking. The safety purposes may relate to the employee’s personal needs or the needs of the family members described above.

Eligible employees may request up to 160 hours of leave in a 12-month period due to an illness of, or injury to, an employee's adult child, spouse, sibling, parent, grandparent, grandchild, mother-in-law, father-in-law, or stepparent.

Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. If you have any questions regarding this leave of absence, please contact the HR Contact. If the Company does not answer your questions in a timely manner, you should contact Helpside.

**Family Military Leave and Leave to Attend Military Ceremonies**

Eligible employees who are the spouse, parent, child, grandparent or sibling of a member of the United States Armed Forces who is injured or killed while engaged in active service may take up to ten (10) days of unpaid family military leave.

In addition, eligible employees who are the spouse, parent, legal guardian, child, grandparent, grandchild, sibling, or fiancé of a member of the United States Armed Forces who has been ordered into active service in support of a war or other national emergency may take one day ofunpaid leave each calendar year to attend a send-off or homecoming ceremony for the service member. This leave will be limited to the actual time necessary for the employee to attend the ceremony. Additionally, the Company reserves the right deny a request for leave under this policy if the requested leave would unduly disrupt the operations of the Company. Employees are required to provide the Company with as much advanced notice as possible of the need for leave under this policy. For more information regarding this leave please contact the HR Contact.

**Civil Air Patrol Leave**

The Company provides unpaid leave to eligible employees who serve as a member of the Civil Air Patrol, and who are called to respond to an emergency declared by the governor or the president of the United States. When requesting leave under this policy, employees must give as much notice as possible of the need for leave, and while on leave, employees must provide regular updates regarding their status and return to work date. Upon return to work, the company may require employees to provide verification from the civil air patrol of the leave taken.

**Wage Disclosure Protection Policy**

In accordance with Minnesota law, the Company does not prohibit an employee from disclosing the employee’s own wages or discussing another employee’s wages which have been disclosed voluntarily. Further, the Company does not require nondisclosure of an employee’s wages as a condition of employment, and will not require an employee to sign any document contrary to this policy. Employees are, however, under no obligation to disclose their wages.

Employees are encouraged to report violations of this policy to the HR Contact. The Company prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who engages in retaliation will be subject to disciplinary action, up to and including immediate discharge. In the event a violation has been determined, an employee may be afforded remedies in accordance with state law.

Nothing in this policy shall be construed to permit an employee to disclose, copy, use, or transfer trade secrets or proprietary materials of the Company or others without appropriate authorization. Additionally, nothing in this policy shall be construed to permit an employee to disclose wage information of other employees to a competitor of the Company. Violations may result in disciplinary action up to and including termination as well as possible civil liabilities or criminal prosecution.

Nothing in this policy will be interpreted, applied or enforced in a manner that interferes with, restrains or coerces employees in the exercise of their Section 7 rights under the National Labor Relations Act. For more information regarding this leave please contact the HR Contact.

**Personnel Records**

Upon written request by an employee, the Company will provide the employee with an opportunity to review their personnel records once every 6 months. Upon separation from employment, an employee may review their personnel records, even if reviewed in the past 6 months, once each year after separation for as long as the personnel record is maintained.

The Company will comply with a written request as noted above no later than seven (7) working days after receipt of the request if the personnel record is located in Minnesota, or no later than fourteen (14) working days after receipt of the request if the personnel record is located out of state.

Consistent with applicable law, an employee may have the opportunity to provide a written response, not to exceed five pages, to any disputed information in his/her personnel record.

An employee who is separated from employment may submit a written request to the Company for a copy of their personnel record. Providing a copy of the employee's personnel record to the employee satisfies the Company’s responsibility to allow review in accordance with state law. For more information regarding this leave please contact the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the HR Contact.

**MISSISSIPPI ADDENDUM**

This addendum is applicable only to employees working in the state of Mississippi and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Mississippi law, the Company is committed to providing equal employment opportunities to all employees without regard to off-duty tobacco usage, or any other protected status in accordance with applicable federal, state, or local laws.

**Witness Leave**

The Company provides reasonable and necessary unpaid leave to employees who receive a subpoena or summons to attend court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the department’s work may be planned with as little disruption as possible.

**Victims of Crime Leave**

The Company provides reasonable and necessary unpaid leave to employees who are victims of crime to attend or participate in legal proceedings pertaining to the crime. To request leave under this policy, please notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to the HR Contact immediately.

**MISSOURI ADDENDUM**

This addendum is applicable only to employees working in the state of Missouri and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Missouri law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, off-duty use of tobacco products, membership in the state organized militia, or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Missouri law, the Company strictly prohibits all forms of unlawful harassment, which includes, ancestry, off-duty use of tobacco products, membership in the state organized militia, or any other protected status in accordance with applicable federal, state, or local laws.

**Civic Duties**

**Voting Leave -** In circumstances where employees’ work schedule does not provide three hours of continuous off-duty time during which the polls are open, the Company will provide a reasonable amount of paid time off, up to three (3) hours, during scheduled work time for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote.

**Victims of Crime Leave**

The Company provides reasonable and necessary unpaid leave to employees who are victims of, witnesses to, a crime or are family members of a crime victim, to attend or participate in legal proceedings pertaining to the crime. Family members for purposes of this policy include employees' spouses, children, siblings, parents, grandparents, or legal guardians. Affected employees must give the HR Contact reasonable notice that leave under this policy.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Lactation Break/Nursing Mother’s Rest Period**

In addition to the provisions of the Lactation Break policy in the Company’s Employee Handbook, the Company allows an employee who is a nursing mother to breast-feed her baby in any location in which she is authorized to take her rest period and certain precautions may be taken to maintain the privacy of the mother and any business necessity of the Company.

**Civil Air Patrol Leave**

If you work at a Missouri location with fifty or more employees, the Company provides up to 15 days of unpaid leave during each calendar year to eligible employees who serve as members of the civil air patrol and have qualified for a civil air patrol emergency service specialty or who are certified to fly counter narcotics missions for the purpose of engaging in the performance of civil air patrol emergency service duty or counter narcotics missions. Employees requesting leave under this policy must make reasonable efforts to notify the Company of a call to service. The Company reserves the right to request that the employee be exempted from responding to a specific mission, if necessary.

For more information regarding this leave, please contact the HR Contact.

**Volunteer Emergency Worker Leave**

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters or members of the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, or Urban Search and Rescue Team in order to respond to an emergency call received prior to the time the employee is scheduled to report for work.

Prior to missing work, the employee must attempt to contact the HR Contact or otherwise notify the Company that they have been dispatched to an emergency. If unable to contact the Company, the employee must continue to make reasonable notification efforts throughout the course of the absence.

The Company may request that the employee provide written verification from the supervisor of the volunteer fire department or the commander or the Missouri-1 Disaster Medical Assistance Team stating the time and date of the emergency to which the employee responded.

For more information regarding this leave, please contact the HR Contact.

**MONTANA ADDENDUM**

This addendum is applicable only to employees working in the state of Montana and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Montana law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, marital status, membership or application for membership in the state militia; exercising any right to military leave, off-duty lawful use of lawful products, including tobacco, alcohol, or medical uses of marijuana (unless such use interferes with job performance of any employee or overall operation of the company’s business), or any other protected status in accordance with applicable federal, state, or local laws.

**Probationary Period**

[*Note: If the ER does not establish a probationary period, a period of 180 days applies. MT employers are prohibited from discharging non-probationary employees without good cause and on several other bases. Further, an employer’s violation of an express provision of its own written personnel policies may also give rise to a claim for wrongful discharge under MT law*.]

For Montana employees, this Policy replaces the Introductory Period Policy in the Company’s Employee Handbook, if such policy is included. The first [*180/other number*] days of employment for every employee is a probationary period. During this probationary period, an employee’s job performance, attendance, attitude, and overall interest in the job will be observed. Employees who fail to demonstrate the commitment, performance and attitude expected by the Company may be terminated at any time during the probationary period.

Please note that during the probationary period, employees may not be eligible for certain Company benefits. Please contact the HR Contact for more information regarding eligibility to participate in Company benefits during an employee’s probationary period.

During the probationary period either an employee or the Company may terminate the employment relationship at any time, for any reason, with or without cause or notice. After employees have successfully completed their probationary period, employees may terminate their employment at any time for any reason with or without notice; and the Company may terminate an employee’s employment for good cause or any other reason allowed by law, with or without notice.

No officer, employee or representative of the Company is authorized to enter into an agreement – express or implied- with any employee for employment for a specified period of time. Any agreement to employment for a specified period of time will be put into writing and signed by [*the President*] of the Company.

**Employee Expectations – Addendum**

For employees working in Montana, this policy replaces the last paragraph in the “WHAT WE EXPECT OF YOU – Company Policies” section:

After completion of the probationary period, an employee may be discharged for “good cause,” which includes failure to satisfactorily perform job duties; conduct that is disruptive to the Company’s operations; violations of Company policies, procedures, safety and workplace rules; illegal conduct; or other legitimate business reasons. The Company will assess all relevant factors in determining whether discharge is appropriate. Nothing in this policy is designed to modify the Company’s at-will employment policy during the probationary period.

**Victims of Crime Leave**

The Company provides reasonable and necessary unpaid leave to employees who are victims of crime to attend or participate in legal proceedings pertaining to the crime. To request leave under this policy, please notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Maternity Leave**

The Company provides reasonable and necessary unpaid leave to female employees who require such leavedue to pregnancy, childbirth, delivery, and related-medical conditions.

Leave under this policy may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave policy to the extent permitted by state and federal law. If an employee would like more information regarding leave under this policy, please contact the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**NEBRASKA ADDENDUM**

This addendum is applicable only to employees working in the state of Nebraska and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Nebraska location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Nebraska law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status, HIV or AIDS status, or any other protected status in accordance with applicable federal, state, and local laws.

Regarding HIV/AIDS status, individuals suffering from, or suspected of suffering from, human immunodeficiency virus infection or acquired immunodeficiency syndrome are not covered by this provision if such individuals pose a direct threat to the health or safety of themselves or others in the workplace; if such individuals are unable to perform the duties of the job for which they are applying or for which they are employed to perform.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Nebraska law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on marital status, HIV or AIDS status, or any other protected status in accordance with applicable federal, state, and local laws.

**Meal Breaks**

Except for certain exempt employees, all employees who work eight (8) hours in a day are required to take a thirty (30) minute unpaid, duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No Company manager or supervisor is authorized to instruct or approve an employee’s wish to forego a meal or rest period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact.

**Civic Duties**

**Jury Duty –** The Company provides employees leave to serve as jurors when summoned. Employees required to appear for jury duty will be paid their regular wages, less any compensation received from the court. Employees should provide the Company with as much advanced notice as possible of the need for leave to serve as jurors. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

**Voting Leave –** Employees whose work schedule does not provide two consecutive hours to vote while the polls are open, will be provided up to two hours of paid leave to vote. The Company reserves the right to select the hours in which employees are excused from work to vote. Employees should notify the Company of the need for voting leave in advance of the election-day. Upon return, employees may be required to present a voter’s receipt to their supervisor.

**Election Official Leave -** Employees who are appointed to serve as a judge or clerk of election, a precinct or district inspector, a canvassing board member, or any other election worker will be provided reasonable and necessary paid leave on election day so long as they provide the Company with reasonable advanced notice of such appointment. Reasonable notice will be waived for those employees appointed as judges or clerks of election on the day of election to fill vacancies. Employees will be excused from any shift work for the eight hours prior to and following their required service as an election official, if they are required to serve eight hours or more on election day.

**Pregnancy Accommodation**

If you work at a Nebraska location with 15 or more employees, consistent with state law, the Company provides reasonable accommodations to female employees in connection with pregnancy, childbirth or related conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Company shall explore with the employee the possible means of providing the requested accommodation, which may include, but is not limited to:

* acquisition of equipment for sitting;
* more frequent or longer breaks;
* periodic rest;
* assistance with manual labor;
* job restructuring;
* light duty assignments;
* modified work schedules;
* temporary transfers to less strenuous or hazardous work;
* time off to recover from childbirth; or
* break time and appropriate facilities for expressing breast milk.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the HR Contact.

**Parental Leave**

The Company provides the same leave time, under the same conditions to employees who are adopting children as is provided to employees for the birth of their children.

**Family Military Leave**

If you work at a Nebraska location with between 15 and 50 employees, the Company provides up to 15 days of unpaid leave, and if there are over 50 employees, the Company provides up to 30 days of unpaid leave, under this policy to eligible employees who are the spouse or parent of a person called to serve 179 or more days in the military. Leave under this policy is available only during the military service member’s deployment.

To be eligible for leave under this policy, employees must have been employed by the Company for 12 months and worked 1,250 hours during the 12-month period immediately preceding the start of the leave.

To request leave under this policy, eligible employees should provide the Company with at least 14 days’ notice for leave that will last 5 or more consecutive work days. If the leave request is for less than five days, employees should provide the Company with as much advance notice as possible.

Employees requesting leave under this policy should provide the HR Contact with appropriate certification from the proper military authority.

**Emergency Responder Leave**

If you work at a Nebraska location with 10 or more employees, the Company provides reasonable and necessary unpaid leave to eligible employees who serve as qualified Volunteer Emergency Responders to respond to an emergency.

Eligible employees have been approved by the state to serve as a volunteer of a fire department; first-aid, rescue, ambulance, emergency squad; volunteer fire company, association, or organization serving any city, village, rural or suburban fire protection district by providing fire protection or emergency response services; or they are a volunteer member in good standing of the Nebraska Wing of the Civil Air Patrol.

Prior to seeking leave under this policy, eligible employees are required to provide written notice to the Company that of their status as an emergency volunteer. The notice must be signed by the official in charge of the volunteer unit to which the employee is assigned.

Employees requesting leave under this policy should provide as much advanced notice as possible of the need for leave. The Company may require employees to provide a written signed statement from the official in charge of the volunteer department confirming that the employee responded to an emergency, including the date and time of the emergency and when volunteer service was completed. If requested, the employee will have seven days to present the written verification.

**Bone Marrow Donation Leave**

The Company provides reasonable and necessary unpaid leave to employees who wish to donate bone marrow. Employees are expected to provide the Company with as much notice as possible of the need to take leave under this policy, and the Company may require employees to provide an appropriate medical certification to support the request for leave under this policy.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**NEVADA ADDENDUM**

This addendum is applicable only to employees working in the state of Nevada and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with Nevada law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to sexual orientation (including gender identity or expression), disability including human immunodeficiency virus, genetic information, off duty lawful use of products or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with Nevada law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on sexual orientation (including gender identity or expression), disability including human immunodeficiency virus, genetic information, off duty lawful use of products, or any other protected status in accordance with applicable federal, state, or local laws.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on gender, transgender and sexual orientation (meaning one’s heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

* physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
* verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body, including remarks that a male is too feminine or a woman is too masculine.

**Meal Periods**

Except for certain exempt employees, all employees who work eight (8) hours in a day are required to take a thirty (30) minute unpaid, duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, unless there is a valid written agreement for an on-duty meal period, employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No Company manager or supervisor is authorized to instruct or approve an employee’s wish to forego a meal or rest period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact. If the Company does not address your report of an instruction to skip or work during a meal period, you should contact Helpside.

**Rest Periods**

The Company provides all non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3 ½) hours. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period. If you are not permitted to take a rest break, you should contact the HR Contact. If the Company does not address the situation, you should contact Helpside.

**Civic Duties**

**Jury Duty** –Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. However, employees scheduled for jury duty will not be asked to work within eight hours before the time when they are scheduled to appear for jury duty. Similarly, if an employee’s jury service has lasted for four (4) hours or more, he or she will not be asked to work between 5 p.m. on the day of jury duty and 3 a.m. of the following day.

**Voting** – When an employee’s work schedule does not provide a reasonable amount of off-duty time to vote on an election day, the Company will provide a reasonable amount of paid time off, between one (1) and three (3) hours during the work day, depending on the distance between the work location and the employee’s polling location, for employees to vote. Employees who need time off to vote under this policy should notify the HR Contact prior to an election day. The Company, in its sole discretion, may specify a time period during which the polls are open for employees to leave work to vote.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**School Visitation Leave**

If you work at a Nevada location with 50 or more employees, the Company provides up to four (4) hours of unpaid leave per school year to employees who are parents, guardians or custodians of a child to: (1) attend parent-teacher conferences; (2) attend school-related activities during regular school hours; (3) volunteer or otherwise be involved at the school in which his or her child is enrolled during regular school hours; or (4) attend school-sponsored events.

The leave must be at a time mutually agreed upon by the Company and the requesting employee, and must be taken in increments of at least one hour. Employees requesting leave under this policy are required to submit their request in writing at least five (5) school days in advance of the requested leave time and are required to provide written verification showing that the employee attended or was otherwise involved in a qualifying school-related activity during the time of the leave.

**Parental Leave**

The Company provides unpaid time off to eligible employees for the following reasons:

1. to attend a court proceeding on behalf of the employee’s child, or to accompany the employee’s child to court; or

2. to attend a school conference during work hours, or to attend to an emergency involving the employee’s child, when the employee is advised of such emergency by the child’s school.

Employees requesting leave under this policy are required to provide as much advanced notice as possible, and provide appropriate documentation when requested.

Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. If you have any questions regarding this policy, please contact the HR Contact.

**Maternity Leave**

If you work at a Nevada location with 15 or more employees, the Company permits eligible female employees to use all accrued and unused leave before and after childbirth, miscarriage or other natural resolution of her pregnancy that is accrued or allowed to accumulate as part of her employment benefit.

**Personnel Files**

Upon written request, employees will be permitted to inspect their own personnel files during usual business hours. Employees who have been employed for more than 60 days may receive a copy of their personnel file, provided the requesting employee reimburses the Company for the cost of the copies.

Consistent with applicable law, an employee may have the opportunity to provide a written response of a reasonable length and in a format prescribed by the Company to any disputed information in his/her personnel record. If you have any questions regarding this policy, please contact the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal and other purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**NEW HAMPSHIRE ADDENDUM**

This addendum is applicable only to employees working in the state of New Hampshire and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a New Hampshire location with 6 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Hampshire law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, sexual orientation, marital status (including civil union status), genetic testing results, status as a smoker or non-smoker, status as a victim of domestic violence, harassment, sexual assault, or stalking, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

If you work at a New Hampshire location with 6 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Hampshire law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on religious creed, sexual orientation, marital status (including civil union status), genetic testing results, status as a smoker or non-smoker, status as a victim of domestic violence, harassment, sexual assault, or stalking, or any other protected status in accordance with applicable federal, state, and local laws.

**Meal Periods**

Except for certain exempt employees, all employees who work more than five (5) consecutive hours in a day are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No manager or supervisor is authorized to instruct or approve an employee’s wish to forego a meal period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Victims of Crime Leave**

If you work at a New Hampshire location with 25 or more employees, the Company provides employees who are crime victims, or whose immediate family members are crime victims unpaid time off from work to:

1. attend court or other legal or investigative proceedings associated with the prosecution of the crime; or
2. to attend proceedings related to a crime involving an immediate family member who is under the age of 18; an incompetent adult; or the victim of a homicide.

For purposes of this policy, “immediate family member” includes an employee’s parent, step-parent, child, step-child, sibling, spouse, grandparent, any person for whom the employee is a legal guardian, or any person involved in an intimate relationship with, and residing in the same household as, the employee.

For purposes of this policy “crime victim” includes any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

Employees requesting leave under this policy should provide the Company with appropriate documentation evidencing the scheduled hearing, conference, or meeting. Employees are permitted (and may be required) to use accrued paid time off concurrently with leave under this policy. The Company reserves its right to limit an employee’s time away from work if the employee’s absence will create an undue hardship. For more information regarding this leave, see the HR Contact.

**Pregnancy Disability Leave**

If you work at a New Hampshire location for an employer with six or more employees, the Company provides unpaid leave to female employees for temporary disabilities relating to pregnancy, childbirth, or related medical conditions. Employees who are granted leave under this policy will be returned to their same or comparable position to the extent required by applicable law. The Company also will provide any reasonable accommodation (including but not limited to a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties) requested by an eligible female employee to accommodate temporary disabilities relating to pregnancy, childbirth, or related medical conditions, to the extent required by applicable law. Employees requesting leave or accommodation under this policy should promptly notify the HR Contact.

Where applicable, leave taken under this policy shall run concurrently with any similar leave mandated by applicable law or other leave provided by the Company.

For more information regarding this leave, see the HR Contact. If the Company does not answer your questions in a timely manner, you should contact Helpside.

**Disaster and Emergency Services Leave**

The Company provides reasonable and necessary unpaid leave during an officially declared state of emergency, to employees who serve as members of a fire department, a rescue squad, or emergency service agency and who are called to service, unless the employee is essential to the Company’s own emergency or disaster relief activities. Although the Company will not require employees taking leave under this policy to use otherwise available paid time off, employees may choose to do so.

**Veterans Day Leave**

The Company provides unpaid leave during the 24 hours comprising Veterans Day to employees who are honorably discharged veterans from the United States armed forces. Employees requesting time off under this policy should notify the HR Contact as soon as possible.

**Personnel Records**

Upon request, the Company will provide a reasonable opportunity for an employee to inspect his or her own personnel file. In addition, the Company will provide an employee with a copy of all or part of his or her personnel file, upon request. The Company may charge the employee a fee reasonably related to the cost of supplying copies of the requested documents.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**NEW JERSEY ADDENDUM**

This addendum is applicable only to employees working in the state of New Jersey and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Jersey law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, ancestry, marital status, domestic partnership status, civil union status, familial status, atypical hereditary cellular or blood trait, nationality, affectional or sexual orientation, gender identity or expression, military status, refusal to submit to genetic tests or make genetic test results available, or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Jersey law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on religious creed, ancestry, marital status, domestic partnership status, civil union status, familial status, atypical hereditary cellular or blood trait, nationality, affectional or sexual orientation, gender identity or expression, military status, refusal to submit to genetic tests or make genetic test results available, or any other protected status in accordance with applicable federal, state, and local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

**New Jersey Family Leave Insurance**

Employees who are taking leave under the Company policies to bond with a newborn or newly adopted child or to care for a family member (child, parent, spouse, domestic partner, or civil union partner) with a serious health condition may be eligible for New Jersey Family Leave Insurance (NJFLI) benefits from the state of New Jersey. Eligibility for benefits and the maximum weekly benefit are determined by the state of New Jersey. Employees may be eligible for NJFLI benefits for up to six weeks. An employee’s job is not protected while he or she is receiving NJFLI Benefits unless he or she is eligible for FMLA or NJFLA leave.

For more information regarding NJFLI, please see the HR Contact. If the Company does not completely and timely respond to your inquiries, you should contact Helpside.

**Leave for Victims of Domestic Violence**

If you work at a New Jersey location with 25 or more employees, the Company provides up to twenty (20) days of unpaid leave to eligible employees who are victims of an incident of domestic violence or a sexually violent offense, or whose child, parent, spouse, domestic partner or civil union partner was a victim of an incident of domestic violence or sexually violent offense. Eligible employees have worked for the Company for at least 1,000 hours during the preceding 12 months.

In the event that an employee has been laid off due to a state of emergency since October 22 2012, the employee may receive credit (as if the employee had worked) for up to 90 calendar days toward the 12-month base period for purposes of calculating eligibility for leave.

Each incident of domestic violence or any sexually violent offense constitutes a separate offense for which eligible employees may take unpaid leave, provided that the employee has not exhausted the allotted 20 days of leave for the 12-month period.

Leave may be taken at once, or intermittently in intervals of no less than one day or on a reduced leave schedule basis upon approval from the HR Contact for the following purposes:

1. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence;
2. obtaining services from a victim services organization;
3. obtaining psychological or other counseling;
4. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or to ensure economic security;
5. seeking legal assistance or remedies to ensure health and safety, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
6. attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

Employees requesting leave under this policy should provide as much reasonable advance notice as possible, including appropriate documentation.

If an employee requests leave for a reason covered by this policy and other policies, such as the New Jersey Family Leave Act, or the federal Family and Medical Leave Act, the leave will run simultaneously with leave under such other policies.

For more information regarding this leave, please see the HR Contact.

**New Jersey Crime Victim Leave**

If you work at a New Jersey location with 25 or more employees, the Company offers eligible employees up to 20-days of unpaid Crime Victim Leave over a 12-month period. Each incidence of domestic or sexual violence is a separate offense for which employees can take unpaid Crime Victim Leave, up to the allotted 20-days. Crime Victim Leave can be taken on an intermittent basis in intervals of at least one day.

Employees are eligible to take Crime Victim Leave if they have worked for employers for at least 12 months for not less than 1,000 base hours during the immediately preceding 12-month period. Employees who are victims of domestic or sexual violence or who have family members who are victims can take leave to:

* seek medical attention for or recover from physical or psychological injuries caused by domestic or sexual violence;
* obtain services from a victim services organization;
* obtain psychological or other counseling;
* participate in safety planning, temporarily or permanently relocate or take other actions to protect against future incidents of domestic or sexual violence or ensure economic security;
* seek legal assistance or other remedies; and
* attend, participate in or prepare for criminal or civil court proceedings related to them or their family members being a victim of domestic or sexual violence.

Family members include employees' child, parent, spouse, domestic partner or civil union partner. The Company may require employees requesting Crime Victim Leave to provide certification that they or their family members are victims of domestic or sexual violence. If possible, employees must provide the Company with written notice of need to take Crime Victim Leave as far in advance as is reasonable and practicable.

The employee may choose to use any accrued paid time off if available, for an absence described above.

Leave taken under the Crime Victim Leave provisions does not conflict with any rights under the federal Family and Medical Leave Act, the New Jersey Family Leave Act or the New Jersey Temporary Disability Benefits Law. In instances where crime victim leave is taken for reasons covered by the federal Family and Medical Leave Act or the New Jersey Family Leave Act, such leave counts simultaneously against employees' entitlement under each law.

For more information regarding this leave, see the HR Contact. If the Company does not completely and timely respond to your inquiries, you should contact Helpside.

**Pregnancy Accommodation**

The Company provides reasonable accommodations to female employees when requested for reasons related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

Reasonable accommodations may include, but are not limited to:

* allowing more frequent breaks or periodic rest;
* assistance with manual labor;
* modifying job duties;
* modifying work hours/schedules;
* temporary transfer to a less strenuous or less hazardous position; or
* providing a temporary leave of absence.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other applicable leave as permitted under federal, state, or local law.

For more information about this policy please contact see the HR Contact. If the Company does not completely and timely respond to your inquiries, you should contact Helpside.

**New Jersey Family Leave Act Policy**

If you work at a New Jersey location and your employer has 50 or more employees, in addition to the FMLA leave policy described in the Company Employee Handbook, the Company provides leave to eligible employees pursuant to the New Jersey Family Leave Act (“NJFLA”). Under the NJFLA, eligible employees may take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an eligible employee may take is 12 weeks within a 24-month period depending on the reasons for the leave.

**Employee Eligibility**

To be eligible for NJFLA leave, employees must have been employed for at least 12 months and must have worked at least 1,000 hours for the Company over the preceding 12 months.

**Conditions Triggering Leave**

NJFLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);

2. placement of a child with the employee for adoption or foster care (up to 12 weeks);

3. to care for an immediate family member (employee’s spouse, child, or parent) with a serious health condition (up to 12 weeks); or

4. To care for a seriously ill civil union partner or parent-in-law.

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks. NJFLA will run concurrently with other leave policies, including FMLA, when the leave is covered by NJFLA and other leave policies.

**Definitions**

A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

**Identifying the 12-Month Period**

The Company measures the 24-month period in which leave is taken by the “rolling” 24 month method, measured backward from the date of any NJFLA leave. Leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

**Using Leave**

Eligible employees may take leave under this policy in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Intermittent leave is permitted at the same intervals as provided in the Company’s paid leave policies.

Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations.

**Concurrent Use of Other Leave Policies**

Depending on the purpose for leave, this leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law. Additionally, employees taking leave under this policy may choose to use (or the Company may require employees to use) accrued paid leave concurrently with some or all of the leave taken under this policy. To substitute paid leave for NJFLA leave, employees should comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Maintenance of Health Benefits**

If an employee and/or his or her family participate in the Company’s group health plan, the Company will maintain coverage during his or her leave on the same terms as if the employee had continued to work. If applicable, the employee must make arrangements to pay his or her share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for the employee and his or her family. Use of leave will not result in the loss of any employment benefit that accrued prior to the start of the employee’s leave.

**Notice and Medical Certification**

Unless prevented by a medical emergency, employees should provide notice to the HR Contact of an employee’s need for leave as soon as possible. In the case of a leave in connection with the serious health condition of a family member, an employee must provide notice no later than 30 days prior to the leave, except where emergent circumstances warrant shorter notice. Employees may be required to provide an appropriate health care certification in support of their request for leave under this policy.

**Job Restoration**

Upon returning from NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Limited Nature of This Policy**

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by NJFLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law.

**Emergency Responder Leave**

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, county or municipal volunteers for the Office of Emergency Management who respond to fire or emergency calls, or as part of a volunteer first aid, rescue or emergency squad to respond to a qualified emergency. A qualified emergency includes responding to a state of emergency declared by the President of the United States or Governor of this state, or being actively engaged in responding to an emergency alarm.

Employees must notify the HR Contact at least one hour prior to their scheduled shift of the call to respond to a qualified emergency. Upon return, employees should provide a copy of the incident report and certification by the incident commander or other official confirming that the employee was actively engaged and necessary for the emergency response. The report should set forth the date and time the volunteer was relieved of emergency service duties.

Employees taking leave under this policy who need to be absent for more than one consecutive day because they were called to respond to a qualified emergency should notify the HR Contact each day that they will be absent in advance of their shift.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

The Company reserves the right to deny leave under this policy to employees that it deems essential, as authorized under state law.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**NEW MEXICO ADDENDUM**

This addendum is applicable only to employees working in the state of New Mexico and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a New Mexico location with four or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Mexico law, the Company is committed to providing equal employment opportunities to all employees without regard to (if fifteen or more employees) sexual orientation, gender identity, (if fifty or more employees) spousal affiliation, lawful off duty tobacco usage or non-usage, disability AIDS virus test results (unless the absence of which is a bona fide occupational qualification), or any other protected status in accordance with applicable federal, state, or local laws.

**Policy Against Harassment**

If you work at a New Mexico location with fifteen or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Mexico law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of sexual orientation, gender identify, or any other protected status in accordance with applicable federal, state, or local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

**Civic Duties**

**Voting Leave -** An employee whose schedule does not provide two (2) hours before work or three (3) hours after work to vote while the polls are open will be permitted to take up to two hours of paid time off on an election day to vote. The Company reserves the right to select the hours in which the employee is excused from work to vote.

When requesting leave under this policy employees should provide notice of the need for leave as soon as possible and no later than two (2) working days before an election day. Upon return from voting leave, employees will be asked to provide their supervisors with an appropriate voter's receipt.

**Pregnancy Accommodation**

The Company will provide a reasonable accommodation, to the extent required under applicable law, to employees for conditions related to pregnancy, childbirth, or related medical conditions. Employees should promptly notify the HR Contact of the need for a reasonable accommodation. If the Company does not completely and timely address your request, you should contact Helpside.

**Disaster and Emergency Services Leave**

The Company provides unpaid leave, up to ten (10) days during each calendar year to eligible employees who serve as volunteer emergency responders to respond to an emergency or disaster as declared by the Governor of New Mexico or the President of the United States.

For purposes of this policy, “volunteer emergency responders” are persons who are members in good standing of a volunteer fire department; an emergency medical service; a search and rescue team; a law enforcement agency; or who are enrolled by the state or a political subdivision of the state for response to an emergency or disaster.

When requesting leave under this policy, employees should provide as much advanced notice as possible of the need for leave, and employees should remain in regular contact with the HR Contact while on leave under this policy.

The Company may request that employees provide appropriate written verification from the office of emergency management or a state or local official managing an emergency or disaster confirming the dates and time that the employee served as a volunteer emergency responder.

**Domestic Violence Leave**

The Company provides reasonable and necessary unpaid leave up to 14 days per calendar year to employees who are victims of domestic violence to obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials, to consult with attorneys or district attorneys’ victim advocates or to attend court proceedings related to the domestic abuse of an employee or an employee’s family member. Under this policy a “family member” is the employee’s minor child or a person for whom the employee is a legal guardian.

Employees requesting leave under this policy should provide the Company with reasonable advance notice of the need for leave, except in the case of imminent danger to the health or safety of the employee. The Company may request documentation to support the need for leave. Information provided in connection with leave under this policy will be kept confidential by the Company, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law. Employees with questions regarding this leave of absence, should contact the HR Contact.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued, unused paid time off and available short term disability (STD) pay (if applicable). In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**NEW YORK ADDENDUM**

This addendum is applicable only to employees working in the state of New York and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New York law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to age (18 and older); sexual orientation; gender identity; predisposing genetic characteristics; creed; domestic violence victim status; stalking victim status; marital status; an individual’s status as having a known relationship or association with a member or members of a protected category under New York Human Rights Law; or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New York law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on age (over 18); sexual orientation; gender identity; predisposing genetic characteristics; creed; domestic violence victim status; stalking victim status; marital status; an individual’s status as having a known relationship or association with a member or members of a protected category under New York Human Rights Law; or any other protected status in accordance with applicable federal, state, and local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the federal handbook, include harassment based on gender, transgender and sexual orientation (meaning one’s heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

**Meal Periods**

Non-exempt employees who work in a factory or in manufacturing are provided a sixty (60) minute unpaid meal period, which should be taken in the middle of their shift.

All other non-exempt employees who work a six (6) hour shift extending into 11 a.m. and 2 p.m. are entitled to a 30-minute unpaid meal period to be taken between the hours of 11 a.m. and 2 p.m. Employees who work between the hours of 11 a.m. and 7 p.m. are entitled to an additional 20-minute unpaid meal period to be taken between the hours of 5 p.m. and 7 p.m. Employees who work 6 or more hours on a shift between 1 p.m. and 6 a.m. are entitled to an unpaid meal period of at least 45 minutes midway between the beginning and the end of that shift.

Employees are completely relieved of their job responsibilities during their meal periods. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

**Civic Duties**

**Jury Duty** – If you work at a New York location with 10 or more employees, except as otherwise required by county or city ordinances, employees required to appear for jury duty on a regularly scheduled workday will be paid their regular compensation up to $40.00 per day for the first three (3) days of jury duty service.

**Voting** - In circumstances where employees find that their hours of employment make it impracticable to vote before or after work, the Company provides a sufficient amount of paid leave, up to two hours, to vote, unless there are four consecutive nonworking hours between the opening and closing of the polls. Employees who need a leave of absence to vote should notify the HR Contact prior to an election day. The Company may specify any time period, during which the polls are open, for the employee to leave work in order to vote.

**Witness Leave**

The Company provides reasonable and necessary unpaid leave for employees to appear as witnesses in court proceedings when required. Employees are expected to provide the Company with as much notice as possible of the need to take witness leave and employees may be asked to provide appropriate documentation to support any leave taken under this policy. Employees must notify the HR Contact as soon as practical following court attendance that they intend to return to work.

**Victims of Crime**

The Company will provide reasonable and necessary unpaid leave to any employee who is a victim of a criminal offense for the employee to appear as a witness, to consult with the district attorney, or to exercise his/her rights as a victim under New York law prior to the date of such activity. Employees requesting leave under this policy should provide advance notice of the need for the leave, whenever possible, to the HR Contact. Employees may be asked to provide appropriate documentation to support any leave taken under this policy.

**Family Military Leave Law**

If you work at a New York location with 20 or more employees who work an average of 20 or more hours per week, the Company provides eligible employees with unpaid leave of up to ten (10) days during a military service member’s leave or deployment. Eligible employees work an average of 20 or more hours per week and are the spouse of a member of the Armed Forces of the United States, National Guard, or Reserves who has been deployed during a period of military conflict to a combat theatre or combat zone.

**Lactation Break/Accommodation**

The lactation break/accommodation described in the Company Employee Handbook will be provided to employees working in New York for up to three years after the birth of a child.

**Adoption Leave**

The Company provides employees who are adoptive parents the same leave and upon the same terms as parents taking leave for the birth of a child until that adopted child reaches the minimum age set forth by New York law.

**Pregnancy Accommodation**

If you work at a New York location with four or more employees, the Company, consistent with state law, will provide reasonable accommodations to female employees related to pregnancy, childbirth or related conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the company shall explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

* acquisition of equipment for sitting;
* more frequent or longer breaks;
* periodic rest;
* modifying work hours/schedules;
* job restructuring;
* break time and private non-bathroom space for expressing breast milk;
* modified work schedules; or
* time off to recover from childbirth.

The company may require the employee to provide a certification in connection with a request for reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the HR Contact. If the Company does not timely or adequately address your inquiry or request, please contact Helpside.

**Bone Marrow Donation Leave**

If you work at a New York location with 20 or more employees, the Company provides reasonable and necessary unpaid leave to eligible employees to undergo a medical procedure to donate bone marrow. The Company may require a physician's verification of the purpose and length of each leave requested for bone marrow donation.

**Blood Donation Leave**

If you work at a New York location with 20 or more employees, the Company provides employees who seeks to donate blood with either: (1) three hours of leave of absence in any 12-month period; or (2) be allowed to use of his or her accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set.

**Disaster and Emergency Services Leave**

During the time that an emergency exists following a declaration of emergency under the law, the Company provides reasonable and necessary unpaid leave to employees who are “volunteer emergency responders,” as that term is defined under applicable law, to perform their duties as a volunteer firefighter or an enrolled member of a volunteer ambulance service, unless the Company determines that the employee’s absence would impose an undue hardship on company business.

Employees requesting leave under this policy must have previously submitted written documentation from the head of the fire department or volunteer ambulance service confirming the employee’s status as a volunteer firefighter or member of a volunteer ambulance service.

The Company may request a notarized statement from the head of the volunteer fire department or volunteer ambulance service certifying the period of time that the employee responded to any emergency.

For more information regarding this leave, see the HR Contact.

**Social Security Number Privacy and Protection of Personal Information**

Employee social security numbers (SSNs) and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include social security numbers and personal information will be maintained in accordance with federal and state laws.

The Company is committed to taking all reasonable steps to ensure the confidentiality of our employees’ and applicants’ personal identifying information, as required under applicable law. Thus, employees may not acquire, disclose, transfer, or use the SSN, home address, or telephone number, personal electronic mail address, internet identification name, or password, parent’s surname prior to marriage, or drivers’ license number of any employee except in accordance with applicable law and Company policy and procedures. The release of employee personal identifying information to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for such information. Employee SSNs will not be publicly posted, displayed, or visibly printed on any identification badge or time card. For more information about this policy please contact the HR Contact.

**Wage Disclosure Protection**

The Company, consistent with New York law, will not take an adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing (i) the employee’s wages or (ii) the wages of another employee where prior permission from that employee has been obtained.

Nothing in this policy shall require an employee to disclose his or her wages in response to any inquiry. Further, nothing in this policy shall be construed to permit an employee who has access to the wage information of other employees as part of such employee’s essential job functions, to disclose the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under New York law, including an investigation conducted by the company.

**Personnel Records**

Recognizing the confidential nature of the information in your personnel record, the Company limits access to the personnel records to you and those with proper authorization or pursuant to legal process.

No documents contained in your personnel file will be released without your consent, except pursuant to legal process. Any records of medical evaluation results will be maintained in a separate file, in accordance with legal requirements, and may only be reviewed by authorized individuals with the approval of the HR Contact.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**NORTH CAROLINA ADDENDUM**

This addendum is applicable only to employees working in the state of North Carolina and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a North Carolina location with fifteen or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Carolina law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry; sickle-cell trait; hemoglobin C-trait; off duty, lawful use of lawful products, including tobacco and alcohol; genetic information, including requests for genetic testing or genetic counseling services; or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Carolina law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on ancestry, off duty, lawful use of lawful products, including tobacco and alcohol, or any other protected status in accordance with applicable federal, state, and local laws.

**Parental Leave for School Involvement**

The Company provides up to four (4) hours of unpaid leave per calendar year to any employee who is a parent, guardian, or person standing in the place of a parent of a school-aged child so that the employee may attend or otherwise be involved at that child’s school. Such leave is available for employees with children enrolled in grade school instruction, preschool or child care facilities. The leave shall be taken at a mutually agreed upon time. Eligible employees should provide the Company with a written request for the leave at least 48 hours before taking leave. The Company may require an employee to furnish written verification from the child’s school that the employee attended or was otherwise involved at that school during the time of the leave.

For more information regarding this leave, employees should contact the HR Contact.

**Domestic Violence and Crime Victim Leave**

To the extent required by law, the Company provides reasonable and necessary unpaid leave to employees who are victims of domestic violence or are seeking to pursue protective or civil no contact orders to protect them against non-consensual sexual contact and stalking as defined by state law.

For the purposes of this policy, domestic violence includes situations when an employee or a minor child residing with, or in the custody of, the employee is subject to actual or threatened physical harm, including sexual offenses, by a current or former spouse, a person of the opposite sex who lives with (or lived with) the employee, a parent, a party who stands *in loco parentis* to the minor child, a grandparent, a person who has a child in common with the employee, a current or former household member, or a person of the opposite sex who is in a dating relationship with the employee, or when an employee is a victim of stalking as defined by N.C.G.S. § 14-277.3.

To request leave under this policy, the employee must provide the HR Contact with advance notice of the leave. If advance notice is not possible, the Company may require documentation of any emergency that prevented the employee from complying in advance with the Company’s usual time off policy or procedure. For more information regarding this leave, see the HR Contact.

**Disaster Response Leave**

The Company provides reasonable and necessary unpaid leave to employees who serve as members of a volunteer fire department, rescue squad, or emergency medical service agency and who are called into service after the Governor or General Assembly proclaims a state of disaster.

The Company reserves the right to limit the amount of leave if the employee’s services are required to address an on-going emergency or disaster relief activities within the company.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused vacation or PTO time. In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

When returning from leave under this policy, employees should provide appropriate documentation from the Director of the Division of Emergency Management or the head of the local emergency management agency confirming the employee’s service in a response to a disaster.

**NORTH DAKOTA ADDENDUM**

This addendum is applicable only to employees working in the state of North Dakota and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Dakota law, the Company is committed to providing equal employment opportunities to all employees without regard to marital status; status regarding public assistance; participation in lawful, off-duty activities that do not directly conflict with the essential business-related interests of the Company; service as a volunteer emergency responder; or any other protected status in accordance with applicable federal, state, or local laws.

**Meal Period**

Except for certain exempt employees, all employees who work five (5) or more hours in a day are required to take a thirty (30) minute unpaid, duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No Company manager or supervisor is authorized to instruct or approve an employee’s wish to forego a meal or rest period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact.

**Civic Duties**

**Voting –** Employees will be provided reasonable and necessary unpaid time off to vote in any state or federal election, or general or special primary election. Employees requesting time off under this policy should notify their supervisors as soon as possible, and no later than the day before an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote. Additionally, employees should present a voter’s receipt to their supervisors upon return to work.

**Court Attendance and Witness Duty**

The Company provides reasonable and necessary unpaid leave for employees to attend or participate in court proceedings, in accordance with North Dakota law. Employees who receive a subpoena or summons to appear in court should notify the HR Contact immediately so that the department’s work may be planned with as little disruption as possible.

**Domestic Violence and Crime Victim Leave**

To the extent required by law, employees who are victims of domestic violence or are seeking to pursue protective or civil no contact orders to protect them against non-consensual sexual contact and stalking as defined by state law, may receive unpaid leave to obtain or attempt to obtain relief under the state’s domestic violence laws. To take this leave, the employee must provide the HR Contactwith advance notice of the leave. If advance notice is not possible, the Company may require documentation of any emergency that prevented the employee from complying in advance with the Company’s usual time off policy or procedure.

For more information regarding this leave, see the HR Contact.

**Pregnancy Accommodation Leave**

The Company, consistent with state law, will provide reasonable accommodations to female employees related to pregnancy to the extent the accommodation can be made without disrupting or interfering with the company’s normal business operations; threaten an individual’s health or safety; contradict a business necessity of the company; or impose an undue hardship on the business.

When an employee requests a reasonable accommodation, the company shall explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

* more frequent or longer breaks;
* time off to recover from childbirth;
* acquisition or modification of equipment;
* seating;
* temporary transfer to a less strenuous or hazardous position;
* job restructuring;
* light duty;
* break time and private non-bathroom space for expressing breast milk;
* assistance with manual labor; or
* modified work schedules.

The company may require the employee to provide a certification in connection with a request for reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the HR Contact. The company will provide you with a notice of rights in accordance with this policy within ten days of being notified of the pregnancy. If the Company does not timely or adequately address your inquiry or request, please contact Helpside.

**Disaster and Emergency Services Leave**

The Company provides reasonable and necessary unpaid leave, up to 20 days per calendar year, to employees who serve as volunteer emergency responders, including (1) volunteer members of the North Dakota army national guard; (2) volunteer members of the North Dakota air national guard; or (3) volunteer civilian members of the civil air patrol to respond to an emergency. The Company reserves the right to deny a leave request if the requested leave would unduly disrupt business operations.

Employees requesting leave under this policy should make reasonable efforts to notify the Company of a call to service and continue to provide reasonable notification updates over the course of the leave.

Upon return to work, employees should provide appropriate written verification of times and dates of required service. Such verification may include a statement from the department of emergency services, the adjutant general's office, the North Dakota wing of the civil air patrol, or other appropriate entity.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to the HR Contact immediately.

**OHIO ADDENDUM**

This addendum is applicable only to employees working in the state of Ohio and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Dakota law, the Company is committed to providing equal employment opportunities to all employees without regard to marital status; status regarding public assistance; participation in lawful, off-duty activities that do not directly conflict with the essential business-related interests of the Company; service as a volunteer emergency responder; or any other protected status in accordance with applicable federal, state, or local laws.

**Meal Period**

Except for certain exempt employees, all employees who work five (5) or more hours in a day are required to take a thirty (30) minute unpaid, duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No Company manager or supervisor is authorized to instruct or approve an employee’s wish to forego a meal or rest period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact.

**Civic Duties**

**Voting –** Employees will be provided reasonable and necessary unpaid time off to vote in any state or federal election, or general or special primary election. Employees requesting time off under this policy should notify their supervisors as soon as possible, and no later than the day before an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote. Additionally, employees should present a voter’s receipt to their supervisors upon return to work.

**Court Attendance and Witness Duty**

The Company provides reasonable and necessary unpaid leave for employees to attend or participate in court proceedings, in accordance with North Dakota law. Employees who receive a subpoena or summons to appear in court should notify the HR Contact immediately so that the department’s work may be planned with as little disruption as possible.

**Domestic Violence and Crime Victim Leave**

To the extent required by law, employees who are victims of domestic violence or are seeking to pursue protective or civil no contact orders to protect them against non-consensual sexual contact and stalking as defined by state law, may receive unpaid leave to obtain or attempt to obtain relief under the state’s domestic violence laws. To take this leave, the employee must provide the HR Contactwith advance notice of the leave. If advance notice is not possible, the Company may require documentation of any emergency that prevented the employee from complying in advance with the Company’s usual time off policy or procedure.

For more information regarding this leave, see the HR Contact.

**Pregnancy Accommodation Leave**

The Company, consistent with state law, will provide reasonable accommodations to female employees related to pregnancy to the extent the accommodation can be made without disrupting or interfering with the company’s normal business operations; threaten an individual’s health or safety; contradict a business necessity of the company; or impose an undue hardship on the business.

When an employee requests a reasonable accommodation, the company shall explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

* more frequent or longer breaks;
* time off to recover from childbirth;
* acquisition or modification of equipment;
* seating;
* temporary transfer to a less strenuous or hazardous position;
* job restructuring;
* light duty;
* break time and private non-bathroom space for expressing breast milk;
* assistance with manual labor; or
* modified work schedules.

The Company may require the employee to provide a certification in connection with a request for reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the HR Contact. The company will provide you with a notice of rights in accordance with this policy within ten days of being notified of the pregnancy. If the Company does not timely or adequately address your inquiry or request, please contact Helpside.

**Disaster and Emergency Services Leave**

The Company provides reasonable and necessary unpaid leave, up to 20 days per calendar year, to employees who serve as volunteer emergency responders, including (1) volunteer members of the North Dakota army national guard; (2) volunteer members of the North Dakota air national guard; or (3) volunteer civilian members of the civil air patrol to respond to an emergency. The Company reserves the right to deny a leave request if the requested leave would unduly disrupt business operations.

Employees requesting leave under this policy should make reasonable efforts to notify the Company of a call to service and continue to provide reasonable notification updates over the course of the leave.

Upon return to work, employees should provide appropriate written verification of times and dates of required service. Such verification may include a statement from the department of emergency services, the adjutant general's office, the North Dakota wing of the civil air patrol, or other appropriate entity.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to the HR Contact immediately.

**OKLAHOMA ADDENDUM**

This addendum is applicable only to employees working in the state of Oklahoma and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at an Oklahoma location with fifteen or more employees, In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oklahoma law, the Company is committed to providing equal employment opportunities to all employees without regard to tobacco usage during nonworking hours, and if you work at an Oklahoma location in the health care industry for refusal to participate in specified acts (as identified in Oklahoma’s Freedom of Conscience Act) that are objectionable to an individual’s religious observance or practice, or any other protected status in accordance with applicable federal, state, or local laws.

**Civic Duties**

**Voting -** In circumstances where employees’ work schedule does not provide at least three (3) hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.

**Witness Leave**

The Company provides reasonable and necessary unpaid leave to employees who receive a subpoena or a summons to attend court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to immediately report such violations or threats of violations to the HR Contact. Violations of this policy will result in disciplinary action, up to and including termination.

**OREGON ADDENDUM**

This addendum is applicable only to employees working in the state of Oregon and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oregon law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status, domestic partnership status, age (18 or older), sexual orientation, gender identity, status as a victim of domestic violence, sexual assault or stalking, uniformed military service, or any other protected status in accordance with applicable federal, state and local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oregon law, the Company strictly prohibits all forms of unlawful harassment, which include harassment based on marital status, domestic partnership status, age (18 or older), sexual orientation, gender identity, status as a victim of domestic violence, sexual assault or stalking, uniformed military service, or any other protected status in accordance with applicable federal, state and local laws.

As such, further examples of prohibited harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender and sexual orientation (meaning one’s heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

**Juvenile Court Attendance Leave**

The Company provides unpaid leave for employees who are summoned to attend juvenile court proceedings involving their child or a child for whom they are the legal guardian. Employees requesting time off under this policy must provide their supervisor with as much advance notice as possible of the need for leave and provide appropriate documentation in support of their request.

**Crime Victim Leave**

If you work at an Oregon location with 6 or more employees, the Company provides reasonable and necessary unpaid leave to eligible employees when the employee or the employee’s spouse, domestic partner, father, mother, sibling, child, stepchild, or grandparent is a victim of a crime to attend or participate in legal proceedings pertaining to the crime. Eligible employees have worked an average of 25 or more hours per week for at least 180 days before requesting leave under this policy.

Employees requesting leave under this policy should provide the HR Contact reasonable advance notice of the need for leave.

**Lactation Break**

If you work at an Oregon location with 25 or more employees, in addition to the Lactation Break policy provisions detailed in the Company Employee Handbook, and in accordance with Oregon law, the Company will provide up to a 30-minute unpaid break during every four-hour work period to express breast milk or to breast feed. Please contact the HR Contact for more information about this policy.

**Meal Periods**

All employees who work a shift of six (6) hours or more are required to take a thirty (30) minute duty-free meal period. If an employee works a period of seven (7) hours or less (but at least 6 hours), the meal must be taken between the second and fifth hour worked. If the work period is more than seven (7) hours, the meal must be taken between the third and sixth hour worked. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, unless there is a valid written agreement for an on-duty meal period, employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Waiver of Meal Period. Employees may not waive their meal periods. No Company manager or supervisor is authorized to instruct or approve an employee’s wish to forego a meal or rest period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact.If the Company does not address your report of an instruction to skip or work during a meal period, you should contact Helpside.

**Rest Periods**

The Company provides all full-time employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3 ½) hours. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period.

**Domestic Violence Leave and Accommodation**

If you work at an Oregon location with 6 or more employees, the Company provides unpaid leave to eligible employees who are victims of domestic violence, harassment, sexual assault, or stalking, or who are the parents or guardians of a minor child or dependent who is victim of domestic violence, harassment, sexual assault, or stalking.

**Leave of Absence**

Eligible employees have worked for the Company for at least 180 days immediately prior to taking leave and have worked an average of 25 hours or more per week. Leave under this policy may not exceed 12 workweeks during any 12-month period, and may be used to:

* Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking;
* Seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee’s minor child or dependent;
* Obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking;
* Obtain services from a victim services provider for the eligible employee or the employee’s minor child or dependent; or.
* Relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee’s minor child or dependent.

When possible employees must give the HR Contact at least two days advanced notice of their intention to take leave for any purpose stated above. If unscheduled or emergency court appearances, or other emergency circumstances make advance notice impracticable, employees must provide as much notice as practicable and provide the HR Contact with documentation that their absence was required for any of the above reasons within a reasonable time after the absence.

**Reasonable Safety Accommodation**

In addition to leave, the Company will provide any reasonable safety accommodation requested by an employee who is a victim of domestic violence, harassment, sexual assault or stalking, except if the accommodation would impose an undue hardship on the operation of the business. Reasonable safety accommodations may include adjustments such as transfers, reassignments, modified schedules, unpaid leave, changed work phone numbers or work stations, lock installation, implementation of safety procedures, or other adjustments to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, sexual assault.

Prior to making a reasonable safety accommodation, the Company may require certification that the employee is a victim of domestic violence, harassment, sexual assault or stalking. The certification requirement can be satisfied by:

* A copy of a police report indicating that the individual was or is a victim of domestic violence, harassment, sexual assault or stalking;
* A copy of a protective order or other evidence from a court, administrative agency or attorney that the individual appeared in or is preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault or stalking; or
* Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or victim services provider that the individual was or is undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

Information provided in connection with leave or an accommodation under this policy will be kept confidential by the Company, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

Leave under this policy may run concurrently with leave under other applicable law, including the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act.

**Family Military Leave**

If you work at an Oregon location with 25 or more employees, the Company provides up to 14 days of unpaid leave to eligible employees who are spouses of a member of the Armed Forces of the United States the National Guard or the military reserve forces of the United States, who has been notified of an impending call or order to active duty or who has been deployed during a period of military conflict, or is on a leave from deployment.

Eligible employees work an average of 20 or more hours per week.

An employee requesting leave under this policy should provide the Company with notice of the intention to take leave within 5 business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Employees taking leave under this policy may elect to substitute accrued paid leave for all or part of this leave.

Leave under this policy may run concurrently with leave under the Oregon Family Leave Act (OFLA) and/or the Family and Medical Leave Act for qualifying exigency.

**Veterans’ Day Holiday Leave**

The Company provides unpaid leave to employees who are eligible veterans for Veterans Day if:

1. The employee would otherwise be required to work on Veterans’ Day; and
2. The employee provides the Company with: (a) at least 21 calendar days’ notice that the employee intends to take time off for Veterans Day; and (b) documents showing that the employee is a veteran, as defined by state law.

The Company will notify the employee at least 14 calendar days before Veterans Day whether the employee will be provided time off. If the employee who is a veteran does not receive time off for Veterans Day, the Company will allow the employee a single day off within the year after Veterans Day, at the Company’s discretion.

**Victims of Crime Leave**

If you work at an Oregon location with 6 or more employees, the Company provides eligible employees reasonable and necessary unpaid leave to attend or participate in legal proceedings when the employee or the employee’s spouse, domestic partner, father, mother, sibling, child, stepchild, or grandparent is a victim of a crime. The legal proceedings must relate to the crime. To be eligible for leave, the employee must: 1) be a victim of a crime; and 2) have worked an average of 25 or more hours per week for at least 180 days before requesting such leave.

The employee must provide the Company with reasonable advance notice of the need for leave under this policy. Eligible employees may substitute accrued paid leave under other policies so long as they comply with the relevant notice obligations.

**Disaster and Emergency Services Leave**

The Company provides reasonable and necessary unpaid leave to employees who are search and rescue volunteers accepted to participate in search and rescue activities by the sheriff. Approved leave under this policy continues until release from the search and rescue activities permits the employee to resume the duties of employment.

Employees requesting leave under this policy must make reasonable efforts to inform the HR Contact and/or their supervisor of the need for leave and the possible duration of the leave.

Upon the conclusion of a leave under this policy, employees may be asked to provide appropriate documentation confirming the call to emergency service and the dates and times of the required service.

Upon the conclusion of a leave under this policy, employees will be restored to their same position or an equivalent position without loss of seniority, vacation credits, sick leave credits, service credits under a pension plan, or any other employee benefit or right that had been earned at the time of the leave of absence.

For more information regarding this leave, please see the HR Contact.

**Bone Marrow Donor Leave**

Employees who works at least twenty (20) hours per week are eligible to use up to forty (40) hours of accrued paid time off to donate bone marrow or be screened as a possible donor. The maximum leave to be taken is the employee’s total accrued vacation or forty (40) hours, whichever is less, unless otherwise agreed to in writing. Employees requesting leave under this policy must provide the HR Contact with advance notice and written verification from a physician regarding the purpose and length of the leave requested.

**Oregon Family Medical Leave Act**

If you work at an Oregon location with 25-49 employees, the Company provides leave under the Oregon Family Leave Act (“OFLA”). The OFLA provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is generally 12 weeks within a 12-month period depending on the reasons for the leave. The Company provides such leave as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within the applicable law. For more information about this leave of absence policy, please contact the HR Contact.If the Company does not fully address your questions regarding the leave of absence policies, you should contact Helpside.

**Employee Eligibility Under OFLA**

To be eligible for OFLA leave:

1. you must have worked for the Company for at least 180 calendar days immediately preceding the date your requested leave begins;

2. you must have worked an average of at least 25 hours per week for the Company over the preceding 180 days (unless the leave is to care for a newborn child or newly placed adoptive or foster child; or unless the leave is a form of Oregon Military Family Leave); and

3. the Company must have employed at least 25 employees in Oregon during each working day of at least 20 workweeks during the current or preceding year.

**Conditions Triggering Leave**

OFLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);

2. placement of a child with the employee for adoption or foster care (up to 12 weeks);

3. to care for an immediate family member (employee’s spouse, child, parent, grandchild, grandparent, same-sex domestic partner, parent in-law, or child or parent of same-sex domestic partner) with a serious health condition (up to 12 weeks);

4. because of the employee’s serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);

5. to care for your child requiring care for a non-serious health condition (up to 12 weeks);

6. bereavement leave to attend the funeral (or alternative) of a family member, make arrangements necessitated by the death of a family member, or grieve the death of a family member (up to 2 weeks per family member);

7. for any reason when a spouse who is a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States is notified of an impending call or order to active duty, or actually deployed (up to 14 days per deployment; see Oregon Military Family Leave for more details).

**Duration of Leave**

Eligible employees may generally take up to 12 workweeks of unpaid, job-protected leave under the OFLA during any “rolling” 12-month period, measured backward from the date of any OFLA leave. Under OFLA, female employees may be entitled to an additional 12 weeks for an injury or condition related to pregnancy or childbirth.

You may take OFLA leave intermittently, which means taking leave in blocks of time or by reducing your normal weekly or daily work schedule, when medically necessary for your own or immediate family member’s serious health condition. Intermittent leave is not permitted for birth of a child, to care for a newborn child, or for placement of a child for adoption or foster care. Employees who require intermittent leave or reduced-schedule leave must try to schedule their leave so that it will not disrupt the Company’s operations. OFLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement of the child.

In the event that spouses working for the Company wish to take family leave concurrently, certain rules apply that may limit your ability to do so. OFLA does not require employers to allow spouses to take leave concurrently *unless* you have received prior approval from your manager. Certain other restrictions may apply if you and your spouse need to take concurrent leave due to your own serious health condition or a serious health condition of a family member. If you find yourself in this situation, please contact to determine which leave applies and how and when it can be taken.

**“Serious Health Condition” Defined**

“Serious health condition” has a unique meaning under the law. It means an illness, injury, impairment, or physical or mental condition that involves:

1. *Inpatient care* – an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment received in connection with such inpatient care. “Incapacity” means the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment or recovery;

2. *Absence Plus Treatment* – a period of incapacity of more than three consecutive calendar days (including any subsequent treatment period of incapacity relating to the same condition), that also involves:

A. Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

B. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

3. *Pregnancy* – any period of incapacity or disability (OFLA) due to pregnancy, or for prenatal care; or

4. *Chronic Conditions Requiring Treatment* – a chronic condition which:

A. Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;

B. Continues over an extended period of time (including recurring episodes of a single underlying condition); and

C. May cause episodic rather than a continued period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)

5. *Permanent Long-Term Conditions Requiring Supervision* – a period of incapacity which is permanent of long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or terminal stages of diseases.

6. *Multiple Treatments (Non-Chronic Conditions)* – any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Under these provisions, “treatment” includes examinations to determine if a serious health condition exists and evaluations of the condition. “Treatment” does not include routine physical examinations, eye examinations, or dental examinations.

A “regimen of continuing treatment” includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A “regimen of continuing treatment” does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

**Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave, if available, concurrently with some or all of the OFLA leave. Employees who are absent due to an on-the-job serious health condition may also be eligible for workers’ compensation benefits.

**Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the Company will maintain coverage under the plan during your OFLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for an employee and the employee’s family.

**Job Restoration**

Upon returning from OFLA leave, you will normally be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Notice and Medical Certification**

When seeking either OFLA leave, you must provide the following:

1. Thirty (30) days’ advance ***written*** notice of the need to take OFLA leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Company’s normal call-in procedures, absent unusual circumstances;

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of the Company’s request to provide the certification. If you fail to do so, you may be subject to discipline, up to and including termination, and we may deny the continuation of leave under OFLA, in which case your leave of absence may be considered unauthorized. Second or third medical opinions and periodic re-certifications may also be required;

3. Periodic reports during the leave as deemed appropriate by the Company regarding your status and intent to return to work; and

4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition.

**Failure to Return After OFLA Leave**

If an employee fails to return to work as scheduled after taking OFLA leave or if an employee’s leave exceeds the 12-week OFLA entitlement, such employee may be subject to termination of employment.

**Oregon Military Family Leave**

Oregon Military Family Leave is designed to allow eligible employees to take up to 14 days of leave when a spouse is called to active duty or deployed during a period of military conflict. The employee’s spouse must be: (1) a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States; and (2) have been notified of an impending call or order to active duty, or actually deployed. If an employee works at least 20 hours or more per week, he/she may take up to 14 days of unpaid leave per deployment to be used after the military spouse has been notified of a call or order to active duty or while the military spouse is on leave from the deployment.

Employees desiring to take this leave must provide the Company with notice of their intent to do so within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Any leave taken under this policy will count against an employee’s annual allotment of OFLA leave. Like all other forms of OFLA leave, an employee may substitute or be required to substitute any accrued paid leave, and will be restored to their prior position upon return from leave. Oregon Military Family Leave will be governed by, and handled in accordance with, OFLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

**Limited Nature of This Policy**

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by OFLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law.

**Oregon Family Medical Leave Act/Family Medical Leave Act**

The Oregon Family Medical Leave Act works in conjunction with the federal Family Medical Leave Act, which is described in the Company’s Employee Handbook.

The Oregon Family Leave Act (“OFLA”) and Family and Medical Leave Act (“FMLA”) provide eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is generally either 12 or 26 weeks within a 12-month period depending on the reasons for the leave. The Company provides such leave as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within the applicable law. For information on how these leave of absence policies work, please contact the HR Contact. If the Company does not address your questions regarding the leave of absence policies, you should contact Helpside.

**Military Related Leave**

The OFLA works in conjunction with the FMLA and provides eligible employees the opportunity to take unpaid job-protected leave in connection with certain service-related medical and non-medical needs of family members. As described in the Company’s Employee Handbook, there are two forms of such leave under the FMLA: (1) Military Caregiver Leave; and (2) Qualifying Exigency Leave. Under the OFLA, there is a third form of such leave, the Oregon Military Family Leave, which is described below. For information on how these leave of absence policies work, please contact the HR Contact. If the Company does not address your questions regarding the leave of absence policies, you should contact Helpside.

**Oregon Military Family Leave**

Available only under OFLA, Oregon Military Family Leave is designed to allow eligible employees to take up to 14 days of leave when a spouse is called to active duty or deployed during a period of military conflict. The employee’s spouse must be: (1) a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States; and (2) have been notified of an impending call or order to active duty, or actually deployed. If an employee works at least 20 hours or more per week, he/she may take up to 14 days of unpaid leave per deployment to be used after the military spouse has been notified of a call or order to active duty or while the military spouse is on leave from the deployment.

Employees desiring to take this leave must provide the Company with notice of their intent to do so within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Any leave taken under this policy will count against an employee’s annual allotment of OFLA leave. Like all other forms of OFLA leave, an employee may substitute or be required to substitute any accrued paid leave, and will be restored to their prior position upon return from leave. Oregon Military Family Leave will be governed by, and handled in accordance with, OFLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

**Limited Nature of This Policy**

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA or OFLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law.

**Wage Disclosure Protection**

Consistent with Oregon law, the Company will not take adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing in any manner the employee’s wages or the wages of another employee.

The Company will not take adverse employment action or retaliate against an employee for making a charge, filing a complaint or instituting an investigation, proceeding, hearing or action based on the disclosure of wage information by the employee.

This policy does not apply to an employee who has access to wage information of employees as part of the employee’s job and who discloses the wages of employees to individuals not authorized to have access to the information, unless the disclosure is in response to a charge or complaint or is in furtherance of an investigation, proceeding, hearing or action.

**Personnel Records**

The Company will provide a reasonable opportunity for an employee to review and/or receive a certified copy of his or her personnel records within 45 days of the request. An employee who requests a certified copy of their records may be charged a reasonable copy fee. An employee may inspect their personnel records used to determine qualifications for employment, promotion, wage increases, or records used to discipline or terminate the employee.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge. **PENNSYLVANIA ADDENDUM**

This addendum is applicable only to employees working in the state of Pennsylvania and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Pennsylvania law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to disability (including the use of a service animal or relationship or association with a disabled person), status as an individual who is certified to use medical marijuana, or any other protected status in accordance with applicable federal, state and local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Pennsylvania law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on disability (including the use of a service animal or relationship or association with a disabled person), status as an individual who is certified to use medical marijuana, or any other protected status in accordance with applicable federal, state and local laws.

**Court Attendance and Witness Leave**

The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Leave for Victims of Crime**

The Company provides necessary unpaid leave to employees who are victims of a crime to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees requesting leave under this policy should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Volunteer Emergency Workers Leave**

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, fire police or volunteer members of an ambulance service or rescue squad to respond to an emergency call made prior to the start of the employees’ scheduled shift.

Employees must attempt to contact their supervisors, the HR Contact, or otherwise notify the Company that they have been dispatched to an emergency.

When employees return from leave under this policy they are required to provide the HR Contact with a statement from the chief executive officer of the volunteer fire company, ambulance service or rescue squad or its affiliated organization confirming that the employee responded to a call, including the time when the employee was dispatched.

**Personnel Records**

Upon appropriate written request employees or their designated representative, with authorization signed by the employee, may review the employee’s personnel file. An employee and/or designated representative is limited to one review per calendar year. Records may be inspected at reasonable times during regular business hours in the office where the records are kept. An employee, or designated representative, can take notes regarding the personnel records, but cannot remove any part of the files from the Company’s premises. They may, however, place a statement in the file if there is an error.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medical purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**RHODE ISLAND ADDENDUM**

This addendum is applicable only to employees working in the state of Rhode Island and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity and Harassment**

If you work at a Rhode Island location with 4 or more employee, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Rhode Island law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, sexual orientation, gender identity or expression, genetic testing, AIDS/HIV testing or status, housing status, off-duty tobacco usage, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

If you work at a Rhode Island location with 4 or more employee, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Rhode Island law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of ancestry, sexual orientation, gender identity or expression, genetic testing, AIDS/HIV testing or status, housing status, off-duty tobacco usage, or any other protected status in accordance with applicable federal, state, and local laws.

As such, further examples of prohibited sexual harassment, in addition to those articulated in Company Employee Handbook, include harassment based on gender, transgender and sexual orientation.  By way of illustration only, and not limitation, some examples of such behavior include:

* + physical or verbal abuse concerning an individual’s actual sex or the perception of the individual’s sex; and
  + verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body.

Employees are encouraged to file a complaint of harassment using the Company’s complaint procedure. However, if you work at a Rhode Island location with 50 or more employees and you are dissatisfied with the resolution of your concerns under this policy, you may file a complaint by writing or calling the following agencies:

* Rhode Island Commission for Human Rights, 180 Westminster Street, Third Floor, Providence, RI 02903, (401) 222-2662 (voice), (401) 222-2664 (TTY). Complaints should be filed within one year of the alleged policy violation.
* Equal Employment Opportunity Commission, New York District Office: 33 Whitehall Street, 5th Floor, New York, NY 10004, (800) 669-4000. Complaints must be filed within 300 days of the alleged policy violation.

**Meal Periods**

If you work at a Rhode Island location with 3 or more employees, employees who work six (6) or more consecutive hours in a day are required to take a twenty (20) minute duty-free meal period. All employees who work an eight (8) hour shift are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. The meal period must be taken after the first two hours of work, but before the last two hours of work. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No manager or supervisor is authorized to instruct or approve an employee’s wish to forego a meal period. Employees should immediately report a manager’s or supervisor’s instruction to skip a meal period to the HR Contact.

**Court Attendance and Witness Leave**

The Company will not discharge, threaten, or otherwise take any adverse action against an employee who is subpoenaed to appear as a witness in a court proceeding. The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings or to give evidence or testify before any quasi-judicial or other administrative body or entity with the authority to issue subpoenas, in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, or other quasi-judicial or administrative proceeding should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Leave for Crime Victims**

If you work at a Rhode Island location with 50 or more employees, the Company provides unpaid leave to employees who are crime victims to enable the employee to attend court proceedings related to the crime, to appear as a witness, to consult with the district attorney, or to otherwise exercise his/her rights as a victim under Rhode Island law. Employees should provide as much advanced notice as possible when requesting leave under this policy, including providing copies of appropriate documentation to support the leave request.

**Pregnancy Accommodation**

If you work at a Rhode Island location with 4 or more employees, the Company, consistent with state law, will provide reasonable accommodations to female employees (or prospective female employees) related to pregnancy, childbirth, related medical conditions, or breastfeeding, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

* more frequent or longer breaks;
* time off to recover from childbirth;
* the acquisition or modification of equipment or seating;
* the temporary transfer to a less strenuous or hazardous position;
* job restructuring such as providing light duty or a modified work schedule;
* having the employee refrain from heavy lifting; or
* providing break time and a private non-bathroom space for expressing breast milk.

The Company may require the employee to provide a certification from the employee’s health care provider concerning the medical advisability of a reasonable accommodation to the same extent a certification is required for other temporary disabilities.

The Company will not require an employee to take leave if there is another reasonable accommodation available.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the HR Contact.

**Unpaid Parental Leave for School Involvement**

If you work at a Rhode Island location with 50 or more employees, the Company provides eligible employees with up to ten (10) hours of unpaid leave during a rolling twelve-month period to attend school conferences or other school related activities. Eligible employees have worked for at least 12 consecutive months prior to requesting leave, and have worked an average of 30 or more hours per week during this period. Eligible employees may request leave under this policy if they are parents, guardians, or foster parents of a school-aged child who is enrolled in grade school instruction, preschool or child care facilities.

To request leave under this policy eligible employees should submit a request at least 24 hours in advance. The Company may require employees to furnish written verification from the child’s school that the employee attended or was otherwise involved at that school during the time of the leave.

Employees may choose (or the Company may require employees) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the leave taken under this policy. To use paid leave concurrently with leave under this policy, eligible employees should comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Adoption Leave**

The Company provides leave to an adoptive parent or a stepparent, at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company provides such leave to biological parents. Employees with questions regarding this policy should contact the HR Contact.

**Family Military Leave**

If you work at a Rhode Island location with 15-50 employees, the Company provides up to fifteen (15) days of unpaid leave, and if you work at a Rhode Island location with 51 or more employees, the Company provides up to thirty (30) days of unpaid leave to eligible employees who are the spouses, civil union partners, or parents of individuals called to military service during the time federal or state military orders are in effect.

Eligible employees have been employed with the Company for at least 12 months, and worked at least 1,250 hours during the 12-month period immediately preceding the requested leave.

Employees requesting leave for five (5) or more days should provide at least fourteen (14) days’ advanced notice, including the requested start date for leave and the requested length of leave. To the extent possible, employees should consult with the Company to schedule the leave so as not to unduly disrupt the operations of the Company.

Employees requesting leave for less than five (5) consecutive days should provide the Company as much advance notice as possible. The Company may require certification from the proper military authority to verify the employee’s eligibility to take leave under this policy.

Employees may choose (or the Company may require employees) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the leave taken under this policy. To use paid leave concurrently with leave under this policy, eligible employees should comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

For more information regarding this leave, please see the HR Contact.

Rhode Island Family, Medical and Parental Leave

If you work at a Rhode Island location with 50 or more employees, in addition to the family, medical leave described in the Company Employee Handbook, the Company provides eligible employees with up to 13 consecutive weeks of unpaid parental or family leave during each rolling 2-year period. Eligible employees have completed 12 consecutive months of employment and worked an average of 30 hours or more each week during that time.

If employees or their family participate in the Company’s group health plan, the Company will maintain coverage during a leave under this policy on the same terms as if the employee had continued to work. If applicable, employees should make arrangements to pay their share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for employees or their family. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.

Leave under this policy may be used for the birth of an employee’s child, the adoption of a child under the age of 16, or due to the employee’s serious illness or that of the employee’s spouse, civil union partner, child, parent, or parent-in-law.

Employees requesting leave under this policy should provide at least 30 days’ notice, except in the case of a medical emergency, including the intended date of departure, the length of the leave, and the expected date of return. Additionally, while on leave, employees should keep the Company updated if the initial information provided changes.

At the conclusion of leave, employees will generally be returned to their position or to a similar position of equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment.

This leave may run concurrently with the federal Family and Medical Leave Act and/or any other Company leave where permitted by applicable law.

This policy is intended to provide only those leave benefits and protection required by Rhode Island Family, Medical and Parental Leave. For more information regarding this leave, please see the HR Contact. If the Company does not answer employees’ questions in a timely manner, they should contact Helpside.

**Emergency Volunteer Leave**

If you work at a Rhode Island location with 15 or more employees, the Company provides eligible employees who are volunteer members of a fire or ambulance department with unpaid leave in accordance with the Rhode Island Emergency Volunteer Leave Act, to respond to an emergency call made prior to the start of his or her scheduled shift. “Volunteer member” means a volunteer, call, reserve, or permanent-intermittent firefighter or emergency medical technician who has not received compensation for over 375 hours of services rendered in such capacity over the preceding six (6) months.

The Company will authorize leave under this policy to eligible employees, provided that they have:

* Notified the Company in writing that they are a volunteer member of a fire or ambulance department within thirty (30) days of being employed by the Company and becoming a member of the department, in accordance with state law.
* The employee informs the Company, at least three (3) hours before the time that the employee is scheduled to report to work, of the reason for leave; and
* The employee submits a statement signed by the chief or officer in charge of his or her fire or ambulance department, within thirty (30) days of each absence, certifying the date and time the employee responded to and returned from the emergency.

Employees may choose (or the Company may require employees) to use accrued paid leave (such as vacation or PTO), concurrently with some or all of the leave taken under this policy. To use paid leave concurrently with leave under this policy, eligible employees should comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

For more information regarding this leave, please see the HR Contact.

**Personnel Records**

Upon written request (with 7 days advance notice, holidays and weekends excluded), the Company will allow employee to inspect their own personnel files used to determine qualifications for employment, promotion, additional compensation, termination or disciplinary action. Inspection will be allowed at any reasonable time other than the employee's work hours and will be in the presence of the HR Contact. The Company will permit inspection of an employee's personnel file up to three (3) times per calendar year.

An employee is not permitted to make copies of or remove the personnel file from the immediate place of inspection on Company premises. However, employees may request copies of part or all of the record from the Company. The Company may charge the employee a fee reasonably related to the cost of supplying copies of requested documents.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana for medical purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**SOUTH CAROLINA ADDENDUM**

This addendum is applicable only to employees working in the state of South Carolina and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with South Carolina law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to tobacco usage during nonworking hours, or any other protected status in accordance with applicable federal, state, or local laws.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Bone Marrow Donation Leave**

If you work at a South Carolina location with 20 or more employees, the Company provides paid leave time up to 40 hours to eligible employees who seek to undergo a medical procedure to donate bone marrow. Employees are eligible for leave under this policy if they work an average of 20 or more hours per week. Employees requesting leave under this policy should provide the HR Contact with appropriate physician documentation confirming the purpose and length of the requested leave. For more information regarding this leave please contact the HR Contact.

**Maternity Leave**

The Company provides unpaid leave to female employees for any pregnancy related-disabilities, childbirth or related medical conditions. Additionally, female employees will be permitted to use any accrued unused paid leave for leave under this policy.

Employees requesting leave under this policy should notify the HR Contact as soon as possible. Each request should be accompanied by an appropriate certification from the employee’s treating physician.

Leave taken under this policy may run concurrently with other applicable leave policies, including leave under the federal Family Medical Leave Act. For more information regarding this policy, please contact the HR Contact.

**Isolation and Quarantine Leave**

The Company provides unpaid leave to employees who are subject to an isolation or quarantine order issued in compliance with state law and pursuant to DHEC’s rules and orders. Employees requesting leave under this policy should notify the HR Contact as soon as possible.

Leave taken under this policy may run concurrently with other applicable leave policies, including leave under the federal Family Medical Leave Act. For more information regarding this policy, please contact the HR Contact.

**SOUTH DAKOTA ADDENDUM**

This addendum is applicable only to employees working in the state of South Carolina and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Employee Handbook, and in accordance with South Dakota law, the Company is committed to providing equal employment opportunities to all employees without regard to tobacco usage during nonworking hours, or any other protected status in accordance with applicable federal, state, or local laws.

**Voting Leave**

The Company provides employees with the opportunity to vote in any state or federal election. Employees whose work schedule begins less than two hours after the opening of polls and ends less than two hours before the closing of polls on an election day will be provided two hours of paid time off to vote. The Company reserves the right in its sole discretion to select the hours that employees will be excused to vote. Employees should notify the HR Contact of the need for voting leave as soon as possible. Additionally, upon return from voting leave, employees are required to present a voter’s receipt to the HR Contact. .

**TENNESSEE ADDENDUM**

This addendum is applicable only to employees working in the state of Tennessee and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Tennessee law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, National Guard membership, off-duty tobacco use, or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Tennessee law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on religious creed, National Guard membership, off-duty tobacco use, or any other protected status in accordance with applicable federal, state, and local laws.

**Meal Periods**

Except for certain exempt employees, all employees who work six (6) or more hours in a day are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

**Civic Duty**

**Jury Duty Leave** - If you work at a Tennessee location with 5 or more employees and you receive a call to jury duty, please notify the HR Contact immediately and give a copy of your jury duty summons to your supervisor so that he or she may plan the department’s work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees who have completed at least 6 months of employment and who are required to appear for jury duty on a regularly scheduled workday will be paid the difference between their regular pay and the total amount received for jury service.

**Voting Leave –** The Company provides employees with the opportunity to vote in any state or federal election. Employees whose work schedule does not provide at least three consecutive hours during which the polls are open to vote will be provided up to three (3) hours of time off without loss of pay to vote. Employees requesting leave under this policy should provide notice to the HR Contact by no later than noon (12:00 p.m.) the day before an election day.

**Voting Machine Technician Leave –** The Company provide unpaid leave to full-time employees who are appointed by a county election commission as a voting machine technician for the day or days when they are required to attend to voting technician technical duties. Employees requesting leave under this policy should provide advanced notice, including appropriate documentation in support of their request, including dates of the required service.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Maternity/Paternity Leave**

If you work at a Tennessee location with 100 or more employees, the Company provides unpaid leave of up to four (4) months to eligible employees for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child. Eligible employees have completed at least 12 months of consecutive full-time employment prior to requesting leave.

Unless an emergency prevents giving notice, employees should provide at least three (3) months advance notice of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave. Employees will generally be returned to their previous or a similar position with the same status, pay, length of service credit and seniority, wherever applicable, unless position is so unique that the employer cannot, with reasonable efforts, fill that position temporarily.

Leave under this policy may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave policy where permitted by federal, state, or local law.

For more information regarding this leave, see the HR Contact. If the Company does not answer employee questions in a timely manner, the employee should contact Helpside.

**Volunteer Firefighter Leave**

The Company provides reasonable and necessary unpaid leave to employees who are active volunteer firefighters to respond to fire calls during regular hours of employment. Additionally, employees who are active volunteer firefighters and who worked for more than four (4) hours the prior day or night as a volunteer firefighter in an emergency may be permitted to take off the next scheduled work period within 12 hours following such emergency as a vacation day or sick leave day without the loss of pay. If the employee is not entitled to a vacation day or sick leave day, then the employee may be permitted to take off such work period without pay.

Employees must notify the HR Contact as soon as possible of the need to respond to a fire call.

The Company may require employees to submit a written statement from the chief of the volunteer fire department verifying that the time off was used to respond to a fire or serve in an on-call capacity.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Volunteer Rescue Squad Leave**

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer rescue squad workers to respond to a qualified emergency.

Employees must notify the HR Contact at least one hour prior to their scheduled shift of the call to respond to a qualified emergency. Upon return, employees should provide appropriate certification from a supervisor or acting supervisor of the rescue squad of the date and time of service and confirming that the volunteer was active and necessary for the emergency response.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Civil Air Patrol Leave**

The Company provides unpaid leave to eligible employees who serve as a member of the Tennessee Army and Air National Guard on active duty or the Tennessee State Guard or Civil Air Patrol, and who are called to duty or training.

Employees must give as much notice as possible of the need for leave. Employees must notify the HR Contact of any updates or changes in the employee’s status while on leave or anticipated return to work. Employees should provide certification of eligibility when requesting leave under this policy.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the HR Contact.

**TEXAS ADDENDUM**

This addendum is applicable only to employees working in the state of Texas and only amends those provisions that are specifically addressed below.

**Civic Duties**

**Voting Leave** - In circumstances where employees’ work schedule does not provide two (2) hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to two (2) hours, for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.

**Leave for Election Officials** - The Company provides up to 24 hours of unpaid leave to employees who serve as election officials on an election day. Employees are expected to provide the Company with as much notice as possible of the need to take leave under this policy, including providing appropriate written documentation to support a leave request.

**Leave for Attendance at State or Local Political Conventions** - The Company provides reasonable and necessary unpaid leave for employees to attend state or local political or precinct conventions for employees who are delegates or otherwise authorized to attend. Employees are expected to provide the Company with as much notice as possible of the need to take leave under this policy, including providing appropriate written documentation to support a leave request.

**Witness and Juvenile Court Attendance Leave**

In accordance with state law, the Company provides reasonable and necessary unpaid leave for employees to appear as witnesses in court proceedings or to attend juvenile court proceedings when required as a parent or legal guardian. Employees are expected to provide the Company with as much notice as possible of the need to take leave under this policy. Employees must notify the HR Contact as soon as practical following court attendance that they intend to return to work.

**Leave for Emergency Evacuation Workers**

The Company provides unpaid leave to employees who serve as emergency services personnel, including firefighters, emergency medical technicians and who are called to provide services during a general public evacuation pursuant to an official emergency evacuation order, including a declaration of local disaster. Employees requesting time off under this policy should contact the HR Contact as soon as possible.

**Social Security Number Privacy and Protection of Personal Information**

To the extent practicable, the Company protects the confidentiality of our employees’ and applicants’ Social Security Numbers (SSNs) and confidential personal information. Thus, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except as needed to conduct legitimate Company business. The release of employee SSNs, driver’s license numbers, or financial account numbers to external parties is prohibited except as required by law. Internal access to employee SSNs, driver’s license numbers, or financial account numbers must be authorized by the HR Contact, and is restricted to employees with a legitimate business need for the information.

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws. For more information about this policy contact the HR Contact.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the HR Contact.

**UTAH ADDENDUM**

This addendum is applicable only to employees working in the state of Utah and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Employee Handbook, and in accordance with Utah law, the Company is committed to providing equal employment opportunities to all employees without regard to tobacco usage during nonworking hours; and for employees working in the health care industry, refusal to participate in specified acts (as identified in Utah’s Freedom of Conscience Act) that are objectionable to an individual’s religious observance or practice; genetic testing; or any other protected status in accordance with applicable federal, state, or local laws.

**Civic Duties**

**Voting Leave -** In circumstances where employees’ work schedule does not provide three (3) hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to two (2) hours, for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.

**Witness Leave**

The Company provides employees with reasonable and necessary unpaid leave to attend or participate in court proceedings. Employees should provide the Company with as much advanced notice as possible of the need for leave under this policy.

**Reasonable Accommodation for Pregnancy, Childbirth, Breastfeeding, and Related Medical Conditions**

If you work at a Utah location with 15 or more employees, the Company will provide a reasonable accommodation upon request of an employee for reasons related to pregnancy, childbirth, breastfeeding or any related medical condition, to the extent an accommodation can be provided without imposing an undue hardship on the Company’s business operations. Employees should promptly notify the HR Contact of the need for an accommodation under this policy as soon as reasonably possible.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing a reasonable accommodation, which may include, without limitation:

* allowing more frequent breaks or periodic rest;
* assistance with manual labor;
* modifying job duties;
* modifying work hours/schedules;
* temporary transfer to a less strenuous or less hazardous position; or
* providing a leave of absence.

The Company may require the employee to provide a medical certification from a health care provider in connection with a request for reasonable accommodation that includes the following:

* the date the reasonable accommodation became medically advisable;
* the probable duration of the reasonable accommodation; and
* an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by federal, state, or local laws.

For more information, or if you require an accommodation, please contact the HR Contact.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to the HR Contact immediately.

**VERMONT ADDENDUM**

This addendum is applicable only to employees working in the state of Vermont and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

The Company is committed to providing equal employment opportunities to all employees and applicants without regard to age [18 or older]; place of birth; sexual orientation; gender identity; marital status; HIV status; credit history; or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Unlawful Harassment**

If you work at a Vermont location, this policy supplements, but does not replace, the Policy Against Unlawful Harassment and Discrimination in the Company’s Employee Handbook. In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Vermont law, the Company strictly prohibits all forms of unlawful harassment, which include harassment based on age [18 or older]; place of birth; sexual orientation; gender identity; marital status; HIV status; credit history; or any other protected status in accordance with applicable federal, state, and local laws.

At a minimum, the term “harassment” as used in this policy includes:

* Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual’s protected class;
* Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual’s protected class;
* Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
* Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

The Vermont Human Rights Commission defines sexual harassment to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly a term or condition of employment;
2. submission to orrejection of such conduct by an individual is used as a component of the basis foremployment decisions affecting that individual; or
3. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In addition to the examples of sexual harassment that are described in the Policy Against Unlawful Harassment and Discrimination, in the Company Employee Handbook, other examples include the following, when such acts or behavior come within one of the above definitions:

* either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
* touching or grabbing a sexual part of an employee's body;
* touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical contact was unwelcome;
* continuing to ask an employee to socialize on or off-duty when that person has indicated s/he is not interested;
* displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
* continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
* referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
* regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
* retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
* derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
* harassing acts or behaviordirected against a person on the basis of his or her sex or sexual orientation;
* off-duty conduct which falls within the above definition and affects the work environment.

The Company’s supervisors and managers are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy.

Additionally, the conduct of persons who are not employed by the Company, but with whom employees may come into contact while at work or while engaged in work-related activities is covered by this policy. The Company prohibits harassment, discrimination, or retaliation of employees in connection with their work by non-employees.

Employees who have any concerns that the Company’s Policy Against Harassment may have been violated must immediately report the matter.

In accordance with state law, the Company conducts training regarding this harassment policy.

Employees are encouraged to report concerns or complaints regarding conduct that may violate this policy to the HR Contact, and if the Company does not completely and timely respond to any such report, employees should contact Helpside. Additionally, employee who are dissatisfied with the resolution of their complaints or concerns under this policy may file a complaint by writing or calling the following agencies:

* Vermont Attorney General’s office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, (802) 828-3171 (voice), (802) 828-3665 (TTY). Complaints should be filed within 300 days of the adverse action.
* Equal Employment Opportunity Commission, New York District Office: 33 Whitehall Street, 5th Floor, New York, NY 10004, (800) 669-4000. Complaints must be filed within 300 days of the adverse action.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Leave for Victims of Crime**

The Company provides reasonable and necessary unpaid leave to employees who are victims of crime to attend or participate in legal proceedings pertaining to the crime. To request leave under this policy, please notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Town Meeting Leave**

The Company provides reasonable and necessary unpaid leave for the purpose of attending annual town hall meetings. Employees requesting leave under this policy should provide at least seven days’ advanced notice to the HR Contact. The Company reserves the right to deny a leave request, if in its sole discretion the requesting employee’s absence would unduly disrupt the essential operations of the Company.

**Meal Periods**

The Company provides employees reasonable opportunities during work periods to eat and to use toilet facilities to protect the health and hygiene of the employees. Managers and supervisors are not authorized to instruct an employee, or approve an employee’s request, to forego such reasonable opportunities to eat or use toilet facilities. Employees should immediately report a manager’s or supervisor’s instruction to skip or forego a reasonable opportunity to eat or use toilet facilities to the HR Contact.

**Flexible Working Arrangements**

The Company will consider a request from an employee for a flexible working arrangement that meets the needs of the Company and the employee. The Companywill consider a request for a flexible working arrangement at least twice per calendar year.

A “flexible working arrangement” for purposes of this policy means an intermediate or long-term change in an employee's regular working arrangements, and may include changes in the number of days or hours worked; changes in the time the employee arrives at, or departs from, work; work from home arrangements; or job-sharing. A flexible working arrangement does not include vacation or another form of employee leave.

Employees requesting a flexible working arrangement should contact the HR Contact. The Company will engage in an interactive discussion and work with the requesting employee to attempt to develop a flexible working arrangement that is not inconsistent with business operations and does not impose an undue burden on the Company. Flexible working arrangements may be modified or terminated consistent with applicable laws.

**Lactation Break/Accommodation**

The lactation break/accommodation described in the Company Employee Handbook will be provided to employees working in Vermont for up to three years after the birth of a child.

**Family and Parental Leave Law**

If you work at a Vermont location with 10 or more employees, the Company provides eligible employees with up to 12 weeks of unpaid leave under the Vermont Family and Parental Leave law (“VFPL”) during a 12-month period for specified family and medical reasons.

**Employee Eligibility**

To be eligible for VFPL leave, employees must have worked at least one year for the Company; and averaged at least 30 hours per week.

**Conditions Triggering Leave**

VFPL leave may be taken for the following reasons:

* + The serious illness of the employee or the employee’s child, foster child, parent, spouse, spouse’s parent, or stepchild or ward who lives with the employee;
  + The birth of the employee’s child or the adoption of a child age 16 or younger

**Duration of Leave**

Eligible employees may receive up to 12 workweeks of unpaidleave during any “rolling” 12- month period, measured backward from the date any VPFL leave would commence. VPFL leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Employees may take VPFL leave intermittently, or by reducing their normal weekly or daily work schedule, when medically necessary for their own, or an immediate family member’s, serious health condition. Bonding leave should be taken in at least 2 week increments, and may be subject to additional restrictions. Employees who require intermittent leave or reduced-schedule leave should try to schedule their leave so that it will not unduly disrupt the Company’s operations.

**Benefits During Leave**

Whenever permissible, the Company will require employees to use accrued paid leave, up to six (6) weeks, if available, concurrently with some or all of the VPFL leave. Additionally, employees will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of VPFL leave.

**Maintenance of Health Benefits**

For employees or their family members who participate in our group health plan, the Company will maintain coverage under the plan during the first twelve weeks of VPFL leave on the same terms as if the employee had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on leave, and failure to pay the employee portion, if any, of the premium may result in loss of coverage. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for an employee and/or the employee’s family.

When employees’ VPFL leave is longer than 12 weeks, employees will generally be required to pay the full premiums if they wish to maintain their health insurance as dictated by the Plan itself. Employees will be notified by the company of their COBRA options. It is important that employees respond promptly to a COBRA letter, if they receive one, to continue health insurance without interruption.

**Job Restoration**

Upon returning from VPFL leave, employees will normally be restored to their same position, or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, employees taking VPFL leave have no greater right to job restoration than if they had been actively working.

**Notice and Medical Certification**

When seeking VPFL leave, employees must provide:

* + Written notice of their intent to take family or parental leave within a reasonable time of when the leave is to begin;
  + Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member must be returned before the leave begins, or if not possible, within 15 days of the Company’s request to provide the certification. A failure to timely provide requested medical certification may result in delay of the commencement of VPFL leave or the withdrawal of any designation of VPFL leave. Additional medical opinions and periodic recertifications may also be required;
  + Periodic reports as deemed appropriate during the leave regarding the employee’s status and intent to return to work; and
  + Medical certification of fitness for duty before returning to work, if the leave was due to the employee’s serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

**Failure to Return After VPFL Leave**

A failure to return to work as scheduled after VPFL leave may result in termination of employment.

**Limited Nature of This Policy**

This policy is intended to provide only those leave benefits and protection required by VPFL.

**Short-Term Leave**

In addition to the above, eligible employees may take unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period for any of the following purposes:

1. To participate in pre-school or school activities directly related to academic advancement of the employee’s child, stepchild, foster child or ward who lives with the employee; or

2. To attend or accompany the employee’s child, stepchild, foster child or ward who lives with the employee, or the employee’s parent, spouse, or parent-in-law to routine medical or dental appointments; or

3. To accompany the employee’s parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or

4. To respond to a medical emergency involving the employee’s child, stepchild, foster child or ward who lives with the employee, or the employee’s parent, spouse, or parent-in-law.

The Company may require that such leave be taken in a minimum of two-hour increments. Employees should make a reasonable attempt to schedule such appointments outside of regular working hours. If that is not possible, employees must provide the Company with at least seven days’ advance notice, except in the case of an emergency.

**Family and Parental Leave Law**

The Company provides up to 15 days of unpaid leave during each calendar year to employees who serve in the reserve components of the armed forces, of the ready reserve, or an organized unit of the National for the purpose of engaging in military drill, training, or other temporary duty under military authority. Employees requesting leave under this policy should provide The Company with as much advance notice as possible of the need for leave.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**VIRGINIA ADDENDUM**

This addendum is applicable only to employees working in the state of Virginia and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a Virginia location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Virginia law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status, or any other protected status in accordance with applicable federal, state and local laws.

**Policy Against Unlawful Harassment and Discrimination**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Virginia law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on marital status, or any other protected status in accordance with applicable federal, state and local laws.

**Civic Duties**

**Officer of Election -** The Company will providereasonable and necessary unpaid leave to employees to serve as Officer of Election, as that term is defined under state law. Employees requesting leave under this policy should provide the HR Contact with reasonable advanced notice of the intent to take leave.

An employee who serves as an Officer of Election for four or more hours, including travel time, on the day of election service will not be required to start any work shift that begins on or after 5:00 p.m. on the day of service or begins before 3:00 a.m. on the day following the day of service.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Leave for Victims or Witnesses of Crimes**

The Company provides reasonable and necessary unpaid leave to the extent required by law, employees who are witnesses or direct victims of certain, specified crimes under applicable law, or who are family members of a victim, maintain a common law relationship with a victim, or reside in the same household of a victim may receive unpaid time off from work to attend judicial proceedings related to that crime.

Employees requesting leave under this policy should provide advanced notice to the HR Contact, including a copy of the notice of the proceeding. If advanced notice is not possible, the employee must provide the HR Contact with appropriate documentation evidencing the employee’s attendance at the judicial proceeding upon returning back to work.

**WASHINGTON ADDENDUM**

This addendum is applicable only to employees working in the state of Washington and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed the Company’s Employee Handbook, and in accordance with Washington law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status; creed; sexual orientation; disability (including use of a service animal by a person with a disability, sensory, mental or physical disability, or the results of HIV and/or Hepatitis C tests); honorably discharged veteran status, or any other protected status in accordance with applicable federal, state and local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with Washington law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on marital status; creed; sexual orientation; disability (including use of a service animal by a person with a disability, sensory, mental or physical disability, or the results of HIV and/or Hepatitis C tests); honorably discharged veteran status, or any other protected status in accordance with applicable federal, state and local laws.

**Meal and Rest Breaks**

The Company will provide non-exempt employees with a thirty (30) minute duty free meal period, which should begin between the second and fifth hour of work. Employees who are scheduled to work three or more hours beyond their normal work day will be provided an additional thirty (30) minute meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to confirm that they have taken all of their daily meal periods during the pertinent pay period.

The Company will provide employees with a ten (10) minute paid rest period for every four (4) hours worked. Rest breaks should be taken as near to the middle of the work period as possible, and no later than the end of the third hour worked. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Employees may elect to take several “mini” breaks in each four hours of working time, so long as those mini breaks total ten minutes.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to confirm that they have taken all of their rest periods during the pertinent pay period.

**Civic Duties**

**Voting -** When employees are informed of their work schedule after the date on which they could obtain an absentee ballot, and the employees’ work schedule does not provide two hours of continuous off-duty time during which the polls are open, the Company will provide a reasonable amount of paid time off, up to two (2) hours, during scheduled work time for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote. Upon return, employees may be required to present a voter’s receipt to the HR Contact.

**Crime Victim Leave**

The Company provides reasonable and necessary unpaid leave time to employees who are victims of domestic violence, sexual assault, or stalking or who have family members who are victims of such crimes to:

* Obtain legal assistance or remedies to ensure their own or their family members' health and safety, including participation in legal proceedings;
* Seek medical treatment or mental health counseling for related physical or mental injuries to themselves or their family members;
* Obtain or assist family members in obtaining services from social services programs, such as a domestic violence shelter or rape crisis center; or
* Participate in safety planning or other activities, including temporary or permanent relocation, to guard against future incidents of domestic violence, sexual assault, or stalking.

Covered family members, for purposes of this policy, include employees' children, spouse, parents, parents-in-law, grandparents, or persons with whom employees have a dating relationship, and domestic partners.

Employees may take leave under this policy intermittently or as a reduced work schedule. Employees must provide the Company with as much advanced notice as practicable of their need to for leave. If advance notice is not possible, employees must notify the Company of the need for leave no later than the end of the first day of leave. Additionally, the Company may require written documentation to support an employee’s request for leave under this policy, however, such request will not include information that might compromise the employee’s safety or the safety of their family members.

Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other applicable leave as permitted under federal, state, or local law.

**Witness Leave**

The Company provides reasonable and necessary unpaid leave time to employees who are called to attend or participate in a court proceeding in accordance with applicable state law. Employees must provide the Company with as much advanced notice as possible of the need for leave, including the start and end dates and times.

**Family Care Act**

In accordance with the Washington State Family Care Act, employees who are eligible for paid time off, including time allowed under certain disability policies may use the time for family care leave.

Family care leave may be used to care for a child with a health condition that requires supervision or treatment, or to care for a spouse, parent, parent in-law, or grandparent with a serious health or emergency condition.

Employees taking family care leave may use any accrued paid leave. The amount of leave is limited to actual accrued leave; employees cannot take advances on their paid leave to use for leave under this policy.

**Parental Leave**

The Company provides employees who are adoptive parents or stepparents the same leave under the same terms as the Company grants to biological parents.

**Family Military Leave**

The Company provides up to fifteen (15) days of unpaid leave to employees who work on average at least 20 hours per week and who are the spouse or registered domestic partner of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed during a period of military conflict. This leave is limited to fifteen (15) days per deployment and is available only after the military spouse has been notified of an impending call or order to active duty and is limited to the time before deployment or when the military spouse is on leave from deployment.

Employees requesting leave under this policy should notify the HR Contact within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Washington Family Leave Law**

If you work at a Washington state location with 50 or more employees, you may be eligible for leave under the Washington Family Leave Act.

An employee who works at a location where there are at least 50 employees within a 75 mile radius, has been employed with the Company for at least 12 months, and has worked a total of at least 1,250 hours in the preceding year is eligible for up to 12 weeks of unpaid leave within 12 months for the following reasons:

* For the birth of a child of the employee and in order to care for the child;
* For placement of a child with the employee for adoption or foster care;
* In order to care for a family member of the employee (child, parent, spouse, or registered domestic partner), if the family member has a serious health condition; or
* Due to a serious health condition that makes the employee unable to perform the functions of his/her position.

An employee must provide 30 days’ advance written notice to the HR Contact if the need for leave under this policy is foreseeable. When this is not possible, the employee must provide notice to the HR Contact as soon as possible; notice must be given at least one working day in advance of the event requiring leave. An employee who has accrued paid leave may elect to use it for this purpose; it does not, however, extend the 12-week leave period.

Upon completion of leave, the Company will return the employee to his or her same position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment at a workplace within 20 miles of the employee’s previous workplace. Under certain circumstances, a highly compensated employee or “key employee” may be denied restoration to their prior or equivalent position. A key employee is any salaried employee who is among the highest paid ten percent of the employees employed by the Company within seventy-five miles of the facility at which the employee is employed.

This leave generally runs concurrently with the federal Family and Medical Leave Act (“FMLA”). However, Washington Family Leave can be taken in addition to leave for sickness or temporary disability because of pregnancy or childbirth (*see Pregnancy Leave, below*).

**Pregnancy Leave**

If you work at a Washington state location with 8 or more employees, the Company provides leave to a female employee for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth, in accordance with applicable federal and state leave laws. Female employees on pregnancy related leave will be treated the same as other employees on leave for illness or other temporary disabilities.

Employees requesting leave under this policy should submit verification of the need for leave consistent with the leave policies contained in the Company Employee Handbook.

Leave under this policy generally runs concurrently with the federal Family and Medical Leave Act (“FMLA”). However, leave under this policy can be taken in addition to leave under Washington Family Leave (*see Washington Family Leave Law, above*).

**Emergency Volunteer Leave**

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, reserve officers, or civil air patrol members engaged in an emergency service operation.

Employees must provide advanced notification of the need for leave tothe HR Contact if possible. If advanced notification is not possible, upon return, employees should provide appropriate certification from a supervisor or acting supervisor of the emergency unit to which the employee belongs, including of the date and time of service and confirming that the volunteer was active and necessary for the emergency response.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Personnel Files**

Once a year, an employee may request to review the information in the employee's personnel files. The Company will make the personnel file available locally within a reasonable period of time after the request is made. Employees may place a statement in their personnel file if they disagree with a document contained in the file.

**Alcohol and Drug Policy**

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although the state has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

**WEST VIRGINIA ADDENDUM**

This addendum is applicable only to employees working in the state of West Virginia and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

If you work at a West Virginia location with twelve or more employees, in addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with West Virginia law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, familial status, tobacco usage during nonworking hours, or any other protected status in accordance with applicable federal, state, and local laws.

**Policy Against Unlawful Harassment**

**I**n addition to the protected statuses listed in the Company Employee Handbook, and in accordance with West Virginia law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on ancestry, familial status, or any other protected status in accordance with applicable federal, state, and local laws.

**Meal Periods**

The Company provides employees who work six (6) or more hours in a day with at least a 20-minute, unpaid meal break, to be taken at times reasonably designated by the Company. Employees are completely relieved of their job responsibilities during their meal periods. For this reason employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

**Civic Duties**

**Voting Leave** - In circumstances where employees’ work schedule does not provide three hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to three (3) hours, for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.

**Witness Leave**

The Company provides unpaid leave to employees who receive a subpoena or summons to attend court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Pregnancy Accommodation**

If you work at a West Virginia location with twelve or more employees, the Company provides reasonable accommodations to female employees when requested for reasons related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

Reasonable accommodations may include, but are not limited to:

* allowing more frequent breaks or periodic rest;
* assistance with manual labor;
* modifying job duties;
* modifying work hours/schedules;
* temporary transfer to a less strenuous or less hazardous position; or
* providing a temporary leave of absence.

Employees requesting a reasonable accommodation under this policy should provide an appropriate health care provider certification that includes the following:

* the date the reasonable accommodation became medically advisable;
* the probable duration of the reasonable accommodation; and
* an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other applicable leave as permitted under federal, state, or local law.

For more information about this policy please contact see the HR Contact. If the Company does not answer an employee’s questions in a timely manner, she should contact Helpside.

**Emergency Volunteer Leave**

If you work at a West Virginia location with twenty or more employees, the Company provides reasonable and necessary unpaid leave to employees who are active volunteer firefighters, reserve officers, or civil air patrol members to respond to a bona fide emergency during regular hours of employment. Employees requesting leave under this policy must provide as much advanced notice as possible. If advanced notice is not possible, employees may be asked to submit a written statement from the chief of the volunteer fire department verifying that the time off was used to respond to a bona fide emergency.

**WISCONSIN ADDENDUM**

This addendum is applicable only to employees working in the state of Wisconsin and only amends those provisions that are specifically addressed below.

**Equal Employment Opportunity**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with state and federal law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to creed, ancestry, sexual orientation, marital status, arrest and conviction records, military service, the off-hours use or nonuse of lawful products off employers' premises, declining to attend meetings or participate in communications about religious or political matters, or any other protected status in accordance with applicable federal, state and local laws.

**Policy Against Unlawful Harassment**

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with state and federal law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on creed, ancestry, sexual orientation, marital status, arrest and conviction records, military service, the off-hours use or nonuse of lawful products off employers' premises, declining to attend meetings or participate in communications about religious or political matters,, or any other protected status in accordance with applicable federal, state and local laws.

**Civic Duties**

**Voting -** In circumstances where employees find that his/her hours of employment make it impracticable to vote before or after work, the Company will provide the employee a sufficient amount of time to vote. Employees may be entitled to up to a three-hour unpaid leave in which to vote. Employees requesting leave under this policy should notify the HR Contact prior to the day of the election. The Company may specify any time period, during which the polls are open, for the employee to leave work in order to vote.

**Election Officials -** Additionally, the Company provides a one-day leave of absence to employees who serve as qualified election officials. Employees requesting leave under this policy should provide the HR Contact at least seven (7) days’ notice, and must submit appropriate written documentation in support of a request for leave.

**Court Attendance and Witness Leave**

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.

**Bone Marrow and Organ Donor Leave**

The Company provides up to six weeks of unpaid leave to eligible employees to serve as bone marrow or organ donors. Leave may only be taken for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from such procedure. Eligible employees have been employed for more than 52 consecutive weeks and have worked for at least 1,000 hours during the 52-week period preceding the request for leave under this policy.

Employees requesting leave under this policy should make reasonable effort to schedule the procedure such that it does not unduly disrupt the Company’s operations, subject to the approval of the health care provider of the bone marrow or organ donor, and with reasonable advance notice of the need for leave.

Employees requesting leave may be required to provide certification issued by a health care provider that the donee has a serious health condition that necessitates a bone marrow or organ transplant, that the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donee and the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

To the extent an employee or a member of the employee’s family is covered under a group health insurance policy provided by the Company, we will maintain coverage during the employee’s leave on the same terms as if the employee had continued to work. If applicable, the employee will need to make arrangements to pay his or her share of health plan premiums while on leave. Taking of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave.

Employees may use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the leave taken under this policy. In order to substitute paid leave for leave under this policy, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (i.e., call-in procedures, advance notice).

**Wisconsin Family and Medical Leave**

If you work at a Wisconsin location with 50 or more employees, in conjunction with the leave provided in the Company’s Employee Handbook under the Family and Medical Leave Act, the Company provides additional leave to employees who have worked 1,000 hours or more during the 52 weeks preceding a request for leave under this policy, as described below.

If you do not qualify for the twelve (12) week leave provided to employees who have worked 1,250 hours in one year, but you have been employed for at least fifty-two (52) weeks and have worked at least 1,000 hours during the immediately preceding fifty-two (52) weeks, the Company offers medical, family or childbirth/adoption leave for the time periods described below. Accrued sick and vacation benefits, short-term disability (STD), workers’ compensation and/or paid time off must be used as part of this leave as well, if applicable. Employees who expect to take leave for childbirth or adoption or for planned medical treatment or supervision of their own or a family member's serious illness should provide the HR Contact reasonable and practicable advance notice of the need for leave.

When an employee returns from this leave, the Company will generally place the employee back into his or her previous position, provided that the position is vacant. If the previous position is not vacant, the Company will place the employee in an equivalent position. The Company will maintain the employee’s health insurance during the leave, although employees may be required to continue contributing to their insurance during their leave. Employees should contact the HR Contact or for further information regarding employee benefits during leave.

**Medical Leave**

In any twelve (12) month period, an eligible employee may take up to two (2) weeks of unpaid leave for his or her own serious health condition that makes the employee unable to perform his or her duties. The leave may be scheduled as medically necessary. The Company reserves the right to require certification form a health care provider or to require a second opinion regarding the information in the certification at its own expense.

**Family Leave**

In any twelve (12) month period, an eligible employee may take up to two (2) weeks of unpaid leave to care for a parent, child, or spouse with a serious health condition. The Company and the employee must reasonably consider the Company’s needs before scheduling the leave. Additionally, the employee must provide the Company with notice of the leave and schedule any medical treatment so as to not unduly disrupt the Company’s operations. The leave may be taken as a partial absence where it does not disrupt the Company’s operations. The Company reserves the right to require a certification from a health care provider and may also require a second opinion concerning the information in the certification.

**Childbirth or Adoption Leave**

In any twelve (12) month period, an eligible employee may take up to six (6) weeks of unpaid leave for the birth or adoption of a child. The leave must begin with sixteen (16) weeks of the birth or placement of the child. The employee must provide the Company with notice of the expected birth or child placement, and the Company and the employee must reasonably consider the Company’s needs before scheduling the leave. The leave may be taken as a partial absence where it does not unduly disrupt operations.

**Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your leave. In order to substitute paid leave for leave under this policy, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Concurrent Leave**

Leave taken under this policy and the Company’s FMLA policy may run concurrently. For further information regarding leave under this policy, please contact the HR Contact.

**Emergency Responder Leave**

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, emergency medical technicians, first responders, or ambulance drivers for a volunteer fire department or fire company engaged in a qualified emergency.

A qualified emergency includes responding to a fire, hazardous substance release, medical condition, or any other situation that poses a clear and immediate danger to life or health or a significant loss of property.

Employees who anticipate taking leave under this policy must submit documentation to the HR Contact within 30 days of becoming an emergency responder, including a written statement signed by the chief of the volunteer fire department or by the person in charge of the ambulance service provider confirming that the employee is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver.

When requesting leave under this policy, employees must provide advanced notification of the need for leave tothe HR Contact if possible. If advanced notification is not possible, upon return, employees should provide appropriate certification from a supervisor or acting supervisor of the emergency unit to which the employee belongs, including of the date and time of service and confirming that the volunteer was active and necessary for the emergency response.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

**Civil Air Patrol Leave**

The Company provides up to 15 days of unpaid leave during each calendar year to employees who serve as a member of the Civil Air Patrol, and who are called to duty for a civil air patrol mission, as defined by state law.

For an emergency service operation that begins before the employee is required to report for work, upon return to work, the employee must provide The Company with a written statement from the employee’s commander of the civil air patrol service.

For an emergency service operation that begins after an employee reports for work, the employee must provide a written statement from his or her commander of the need for leave and secure authorization from the HR Contact before leaving the worksite. The Company reserves the right to decline a request for leave under this policy if doing so will unduly disrupt the operations of the Company.

Employees taking qualified leave under this policy will be restored to the same or similar position held prior to the leave of absence.

**Personnel Files**

Up to two times per year, an employee may request to review the information in the employee's personnel files. The Company will make the personnel file available for inspection during working hours and reasonably near the employee’s assigned work location. If an employee disagrees with any information contained in his or her personnel file, and no revision can be agreed upon by the employee and the Company, the employee may submit an explanatory statement that will be included with the disputed information. Additionally, employees may request a copy of their personnel file, and the Company may charge reasonable fees for making the requested copies.

**Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the HR Contact.

1. **WYOMING ADDENDUM**
2. This addendum is applicable only to employees working in the state of Wyoming and only amends those provisions that are specifically addressed below.
3. **Equal Employment Opportunity**
4. If you work at a Wyoming location with two or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Wyoming law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, ancestry, tobacco usage during nonworking hours, or any other protected status in accordance with applicable federal, state, and local laws.
5. **Civic Duties**
6. **Voting Leave -** In circumstances where employees’ work schedule does not provide three (3) hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to one (1) hour, for employees to vote. Employees who need time off to vote should notify the HR Contact prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.
7. **Leave for Victims of Crime**
8. The Company provides reasonable and necessary unpaid leave to employees who are victims of crime to attend or participate in legal proceedings pertaining to the crime. To request leave under this policy, please notify the HR Contact immediately so that the Company may plan the department’s work with as little disruption as possible.
9. **Witness Leave**
10. The Company provides employees with reasonable and necessary unpaid leave to attend or participate in court proceedings. Employees should provide the Company with as much advanced notice as possible of the need for leave under this policy.