



## 2026- TRAVELER ADDENDUM

### ALASKA ADDENDUM

#### **ALASKA PAID SICK LEAVE POLICY**

The Company provides paid sick leave in accordance with Alaska's paid sick leave law. This policy applies to all eligible Alaska employees, including exempt and nonexempt employees in full-time, part-time, temporary, seasonal, or per diem positions.

#### Accrual Rate

Alaska employees accrue paid sick leave at the rate of one hour for every 30 hours of work, up to 56 hours a year (if Company has 15 or more employees) or 40 hours a year (if Company has fewer than 15 employees). Paid sick leave accrues beginning at the commencement of employment. Exempt employees are treated as working 40 hours per workweek, unless their usual workweek is less than 40 hours in which case they would accrue paid sick leave based on the number of hours worked in their usual workweek.

#### Use of Accrued Sick Leave

Employees may begin using available paid sick leave as it accrues. Employees may use up to 56 hours (if Company has 15 or more employees) or 40 hours (if Company has fewer than 15 employees) of sick leave per year. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

#### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under Alaska law, including for:

- Diagnosis, care, or treatment of mental or physical illness, injury, or health condition, or preventive medical care, of an employee or employee's family member;
- For specified purposes related to the employee's or employee's family member's domestic violence, sexual assault, or stalking; or
- Any other reason provided under applicable state or local law.

For purposes of this policy, "family member" is defined as a spouse, another person cohabitating with the person in a conjugal relationship (that is not a legal marriage), a child, including step or adoptive, a parent, sibling, grandparent, aunt, or uncle, a parent or sibling of the employee's spouse, a domestic partner, a foster child, legal ward, or person to whom the employee stands in loco parentis, a foster or adoptive parent, legal guardian, or person who stood in loco parentis when the employee was a minor child, or any other individual related by blood or whose close association is the equivalent of a family relationship.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

All unused accrued sick leave will carryover from one year to the next, however, employees will only be able to use 40 or 56 hours a year depending on employer size.

#### Employee Notification to Take Paid Sick Leave

Employees are allowed to use their paid sick leave by providing an oral or written request. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must make a good faith effort to notify Company before taking foreseeable leave. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable. Employees must provide notice to their Recruiter.

Any employee who takes three (3) or more consecutive sick days must provide reasonable documentation, such as a certification by their health care provider, attesting that the employee's leave was taken for a reason permitted by this policy.

#### Sick Leave at Employment Termination and on Rehire

Any remaining paid sick leave that is not used before the last day of employment is forfeited and is not paid out upon the termination of employment.

If an employee is rehired within six (6) months of the date of termination, any paid sick leave that was forfeited upon termination will be reinstated and available for the employee to use.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

#### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

ARIZONA ADDENDUM

### **ARIZONA PAID SICK LEAVE POLICY**

The Company provides paid sick leave in accordance with the Fair Wages and Healthy Families Act. This policy applies to all eligible Arizona employees, including exempt and nonexempt employees in full-time, part-time, temporary, seasonal, or per diem positions.

### Accrual Rate

Arizona employees accrue paid sick leave at the rate of one hour for every 30 hours of work, up to the maximum amount set in this policy. Paid sick leave accrues beginning at the commencement of employment. Exempt employees are treated as working 40 hours per workweek, unless their usual workweek is less than 40 hours in which case they would accrue paid sick leave based on the number of hours worked in their usual workweek.

### Use of Accrued Sick Leave

Employees may begin using available paid sick leave on the 90th calendar day after starting employment. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under Arizona law, including for:

- Diagnosis, care, or treatment of mental or physical illness, injury, or health condition, or preventive medical care, of an employee or employee's family member.
- For specified purposes related to the employee's or employee's family member's domestic or sexual violence, abuse or stalking.
- Closure of employee's place of business, closure of a child's school or place of care by order of a public official for any health-related reason.
- Any other reason provided under applicable state or local law.

For purposes of this policy, "family member" means child (including adopted, foster, step, legal ward, in loco parentis, regardless of age), spouse, registered domestic partner, child or parent of the employee's spouse or domestic partner, parent, grandparent, grandchild, or sibling.

### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

The total amount of paid sick leave that can be accrued at any time is 40 hours (if Company has 15 or more employees working in Arizona on payroll for some portion of a day in each of 20 nonconsecutive weeks in the current or preceding year) or 24 hours (if Company has fewer than 15 employees working in Arizona on payroll for some portion of a day in each of 20 nonconsecutive weeks in the current or preceding year). If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap. Unused accrued sick leave will carryover from one year to the next, subject to carryover caps under the rules of 24 and 40 hours respectively, based on the number of employees in Arizona as stated above.

### Employee Notification to Take Paid Sick Leave

Employees are allowed to use their paid sick leave by providing an oral or written request. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable. Employees must provide notice to their Recruiter.

### Sick Leave at Employment Termination and on Rehire

Any remaining paid sick leave that is not used before the last day of employment is forfeited and is not paid out upon the termination of employment.

If an employee is rehired within nine (9) months of the date of termination, any paid sick leave that was forfeited upon termination will be reinstated and available for the employee to use.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

### CALIFORNIA ADDENDUM

### **PROHIBITED HARASSMENT AND DISCRIMINATION POLICY – ADDITIONAL PROVISIONS**

Company prohibits discrimination and harassment based on the following characteristics: age (40 years or older), ancestry, color, marital status, medical condition, mental disability, national origin (includes language use and possession of a driver's license issued to persons unable to provide their presence in the United State is authorized under federal law), physical disability, race, religious creed, sex (including gender, gender identity, gender expression, transgender status, pregnancy, childbirth, breast feeding reproductive health decision making including a decision to use or access a particular drug, device, product, or medical service for reproductive health, and medical conditions related to pregnancy, childbirth, or breast feeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality), membership or service

(current or past) in the armed forces of California or the United States, genetic information (including information about an individual's genetic tests, family members' genetic tests, family members' diseases or disorders, an individual's or family member's receipt of, or request for, genetic services, and participation by an individual or individual's family member in clinical research that includes genetic services), and any other characteristic protected by federal, state, or local law.

## **LACTATION BREAK POLICY**

### Eligible Employees

Any employee who is a nursing mother is eligible to take a reasonable amount of break time to express breast milk for the employee's infant child each time the employee has a need to express breast milk. There is no length of service requirement to be eligible.

### Lactation Break Accommodations

An employee has the right to request lactation accommodation. To request lactation accommodation, an employee should email Human Resources and their supervisor.

Subject to any permissible defenses, Company will respond to the request, to reasonably accommodate an employee's request regarding lactation accommodation, and to provide the requisite facilities. If Company is not able to provide break time or a lactation location, Company will provide a written response to the employee, as required by law.

Please contact Human Resources for information about the designated location for lactation breaks in closest proximity to your work area.

### Compensation During Breaks

Employees who use their regular paid rest breaks as their lactation breaks are paid during the rest breaks. Employees who use an unpaid meal break or additional non-working time to express breast milk should let Human Resources know and generally such time will be unpaid.

Employees who are required to record time under the Company's timekeeping policy must accurately record the start and end of lactation breaks on their timesheets/clock in and out for their lactation breaks in accordance with Company's timekeeping policy.

Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about lactation breaks that are not addressed in this policy, please contact Human Resources.

### Complaint Procedure

You have the right to file a complaint with the state's Labor Commissioner for any violation of a right under the lactation accommodation law, including the prohibition against retaliation.

If you are subjected to any conduct that you believe violates this policy, you should promptly speak to, write, or otherwise contact Human Resources, who will ensure that a prompt investigation is conducted and take prompt corrective action, if appropriate.

### No Retaliation

Company complies with all applicable laws and expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks, or filing a complaint for violations of this policy, the Fair Labor Standards Act, the California Labor Code, the California Government Code, or local law.

Company is committed to enforcing this policy and prohibiting retaliation against employees who request or take break time under this policy, or who file a related complaint. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to Human Resources. If employees do not report retaliatory conduct, Human Resources may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

## **FAMILY CARE AND MEDICAL LEAVE**

Company provides leave under the California Family Rights Act ("CFRA"), which provides unpaid, job-protected leave to covered employees in certain circumstances. The CFRA applies to private employers of five or more employees.

### Eligibility

To be eligible for CFRA leave, an employee must have worked for Company for at least 12 months and have worked at least 1,250 hours in the 12-month period before the date leave begins. If you have any questions about your eligibility for CFRA leave, please contact Human Resources.

### Leave Entitlement

This leave may be up to 12 workweeks in a 12-month period, which Company uses a "rolling" method that is measured backward from the date you use any CFRA leave for any of the following reasons:

- The birth, adoption, or foster care placement of your child.
- To care for your own serious health condition.
- To care for the serious health condition of your child, spouse, registered domestic partner, parent, including parent-in-law, grandparent, grandchild, or sibling. Employees may also be eligible to take leave for their designated person, meaning

any person related by blood or whose association is the equivalent of a family relationship. Employees are limited to one designated person per 12-month period for family care and medical leave.

- A qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, registered domestic partner, child, parent, including parent-in-law, in the US Armed Forces.

### Substitution of Paid Leave

While the law provides only unpaid leave, employees are required to substitute accrued and unused paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department.

### Pregnancy Disability Leave

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth, or a related medical condition, you are entitled to take pregnancy disability leave ("PDL") of up to four months (the working days you normally would work in one-third of a year or 17-1/3 weeks) depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take both PDL and CFRA leave for reason of the birth of your child. See the Pregnancy Disability Leave Policy for more detail.

### Right to Reinstatement

Both CFRA leave and PDL contain a guarantee of reinstatement – for pregnancy disability it is to the same position, and for CFRA it is to the same or a comparable position – at the end of the leave, subject to any defense allowed under the law.

### Notice of Leave

You must provide, if possible, at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, you must notify your employer, at least verbally, as soon as you learn of the need for the leave. When possible, your notice must include the estimated time and duration of the reasonable accommodation, transfer, or leave required.

Failure to comply with these notice requirements is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

### Certification of Need for Leave

Company may require medical certification from your health care provider before allowing leave for either:

- Your serious health condition.

- Reasonable accommodation, transfer, or leave for your pregnancy disability.

Company requires medical certification from the health care provider of your family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member. When leave is foreseeable and at least 30 days' notice has been provided, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the medical certification to the Company within 15 calendar days after the Company's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

### Intermittent Leave and Reduced Work Schedule

When medically necessary, leave may be taken intermittently or on a reduced work schedule. If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

### Medical and Other Benefits

During approved CFRA or PDL leave, your health insurance benefits are maintained as if you continued to be actively employed. Employees approved for CFRA or PDL leave will be informed in writing of the terms and conditions under which health insurance and other benefits will be continued during their leave. Taking CFRA or PDL leave may impact certain employee benefits and seniority date. If you have any questions about the impact of your leave on seniority and benefits, please contact Human Resources.

### Return-to-Work Release

Employees on leave for their own serious health condition or returning from PDL will be required to obtain a release to return to work from their healthcare provider that the employee is able to resume work. This is a requirement of all employees returning from other types of medical leave. Otherwise, the employee will not be permitted to resume work until it is provided.

### Contact Information

For more information regarding this policy, including your eligibility for a leave and/or the impact of leave on your benefits and seniority, please contact Company's Human Resources. If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, please contact Human Resources.

You may also contact the California Civil Rights Department to file a complaint at [www.calcivilrights.ca.gov/complaintprocess](http://www.calcivilrights.ca.gov/complaintprocess), toll-free at (800) 884-1684, TTY (800) 700-2320. If you have a disability that requires a reasonable accommodation, the CRD can assist you with your complaint or, for individuals who are Deaf or Head of Hearing or have speech disabilities, through the California Relay Service (711).

## **PREGNANCY DISABILITY LEAVE**

## Employee Eligibility

The Company will grant an unpaid pregnancy disability leave if you are disabled because of your pregnancy, childbirth, or a related medical condition. The Company will not interfere with, attempt to interfere with, restrain, or deny an employee's rights to pregnancy disability leave.

## Leave Available

If you are disabled due to pregnancy, childbirth, or a related medical condition, you may take up to a maximum of four months leave per pregnancy. The leave available is determined based on the number of days or hours the employee would normally work within four calendar months (one-third of a year equaling 17 and one-third weeks). If the employee's schedule varies from month to month, a monthly average of hours worked over the four months prior to the beginning of the leave shall be used for calculating the employee's normal work. As an alternative, the Company may modify work practices or policies, work duties, or work schedules, provide furniture, or transfer you to a less strenuous or hazardous position if you so request, with the advice of your physician, and if it may be reasonably accommodated. Under some circumstances, employees may take pregnancy disability leave intermittently. Leave taken under this policy does not run concurrently with CFRA leave.

## Notice and Certification Requirements

You must provide the Company with reasonable advance notice of your need for a pregnancy disability leave. An employee must provide at least 30 days advance notice before the start of reasonable accommodation, transfer or pregnancy disability leave if the need is foreseeable. If the employee is unable to give 30 days' advance notice because it is not known when reasonable accommodation, transfer or leave will be required to begin or because of a change in circumstances, a medical emergency or other good cause, notice must be given as soon as practicable. In addition, you must provide the Company with a health care provider's statement certifying the last day you can work and the expected duration of your leave. The Company will provide you with a medical certification form for your health care provider to complete. When leave is foreseeable and at least 30 days' notice has been provided, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the medical certification to the Company within 15 calendar days after the Company's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

In providing this medical certification, the Company shall comply with the provisions of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employers from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law.

## Compensation During Leave

If you are granted a pregnancy disability leave, the Company will pay you paid sick time for the period of time equivalent to your accrued paid sick leave, at your request. Employees should request the use of paid sick leave as specified in the Company's California Paid Sick Leave Policy. All of those payments will be integrated with any state disability or other wage

reimbursement benefits that you may receive. At no time will you receive a greater total payment than your regular compensation.

### Benefits During Leave

If you are eligible for pregnancy disability leave and are otherwise eligible for medical insurance coverage under the Company's policy, the Company will maintain and pay for group health coverage for up to four months of your leave. The coverage will remain at the same level and under the same conditions as it would have been had you not taken pregnancy disability leave.

The time that the Company maintains and pays for the employee's medical insurance coverage during the pregnancy disability leave will not be used to meet the Company's obligation to pay for 12 weeks of medical insurance coverage during leave taken pursuant to California family and medical leave.

### Reinstatement

Upon the submission of a medical certification from a health care provider that you are able to return to work, you will, in most circumstances, be offered the same position held at the time of the leave. However, you will not be entitled to any greater right to reinstatement than if you had been employed continuously rather than on leave. For example, if you would have been laid off if you had not gone on leave, then you will not be entitled to reinstatement.

If upon return from a pregnancy disability leave you are unable to perform the essential functions of the job because of a physical or mental disability, the Company will engage in the interactive process with you to determine if there is a reasonable accommodation that may be provided to enable you to perform the essential functions of your position to the extent that doing so would not create an undue hardship for the Company.

## **CALIFORNIA DISABILITY INSURANCE BENEFITS**

California has two programs designed to provide benefits to employees when they are unable to work either because of a personal illness or injury that is not work-related; or the need to care for a qualified family member who is ill or injured; or to bond with a new child. One program applies where the employee is personally ill or injured. The other applies when the employee is not ill but must care for a family member or bond with a new child.

State Disability Insurance (SDI) benefits are available to eligible employees who are personally ill or injured. Unlike the workers' compensation program that covers work-related injuries, SDI benefits are available from the state if the illness or injury is not work related.

Paid Family Leave (PFL) benefits (also known as Family Temporary Disability Insurance (FTDI) benefits) are available to eligible employees who are unable to work as a result of a need to care for qualified family members or to bond with a new child.

Both the SDI and PFL programs are administered by the California Employment Development Department (EDD) and are financed by employee taxes. Both programs work independently from the workers' compensation system, which provides benefits to eligible employees who

sustain work-related illnesses or injuries.

### Time Missed from Work

The SDI and PFL programs provide benefits to eligible employees who miss work for reasons specified in the programs. Neither program grants employees the right to time off, job protections or reinstatement guarantees if they do miss work. Employees should therefore ask Human Resources whether they qualify for a leave of absence under any Company policy or applicable law. Employees must satisfy several conditions to be eligible to take different types of leave. Employees are required to provide advance notice of the request for leave to the extent permitted by applicable laws.

### Advance Notice Rules

Employees who wish to apply for SDI and PFL benefits must submit claims directly with the EDD. The Company is not involved in the administration of the SDI or PFL programs. Because the EDD provides benefits to eligible employees who take time off from work, employees must submit their request for time off in writing as far in advance as is reasonably possible.

It is the responsibility of each employee to provide a written request for time off at least 30 days before the absence is expected to begin whenever the need for the absence is foreseeable. If the need for the absence is sudden and unforeseeable, the employee must provide notice as soon as possible and practicable. However, the notice must be provided no later than the day on which the absence begins.

When feasible, the notice and request for time off must be accompanied by proper medical certification that does not include the underlying medical diagnosis or other confidential medical information. In providing this medical certification, the Company shall comply with the provisions of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employers from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law.

A copy of the EDD claim form must also be provided if requested by the Company. Any failure to provide proper notice and accompanying documentation, when it is requested, may result in an unexcused absence and disciplinary action, up to and including termination of employment.

### Use of PTO

Employees may voluntarily elect to use any vacation benefits in order to receive their full pay while on PFL.

### Concurrent Use of PFL CFRA Time

If an employee is eligible for PFL benefits and also for leave under a Company policy, the time off will run concurrently with time available under all applicable leave of absence policies maintained by the Company. As a result, if an employee receives benefits under the PFL program, the time taken off will be counted against the maximum limitations on time off imposed by all potentially applicable Company leave policies and the CFRA rules, to the extent legally

permissible.

## **CALIFORNIA PAID SICK LEAVE POLICY**

The Company provides paid sick leave in accordance with the Healthy Workplaces Healthy Families Act, as amended. This policy applies to all eligible California employees, including exempt and nonexempt employees in full-time, part-time, temporary, seasonal, or per diem positions. The Company also complies with all applicable local leave laws. To the extent this policy conflicts with an applicable local leave law, the more generous of the provisions will apply.

### Accrual Rate

California employees accrue paid sick leave at the rate of one hour for every 30 hours of work, up to the maximum amount set in this policy. Paid sick leave accrues beginning at the commencement of employment. Exempt employees are treated as working 40 hours per workweek, unless their usual workweek is less than 40 hours in which case they would accrue paid sick leave based on the number of hours worked in their usual workweek.

### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick leave on the 90th calendar day after starting employment. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

In one year of employment, employees may use up to a maximum of 40 hours or five days, whichever is of greater benefit to the employee. Employees in Los Angeles can use up to a maximum of 48 hours in a year.

### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under California law, including for:

- The employee's care, preventive care, diagnosis, or treatment;
- The care, preventive care, diagnosis, or treatment of the employee's qualified family member, as defined below;
- An employee who is a victim of domestic violence, sexual assault, or stalking to take time off to: (1) obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order, or other injunctive relief; (2) seek medical attention; (3) obtain services from a shelter, program, rape crisis center, or victim services organization or agency; (4) obtain psychological counseling or mental health services; or (5) participate in safety planning or take other actions to increase safety from future incidents;
- To attend related judicial proceeding if the employee or employee's family member is a victim of certain specified crimes as described in Cal. Gov't Code § 12945.8(a)(4);

- To serve on an inquest or trial jury or to appear in court as a witness to comply with a subpoena or other court order in any judicial proceeding;
- For a reproductive loss event (as defined under California law) that is otherwise unpaid;
- For bereavement leave for death of a family member (to the extent Company does not have a bereavement policy or provides less than 5 days of paid bereavement leave);
- Any other reason provided under applicable state or local law.

For purposes of this policy, “qualified family member” means a child (regardless of age or dependency, and including biological, adopted, foster, stepchild, legal ward, or in loco parentis), parent or parent of a spouse or domestic partner, spouse, registered domestic partner, grandparent, grandchild, sibling, and any person designated by the employee.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Unused accrued sick leave will carryover from one year to the next, up to a maximum of 80 hours or 10 days. However, the total amount of paid sick leave that can be accrued at any time is 80 hours or 10 days, whichever is greater. If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Employee Notification to Take Paid Sick Leave

Employees are allowed to use their paid sick leave by providing an oral or written request. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable. Employees must provide notice to their Recruiter.

#### Sick Leave at Employment Termination and on Rehire

Any remaining paid sick leave that is not used before the last day of employment is forfeited and is not paid out upon the termination of employment.

If an employee is rehired within one year of the date of termination, any paid sick leave that was forfeited upon termination will be reinstated and available for the employee to use.

#### Concurrent Leave

Where permitted by applicable law and at the Company’s discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

### Local Ordinances

The Company provides paid sick leave in accordance with all local ordinances including the Berkley Paid Sick Leave Ordinance, the Emeryville Wage and Paid Sick Leave Ordinance, the Los Angeles Office of Wage Standards Sick Leave Ordinance, the Oakland Sick Leave Standards, the City of San Diego Earned Sick Leave Ordinance, the San Francisco Sick Leave Ordinance, the San Francisco Public Health Emergency Leave Ordinance, the Santa Monica Sick Leave Ordinance, and the West Hollywood Minimum Wage Ordinance. If the applicable local leave provisions conflict with the state leave provisions, the more generous of the two will apply.

## COLORADO ADDENDUM

### **COLORADO PAID SICK LEAVE**

The Company provides paid sick leave in accordance with the Colorado Healthy Families and Workplaces Act (the "Act"), as amended. This policy applies to all eligible Colorado employees, including exempt and nonexempt employees in full-time, part-time, temporary, seasonal, or per diem positions.

### Accrual Rate

Employees accrue one hour of paid sick leave for every 30 hours worked up to a maximum of 48 hours each year. Paid sick leave accrues beginning at the commencement of employment.

### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick leave immediately. Employees may not use more than 48 hours of paid sick time each year. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under Colorado law, including for:

- a mental or physical illness, injury, or health condition that prevents work;

- obtaining preventive medical care (including a vaccination), or a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- being a victim of domestic abuse, sexual assault, or criminal harassment who needs leave for medical attention, mental health care or other counseling, victim services, legal services, including preparation for or participation in a civil or criminal proceeding, or relocation;
- care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2) or (3);
- due to a public health emergency, a public official closed the employee's (A) place of business, or (B) child's school or place of care, requiring the employee to care for the child;
- bereavement, or financial/legal needs after a death of a family member;
- closure of employee's place of business, a child's school, or place of care, or care for a family member due to closure of a school or place of care due to a public health emergency, inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure; or
- any other reason provided under applicable law.

For purposes of this policy, family member means a person related by blood, marriage, civil union, or adoption, any individual with whom the employee has or had an in loco parentis relationship, or any individual for whom the employee is responsible for providing or arranging health- or safety-related care.

#### Employee Notification to Take Paid Sick Leave

Employees are allowed to use their paid sick leave by providing an oral, written, or electronic request. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable. Employees must provide notice to their Recruiter.

Any employee who takes four or more consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Employees may carry over accrued but unused sick time to the following year, up to a maximum of 48 hours. However, the total amount of paid sick leave that can be accrued at any time is 48 hours. If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap.

### Sick Leave at Employment Termination and on Rehire

On termination of employment for any reason, employees forfeit and will not be paid for any accrued but unused sick leave.

If rehired within six months of an employment termination, previously accrued unused sick leave will be reinstated.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### PHE Leave

In addition to the foregoing, the Act requires employers to supplement each employee's accrued paid sick leave in the event of a state or federal public health emergency. In compliance with the Act, for those employees who normally work 40 or more hours per week, the Company will supplement, as necessary, such employee's sick leave banks so that each such employee has at least 80 hours of sick leave available during a public health emergency. For employees who normally work fewer than 40 hours in a week, the Company will supplement, as necessary such employee's sick leave banks in an amount equal to the greater of either the amount of time the employee is scheduled to work in a fourteen-day period or the amount of time the employee actually works on average in a fourteen-day period. For clarification purposes, the Company will not provide an additional 80 hours of leave to each employee on top of what the employee has already accrued; rather, the Company will supplement employee's banks in an amount that allows each employee to have 80 hours available (or fewer, if the employee does not normally work 40 or more hours per week). For example, in the event a public health emergency is declared and a employee who normally works 40 or more hours per week has 35 hours of accrued, unused sick leave, the Company will provide the employee with an additional 45 hours of sick leave, so that the employees' bank is equal to 80 hours. Employees may use the supplemental paid sick leave during the public health emergency and for up to four weeks after the official termination or suspension of the public health emergency.

Employees can use supplemental PHE leave for any of these purposes:

- 1) needing to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of the PHE;
- 2) seeking a diagnosis, treatment, or care of such an illness (including preventive care such as vaccination);
- 3) being excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not they are actually diagnosed);

- 4) being unable to work due to a health condition that may increase susceptibility/risk of such an illness;
- 5) caring for a child or other family member in category (1), (2), or (3), or whose school, child care provider, or other care provider is unavailable, closed, or providing remote instruction due to the emergency.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

### CONNECTICUT ADDENDUM

#### **CONNECTICUT PAID SICK LEAVE POLICY**

The Company provides paid leave in accordance with the Connecticut Paid Sick Leave Law. This policy applies to all eligible employees in the state of Connecticut.

The Company will provide leave under this policy if, beginning January 1, 2026, Company employs 11 or more individuals in the state of Connecticut.

The Company will provide leave under this policy if, beginning January 1, 2027, Company employs one or more individuals in the state of Connecticut.

### Accrual Rate

Employees accrue one hour of paid sick time for every 30 hours worked up to a maximum of 40 hours per year. Exempt employees are treated as working 40 hours per workweek, unless their usual workweek is less than 40 hours in which case they would accrue paid sick leave based on the number of hours worked in their usual workweek. Sick time accrues beginning at the commencement of employment.

### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick after the 120<sup>th</sup> day of employment. Employees may not use more than 40 hours of paid sick time each calendar year. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

### Employee Notification to Take Paid Sick Leave

Any employee who needs to take sick time must contact their Recruiter as soon as practicable.

### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under Connecticut law, including for:

- preventative medical care for an employee's or family member's physical or mental health;
- medical diagnosis, care, or treatment of an employee's or family member's mental or physical illness, injury, or health condition;
- an employee's or family member's illness, injury, or health condition;
- a mental health wellness day;
- when an employer's place of business or a family member's school or place of care is closed by a public official's order due to a public health emergency;
- when the employee or a family member poses a risk to other's health due to exposure to a communicable disease, regardless of whether they contracted it (as determined by an appropriate health authority, a health care provider, or the employee's or family member's employer); or
- the employee or a family member is a victim of family violence or sexual assault and needs leave to do certain things (such as getting care or counseling, relocating, or participating in civil or criminal proceedings).

"Family member" is defined as:

- spouse (someone legally married to the employee under the laws of any state or an employee's domestic partner under the laws of any state or political subdivision);
- sibling or grandchild (related by blood, marriage, adoption, or foster care);
- child (biological, adopted, or foster child, stepchild, legal ward, or someone for whom the employee stands or stood in place of a parent);
- grandparent; or
- parent (biological, foster, or adoptive parent, stepparent, parent-in-law or legal guardian of the employee or employee's spouse, or someone who stands or stood in place of a parent).
- someone related to the employee by blood or affinity whose close association is equivalent to one of the relationships described above.

## Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Up to 40 hours of unused accrued sick leave will carryover from one year to the next. However, the total amount of paid sick leave that can be accrued at any time is 80 hours. If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap.

## Sick Leave at Employment Termination

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave.

## Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

## Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

## No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## **NOTICE OF EMPLOYEE RIGHTS UNDER THE CONNECTICUT FAMILY AND MEDICAL LEAVE ACT (CTFMLA) & CONNECTICUT PAID LEAVE ACT (CTPL)**

### Leave Entitlement and Eligibility

The CTFMLA provides eligible employees, after 3 consecutive months on the job, up to 12 weeks of unpaid, job-protected leave during a 12-month period for qualifying family or medical leave reasons. Employees are entitled to return to their same job at the end of leave. The CTPL provides income replacement benefits to eligible employees who are unable to work for the same leave reasons. These leave options may run at the same time.

Qualifying reasons for leave include:

- The birth of a child and care within the first year after birth;
- The placement of a child with employee for adoption or foster care and care for child within the first year after placement;
- To care for a family member with a serious health condition. Family includes spouse (the

person to whom one is legally married), sibling, son or daughter, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity;

- Because of the employee's own serious health condition;
- To serve as an organ or bone marrow donor;
- To address qualifying exigencies arising from a spouse, son, daughter or parent's active duty service in the armed forces; or
- To care for a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred on active duty in the armed forces.

It also allows eligible employees to receive two extra weeks of leave (up to a total of 14 weeks) in connection with an incapacity that occurs during pregnancy. CTFMLA further allows eligible employees to take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Employees may also take up to 12 days of leave to deal with the effects of family violence separate from leave time available under state or federal law. While this is not protected under CTFMLA, it is protected under the Connecticut Family Violence Leave Act and an employee can apply for CTPL in connection with these absences.

Leave does not have to be taken all at once. Employees may take leave intermittently (in separate blocks of time) or to reduce their work schedule.

CTFMLA leave is unpaid. However, Universal Pure may require, or an employee may request to use their accrued, paid time off. An employee may choose to preserve up to 2 weeks of their accrued, paid time off. This accrued, paid time off is in addition to the income-replacement benefits available to employees under CTPL.

#### Applying For Income-Replacement Benefits Under CTPL

Wage replacement benefits under the CTPL may also be available for CTFMLA absences. More information about Connecticut's Paid Leave program and instructions for how to apply are available at <https://ctpaidleave.org/>.

#### Employer Notification for CTFMLA Leave

Employees should provide at least 30-days advance notice to Universal Pure of the need to take CTFMLA leave if they can. If they are unable to because they do not know they need leave, the employee must provide notice as soon as they can. Universal Pure may require a medical certification to support a request for leave.

#### Other Information

The CTFMLA prohibits employers from:

- Interfering with or denying any rights provided by the CTFMLA or CTPL. Examples include, but are not limited to, improperly refusing to grant CTFMLA leave or discouraging employees from using CTFMLA leave or applying for CTPL benefits.
- Disciplining, terminating, discriminating against, or retaliating against any individual for

taking CTFMLA leave or applying for CTPL benefits, for opposing or complaining about any unlawful practice, or being involved in any proceeding related to the CTFMLA.

If you believe that your CTFMLA rights have been violated, you can either file a complaint directly in Superior Court or with the Connecticut Department of Labor.

To file a CTFMLA complaint with the Connecticut Department of Labor, complete and submit the appropriate CTFMLA complaint form found on the Department's website found at [https://portal.ct.gov/dol/divisions/legal/connecticut-leave-programs?language=en\\_US](https://portal.ct.gov/dol/divisions/legal/connecticut-leave-programs?language=en_US)

More information about the CTFMLA is available at [https://portal.ct.gov/dol/divisions/legal/connecticut-leave-programs?language=en\\_US](https://portal.ct.gov/dol/divisions/legal/connecticut-leave-programs?language=en_US) and CTPL at <https://ctpaidleave.org/>.

## DISTRICT OF COLUMBIA ADDENDUM

### **DISTRICT OF COLUMBIA PAID SICK AND SAFE LEAVE POLICY**

The Company provides paid sick leave in accordance with the District of Columbia's Accrued and Sick Safe Leave Act of 2008 as amended by the Earned Sick and Safe Leave Amendment Act of 2013, and as further amended by D.C. Law 21-160, § 7025. This policy applies to all eligible District of Columbia employees, including exempt and nonexempt employees in full-time, part-time, temporary, and seasonal employees.

#### Accrual Rate

Employees accrue dependent upon the number of employees that are employed in the District of Columbia as follows:

- 100+ employees: 1 hour for every 37 hours worked (capped at 7 days per year).
- 25-99 employees: 1 hour for every 43 hours worked (capped at 5 days per year).
- 1-24 employees: 1 hour for every 87 hours worked (capped at 3 days per year).

Sick time accrues beginning at the commencement of employment.

#### Use of Accrued Sick Leave

Employees may begin using available paid sick leave after 90 days of employment. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

#### Employee Notification to Take Paid Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable.

Any employee who takes three or more consecutive scheduled work days as sick days must provide a certification by their health care provider attesting to the employee's leave was taken for a reason permitted by this policy.

### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under applicable law, including:

- For an employee's own mental or physical illness, injury, or health condition;
- For the mental or physical illness, injury, or health condition of the employee's family member;
- For the employee's care, preventive care, diagnosis, or treatment;
- For the care, preventive care, diagnosis, or treatment of the employee's family member;
- To obtain care or services related to stalking, domestic violence, or sexual abuse of the employee or their family member
- For the employee's child, to attend a school-related conference, meeting, function, or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's healthcare or disability;
- For the employee to attend judicial proceedings related to a crime that is a serious or violent felony or a felony involving theft or embezzlement, when the employee is a victim of that crime or an immediate family member, registered domestic partner, or child of a registered domestic partner of a victim of that crime;
- For time the employee is not able to work due to closure of the employee's workplace or the school or place of care of a child of the employee by a public official due to a public health emergency or epidemic;
- If there is a declaration of public emergency or determination by a health care provider or other public health authority that the presence of the employee or a member of the employee's family in need of care by the employee would jeopardize the health of others; or
- If during a state of emergency upon the recommendation, direction, or order of a healthcare provider or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others.

- For any other reason provided under applicable law.

For purposes of this policy, “family member” is defined as spouse (including domestic partner), spouse’s parent, child (including foster and grandchildren, or child who lives with employee for whom employee has permanent parental responsibility), child’s spouse, parent, sibling, sibling’s spouse, or person residing with employee in a committed relationship.

#### Accrued Sick Leave: Annual Carryover

Unused accrued paid sick leave carries over to the following year.

#### Sick Leave at Employment Termination and on Rehire

Any remaining paid sick leave that is not used before the last day of employment is forfeited and is not paid out upon the termination of employment.

If rehired within 12 months, previously accrued unused leave is reinstated and can be used immediately. If previously employed for less than 90 days, prior employment counts toward waiting period for use.

#### Concurrent Leave

Where permitted by applicable law and at the Company’s discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

#### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

### **District of Columbia Family and Medical Leave Act**

#### Work Leave for Family or Medical Purposes

The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide eligible employees with 16 weeks of unpaid family leave and 16 weeks of unpaid medical leave during a 24 month period.

#### Family Leave

Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave.

### Medical Leave

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave. The employer may require medical certification and reasonable prior notice when applicable.

### Employee Eligibility

An employee is eligible under the Act if she or he has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12 month period immediately preceding the requested leave.

The one year of service requirement does not need to have immediately preceded the request for leave.

### Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov](http://ohr.dc.gov); or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

### ILLINOIS ADDENDUM

The Company provides paid leave in accordance with the Paid Leave for All Workers (PLFAW) Act and the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance, to the extent they apply. Some employees may be covered by both the PLFAW and the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance. In such cases, the more generous provisions of the two laws will apply to the extent that they conflict.

### **ILLINOIS PAID LEAVE POLICY**

The Company provides paid leave in accordance with the Paid Leave for All Workers (PLFAW) Act. This policy applies to all eligible Illinois employees.

### Accrual Rate

Employees accrue one hour of paid leave for every 40 hours worked up to a maximum of 40 hours per year. Paid leave accrues beginning at the commencement of employment.

### Use of Accrued Paid Leave and Annual Use Cap

Employees may begin using available paid leave after 90 days of employment. Employees may not use more than 40 hours of paid leave each year. Employees may use their accrued paid leave in the same increments as other paid leaves.

### Employee Notification to Take Paid Leave

Any employee who needs to take leave under this policy must contact their Recruiter. Any employee who needs to take paid leave must provide reasonable advance notice (no less than 7 days) to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable.

### Paid Leave Uses

An employee may use paid leave for any reason.

### Accrued Paid Leave: Annual Carryover

Up to 40 hours of unused accrued paid leave will carryover from one year to the next. However, as stated above, employees may not use more than 40 hours of paid leave each year.

### Paid Leave at Employment Termination and Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused paid leave under this policy. If rehired within 12 months after a separation from service, accrued unused leave is reinstated and may be used immediately.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about paid leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## Local Ordinances

The Company provides paid sick leave in accordance with all local ordinances including the Cook County Paid Leave Ordinance. If the applicable local leave provisions conflict with the state leave provisions, the more generous of the two will apply.

## **CHICAGO PAID LEAVE AND PAID SICK AND SAFE LEAVE**

The Company provides paid leave in accordance with the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance. This policy applies to all Chicago employees who work at least 80 hours for the Company within any 120-day period within the geographic boundaries of Chicago (not including commuting time). Once the 80-hour threshold is reached, the employee will remain eligible for the duration of their employment.

### Accrual Rate

Employees accrue one hour of paid leave for every 35 hours worked in Chicago, up to a maximum of 40 hours per year. Employees accrue one hour of paid sick leave for every 35 hours worked in Chicago, up to a maximum of 40 hours per year. Employees begin accruing leave beginning at the commencement of employment.

### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick leave after 30 calendar days of employment and paid leave after 90 days of employment. Employees may use their accrued paid leave in the same increments as other paid leaves.

### Employee Notification to Take Paid Sick Leave

Any employee who needs to take leave under this policy must contact their Recruiter. Any employee who needs to take paid leave or foreseeable sick leave must provide reasonable advance notice (no less than 7 days) to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable.

Any employee who takes more than three (3) consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

### Leave Uses

Paid leave may be used for any reason of the employee's choosing.

Paid sick leave may be used for:

- The employee's or employee's family member's illness, injury, or professional care, including preventive, care, diagnosis, or treatment of a medical, mental, or behavioral issue, including substance abuse disorders.
- Specified purposes if the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking.
- Closure of an employee's place of business or a family member's school, class, or place of care due to a public health emergency.
- An order from the Mayor, Governor, Public Health Department, or healthcare provider requiring the employee to isolate or quarantine to minimize transmission of a communicable disease.
- Any other reason specified under applicable state or local law.

For purposes of this policy family member includes the employee's child, legal guardian or ward, spouse, domestic partner, parent, spouse, or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood whose close association with the employee is the equivalent of a family relationship.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Employees can carry over up to 16 hours of paid leave and 80 hours of paid sick leave to the next 12-month period. However, the total amount of paid sick leave that can be accrued at any time is 80 hours and the total amount of paid leave that can be accrued at any time is 56 hours. If an employee reaches this cap, no further paid sick leave or paid leave will accrue until the employee uses sick leave to fall below the cap.

#### Sick Leave and Paid Leave at Employment Termination

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave. Paid leave will be paid out in accordance with applicable law and dependent upon the number of covered employees under the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance at the time of termination.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

#### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## MAINE ADDENDUM

### **MAINE PAID LEAVE POLICY**

The Company provides paid leave in accordance with the Maine Earned Paid Leave Law.

This policy applies to all eligible Maine employees, including part-time and per diem employees, and excluding seasonal employees.

#### Accrual Rate

Employees accrue one hour of paid leave for every 40 hours worked up to a maximum of 40 hours per year. Paid leave accrues beginning at the commencement of employment.

#### Use of Accrued Paid Leave and Annual Use Cap

Employees may begin using available paid leave after 120 calendar days of employment. Employees may not use more than 40 hours of paid leave each year. Employees may use their accrued paid leave in the same increments as other paid leaves.

#### Employee Notification to Take Paid Leave

Any employee who needs to take paid leave must contact their Recruiter. Any employee who needs to take paid leave for non-emergency, non-illness, or other foreseeable reasons, must provide four (4) weeks' notice to their Recruiter and up to seven (7) days in advance (unless not feasible) if the leave is unforeseeable.

#### Paid Leave Uses

An employee may use paid leave for any reason.

#### Accrued Paid Leave: Annual Carryover and Total Accrual Cap

Up to 40 hours of unused accrued paid leave will carryover from one year to the next. However, the total amount of paid leave that can be accrued at any time is 40 hours. If an employee reaches this cap, no further paid leave will accrue until the employee uses paid leave to fall below the cap.

#### Paid Leave at Employment Termination

On termination of employment for any reason, employees will not be paid for any accrued but unused paid leave under this policy.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about paid leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## MARYLAND ADDENDUM

### **MARYLAND SICK LEAVE POLICY**

The Company provides sick leave in accordance with Maryland's Healthy Working Families Act. This policy applies to all eligible Maryland employees, which does not include:

- Employees who regularly work less than 12 hours a week;
- Individuals who are younger than 18 years of age before the beginning of the year;
- Individuals employed by a temporary services agency to provide temporary staffing services to another person if the temporary services agency does not have day-to-day control over the work assignments and supervision of the individual while the individual is providing the temporary staffing services; or
- Individuals directly employed by an employment agency to provide part-time or temporary services to another person.

If there are 15 or more employees employed by Company in the state of Maryland, leave will be paid. If there are 14 or fewer employees employed in the state of Maryland, leave will be unpaid.

### Accrual Rate

Employees accrue one hour of sick time for every 30 hours worked up to a maximum of 40 hours per year. Sick time accrues beginning at the commencement of employment.

### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available sick leave after completing 106 days of employment. Employees may not use more than 64 hours of sick time each year. Employees may use their accrued sick leave in the same increments as other paid leaves.

### Employee Notification to Take Sick Leave

Any employee who needs to sick leave must contact their Recruiter. Any employee who needs to take sick leave must provide reasonable advance notice to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable.

Any employee who takes more than three (3) consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

### Sick Leave Uses

An employee may use sick leave for any reason allowed under Maryland law, including:

- To care for or treat the employee's mental or physical illness, injury or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury or condition;
- For maternity or paternity leave;
- The absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault or stalking; or
- any other reason specified under applicable state or local law.

For purposes of this policy family member means an employee's:

- a biological child, an adopted child, a foster child, or a stepchild of the employee;
- a child for whom the employee has legal or physical custody or guardianship;
- a child for whom the employee stands in loco parentis, regardless of the child's age;
- a biological parent, an adoptive parent, a foster parent, or a stepparent of the employee or of the employee's spouse;
- the legal guardian or ward of the employee or of the employee's spouse;

- an individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor;
- the spouse of the employee;
- a biological grandparent, an adopted grandparent, a foster grandparent, or a stepgrandparent of the employee;
- a biological grandchild, an adopted grandchild, a foster grandchild, or a stepgrandchild of the employee; or
- a biological sibling, an adopted sibling, a foster sibling, or a stepsibling of the employee.
- any other individual specified under applicable state or local law.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Up to 40 hours of unused accrued sick leave will carryover from one year to the next. However, the total amount of sick leave that can be accrued at any time is 64 hours. If an employee reaches this cap, no further sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Sick Leave at Employment Termination and Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave.

If rehired within 37 weeks, previously accrued unused leave is reinstated and can be used immediately.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

#### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## Local Ordinances

The Company provides paid sick leave in accordance with all local ordinances including the Montgomery County Earned Sick and Safe Leave Act. If the applicable local leave provisions conflict with the state leave provisions, the more generous of the two will apply.

### **MONTGOMERY COUNTY, MARYLAND EARNED SICK AND SAFE LEAVE LAW**

The Company complies with the Montgomery County, Maryland Earned Sick and Safe Leave Law. This policy applies to all eligible Montgomery County employees, which does not include:

- Individuals who:
  - are called to work on an as-needed basis in a health or human services industry;
  - can reject or accept the shift offered;
  - are not guaranteed to be called on to work for the employer; and
  - are not employed by a temporary staffing agency.
- Individuals who:
  - regularly work 12 hours a week or less for an employer;
  - are independent contractors; or
  - are under 18 years old.
- Certain temp services or agency employees.

Eligible employees will accrue up to 56 hours of leave in a year under the Maryland Sick Leave Policy. Employees are permitted to carry over up to 56 hours of unused earned sick and safe leave and to use up to 80 hours of earned sick and safe leave in a year. Employees can use their leave under the Maryland Sick Leave Policy for the following reasons in addition to the reasons stated under the Maryland Sick Leave Policy:

- To care for or treat the employee's own illness (mental or physical), injury, or health condition.
- To obtain preventative medical care for the employee or their family member.
- To take care of a family member with an illness (physical or mental), injury, or health condition.
- When the employee's place of business or when the employee's family member's school or child care center has been closed by order of a public official due to a public health emergency.

- To care for a family member if a health official or health care provider determined the family member's presence in the community, due to exposure to a communicable disease, would jeopardize the health of others.
- Due to domestic violence, sexual assault, or stalking against the employee or the employee's family member. Leave must be used for medical attention, services from a victim services organization, legal services, or during the time that the employee has temporarily relocated.
- For the birth of a child, or for the placement of a child with the employee for adoption or foster care; and
- To care for a newborn, newly adopted, or newly placed child within one year of birth, adoption, or placement.
- Any other reason provided under applicable law.

## MASSACHUSETTS ADDENDUM

### **MASSACHUSETTS PAID SICK LEAVE POLICY**

The Company provides paid leave in accordance with the Massachusetts Earned Sick Time Law. This policy applies to all eligible Massachusetts employees, including exempt and nonexempt employees in full-time, part-time, temporary, or seasonal positions.

#### Accrual Rate

Employees accrue one hour of paid sick time for every 30 hours worked up to a maximum of 40 hours per year. Sick time accrues beginning at the commencement of employment.

#### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick on the 90th day of employment. Employees may not use more than 40 hours of paid sick time each year. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

#### Employee Notification to Take Paid Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. Any employee who needs to take sick leave must provide reasonable advance notice to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable.

Any employee who takes more than 24 consecutively scheduled work hours or three (3) consecutive scheduled work days as sick leave must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

#### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under Massachusetts law, including for:

- an employee's own physical or mental illness, injury, or health condition;
- the physical or mental illness, injury, or health condition of the employee's spouse, dependent child, parent, or spouse's parent;
- to attend an appointment with a health care provider for the care of the employee or the employee's spouse, dependent child, parent, or spouse's parent;
- to address the physiological, physical, or legal effects of domestic violence as defined by Massachusetts law; or
- any other reason specified under applicable state or local law.

For purposes of this policy child, includes a biological, adopted, foster or step child, legal ward, child of a domestic partner, or any individual with whom the employee had an in loco parentis relationship, and parent includes a biological, adopted, foster or step parent, parent of a spouse or domestic partner, or any individual who was the employee's legal guardian or had an in loco parentis relationship with the employee.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Unused accrued sick leave will carryover from one year to the next, up to a maximum of 40 hours. However, the total amount of paid sick leave that can be accrued at any time is 40 hours. If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Sick Leave at Employment Termination and on Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave.

For breaks in service of up to 4 months, employees will be reinstated leave that was accrued before the service break. For breaks in service between 4 and 12 months, employees will be reinstated previously accrued leave if there were more than 10 hours of leave in the employee's leave bank. For breaks in service of more than 12 months, employees will not be reinstated leave, but can begin accruing leave on the first day of reemployment.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## **MASSACHUSETTS ANTIDISCRIMINATION AND ANTIHARASSMENT ADDENDUM**

If an employee is subjected to any conduct that they believe violates the antidiscrimination and antiharassment policy, they may file a complaint by contacting the:

- United States Equal Employment Opportunity Commission (“EEOC”) at 202-921-3191 or visiting <https://www.eeoc.gov/contact-eeoc/>.
- Massachusetts Commission Against Discrimination at 617-994-6000 or by visiting <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>.

## **MICHIGAN ADDENDUM**

### **MICHIGAN PAID SICK LEAVE POLICY**

The Company provides paid leave in accordance with the Michigan Earned Sick Time Act. This policy applies to all eligible Michigan employees.

#### Accrual Rate

Employees accrue one hour of sick time for every 30 hours worked. Sick time accrues beginning at the commencement of employment.

#### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick leave after completing 90 days of employment. Employees may use up to 72 hours of paid leave per year.

Employees may use their accrued paid sick leave in the same increments as other paid leaves.

#### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under Michigan law, including for:

- Mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition of, or preventive medical care for an employee or employee’s family member, defined as child, (including biological, adopted, foster child, stepchild, legal ward, child of domestic

partner, or in loco parentis relationship), parent (same relationships), spouse (under the laws of any state) or domestic partner, grandparent, grandchild, sibling (biological, foster, or adopted), and any other person whose close association is the equivalent of a family relationship.

- Specified purposes if employee or family member is a victim of domestic violence or sexual assault.
- To attend school or child care meetings related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- Closure of employee's place of business or a child's school or place of care due to a public health emergency, or when health authorities determine that employee's or employee's family member's presence would jeopardize others' health because of exposure to communicable disease.
- Any other reason specified under applicable state or local law.

For purposes of this policy, family member means an employee's

- Biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis
- Biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child. Grandparent
- Grandchild
- Biological, foster, and adopted sibling
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

#### Employee Notification to Take Paid Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. If the need for paid sick leave is foreseeable (such as for scheduled sick appointments), employees must provide reasonable advance notice. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable.

Any employee who takes more than three consecutive sick days must provide reasonable documentation, such as a certification by their health care provider, attesting that the employee's leave was taken for a reason permitted by this policy.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Unused accrued sick leave will carryover from one year to the next. However, the maximum amount of paid safe and sick leave that can be used in a year is limited to the usage caps stated above.

#### Sick Leave at Employment Termination and Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave.

If employee is retained by a successor employer, transfers to another entity or division of Company, or is rehired within 6 months, employee is entitled to and can use all previously accrued leave.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

#### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

#### MINNESOTA ADDENDUM

#### **MINNESOTA PAID SICK AND SAFE LEAVE POLICY**

The Company provides paid leave in accordance with the Earned Sick and Safe Time law. This policy applies to all eligible Minnesota employees, including full-time, part-time, and temporary employees who are anticipated to work at least 80 hours in Minnesota.

#### Accrual Rate

Employees accrue one hour of paid sick leave for every 30 hours worked up to a maximum of 48 hours per year. Paid sick time accrues beginning at the commencement of employment.

#### Paid Sick Leave Uses

Paid sick leave may be used for any reason allowed under Minnesota law, including for:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- making or attending funeral arrangements or address financial or legal matters following a family member's death.
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency;
- when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease; and
- any other reason specified under state or local law.

For purposes of this policy, family member means an employee's:

- Child, foster child, adult child, legal ward, child for whom the employee is the legal guardian, or child to whom the employee stands or stood in loco parentis;
- Spouse or registered domestic partner;
- Sibling, stepsibling, or foster sibling;
- Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
- Grandchild, foster grandchild, or step grandchild;
- Grandparent or step grandparent;
- Sibling's child;
- Parent's sibling;
- Child-in-law or sibling-in-law;
- Family members of a spouse or registered partner;
- Other individuals related by blood or whose close association with the employee is equivalent to a family relationship;
- Up to one individual annually designated by the employee; and
- Any other individual specified by applicable law.

## Use of Accrued Sick Leave

Employees may begin using available paid sick leave immediately. Paid sick leave must be used in the same increments as other paid leaves.

## Employee Notification to Take Paid Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. Any employee who needs to take sick leave must provide reasonable advance notice to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable.

Any employee who takes more than three (3) consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

## Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Employees may carry over accrued but unused sick time to the following year, up to a maximum of 80 hours. The total amount of paid sick leave that can be accrued at any time is 80 hours. If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap.

## Sick Leave at Employment Termination

On termination of employment for any reason, employees will not be paid for any accrued but unused sick time.

## Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

## Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

## No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## Local Ordinances

The Company provides paid sick leave in accordance with all local ordinances including the Bloomington Earned Sick and Safe Leave Ordinance, the Minneapolis Sick and Safe Time Ordinance, and the St. Paul Sick and Safe Leave Ordinance. If the applicable local leave provisions conflict with the state leave provisions, the more generous of the two will apply.

## **MINNESOTA NURSING MOTHERS, LACTATING EMPLOYEES, AND PREGNANCY ACCOMMODATIONS - EMPLOYEE NOTICE**

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Regarding health conditions related to pregnancy or childbirth, the Company will provide reasonable accommodations upon request, with the advice of a licensed healthcare provider or certified doula, unless the accommodation would impose an undue hardship on the Company.

Reasonable accommodations for conditions related to pregnancy or childbirth may include, but are not limited to:

- Temporary transfer to a less strenuous or hazardous position.
- Temporary leave of absence.
- Modification in work schedule or job assignments.
- Seating.
- More frequent or longer break periods; and
- Limitations on heavy lifting.

Pregnant employees are not required to obtain the advice of a licensed healthcare provider or certified doula for the following accommodations:

- More frequent or longer restroom, food, and water breaks.
- Seating; and
- Limitations on lifting over 20 pounds.

The Company will not discriminate against or retaliate against employees for requesting accommodation.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence, or modification in work schedule or tasks. The Company will not require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. The Company will provide a clean, private, and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

The Company will not retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit [dli.mn.gov/new\\_parents](http://dli.mn.gov/new_parents).

## **WAGE DISCLOSURE PROTECTION**

Notice to employees — Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. The Company will not retaliate against you for disclosing your own wages or discussing another employee's wages which have been disclosed voluntarily. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

## **NEBRASKA ADDENDUM**

### **NEBRASKA PAID SICK LEAVE POLICY**

The Company provides paid sick leave in accordance with the Nebraska Healthy Families and Workplaces Act. This policy applies to all eligible Nebraska employees, including exempt and nonexempt employees in full-time, part-time, temporary, or seasonal positions.

#### Accrual Rate

Employees accrue paid sick leave at the rate of one hour for every 30 hours of work, up to 56 hours per year. Paid sick leave accrues after the employee has completed 80 hours of consecutive employment. Exempt employees are treated as working 40 hours per workweek, unless their usual workweek is less than 40 hours in which case they would accrue paid sick leave based on the number of hours worked in their usual workweek.

#### Use of Accrued Sick Leave

Employees may begin using available paid sick leave as it accrues. Employees may use up to 56 hours of sick leave per year. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

#### Paid Sick Leave Uses

An employee may use paid sick leave for the following reasons:

- An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
- Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care; or in the case of a child, to attend a meeting necessitated by the child's mental or physical illness, injury, or health condition, at a school or place where the child is receiving care;
- Closure of the employee's place of business by order of a public official due to a public health emergency; an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or an employee's need to self-isolate or care for the employee or a family member when it has been determined by the health authorities having jurisdiction or by a health care professional that the employee's or family member's presence in the community may jeopardize the health of others because of exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
- Any other reason provided under applicable law.

For purposes of this policy, "family member" means parent or child (including foster, step, adoptive, legal guardian or ward, or in loco parentis relationships), legal spouse, grandparent, grandchild, or sibling (including biological, foster, adoptive, or step relationships), or any other individual related by blood or whose close association is the equivalent of a family relationship.

#### Accrued Sick Leave: Annual Carryover

Unused, accrued paid sick leave will carryover from one year to the next. However, employees may only use 56 hours of sick leave per year.

#### Employee Notification to Take Paid Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. Any employee who needs to take sick leave must provide reasonable advance notice to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable.

Any employee who takes more than three (3) consecutive sick days must provide reasonable documentation, such as a certification by their health care provider, attesting that the employee's leave was taken for a reason permitted by this policy.

#### Sick Leave at Employment Termination and on Rehire

Any remaining paid sick leave that is not used before the last day of employment is forfeited and is not paid out upon the termination of employment.

If an employee is rehired within twelve months of the date of termination, any paid sick leave that was forfeited upon termination will be reinstated and available for the employee to use.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## **NEBRASKA SICK LEAVE NOTICE**

Eligible employees are entitled to paid sick time under the Nebraska Healthy Families and Workplaces Act. The Act provides employees with the following rights:

- Right to use paid sick time protected under the Act.
- Right to file a complaint if paid sick time as required by the Act is denied by the employer or the employee is subjected to retaliatory personnel action for requesting or taking paid sick time.
- Right to participate in an investigation, hearing, or proceeding.
- Right to inform any person of the person's potential rights under the Act.

Questions about rights and responsibilities under the Act may be directed to the Nebraska Department of Labor - Labor Standards Division at [dol.nebraska.gov](http://dol.nebraska.gov), [NDOL.Laborstdrdsinquiries@nebraska.gov](mailto:NDOL.Laborstdrdsinquiries@nebraska.gov), or 402-471-2239.

## **NEVADA ADDENDUM**

### **NEVADA PAID LEAVE POLICY**

The Company provides paid leave in accordance with the Nevada law (NRS 608.0197). This policy applies to all eligible Nevada employees, which does not include seasonal, temporary, and on-call employees.

### Accrual Rate

Employees accrue 0.01923 hours of paid leave for every hour worked. Paid leave accrues beginning at the commencement of employment.

### Use of Accrued Paid Leave and Annual Use Cap

Employees may begin using available paid leave after 90 days of employment. Employees may not use more than 40 hours of paid leave each year. Employees may use their accrued paid leave in the same increments as other paid leaves.

### Employee Notification to Take Paid Leave

Any employee who needs to take leave under this policy must contact their Recruiter. Any employee who needs to take paid leave must provide notice as soon as practicable of the intent to use leave to their supervisor.

### Paid Leave Uses

An employee may use paid leave for any reason.

### Accrued Paid Leave: Annual Carryover

Up to 40 hours of unused accrued paid leave will carryover from one year to the next. However, as stated above, employees may not use more than 40 hours of paid leave each year.

### Paid Leave at Employment Termination and Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused paid leave under this policy. If rehired within 90 days after a separation from service, accrued unused leave is reinstated and may be used immediately.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about paid leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report

their concerns to Human Resources.

## NEW JERSEY ADDENDUM

### **NEW JERSEY PAID SICK LEAVE POLICY**

The Company provides paid leave in accordance with the New Jersey Paid Sick Leave Act. This policy applies to all eligible New Jersey employees, including exempt and nonexempt employees in full-time, part-time, temporary, or seasonal positions.

#### Accrual Rate

Employees accrue one hour of paid sick time for every 30 hours worked up to a maximum of 40 hours per year. Sick time accrues beginning at the commencement of employment.

#### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick on the 120th day of employment. Employees may not use more than 40 hours of paid sick time each year. Employees may use their accrued paid sick leave in the same increments as other paid leaves.

#### Employee Notification to Take Paid Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. Any employee who needs to take sick leave must provide reasonable advance notice to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable.

Any employee who takes more than three (3) consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

#### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under New Jersey law, including for:

- diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical

attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

- time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others;
- time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
- any other reason specified under applicable state or local law.

For purposes of this policy family member means child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Up to 40 hours of unused accrued sick leave will carryover from one year to the next. However, the total amount of paid sick leave that can be accrued at any time is 40 hours. If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Sick Leave at Employment Termination and on Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave.

If rehired within 6 months, previously accrued unused leave is reinstated and can be used immediately.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

## Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

## No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## **NJ PAID FAMILY AND MEDICAL LEAVE**

Under the New Jersey Family Leave Act (NJFLA), if you work for a state or local government agency, or a company or organization with 30 or more employees worldwide, and you have been employed by the company for at least 1 year (and have worked at least 1,000 hours in the past 12 months), you generally can take up to 12 weeks of job-protected leave during any 24-month period:

- To care for or bond with a child, as long as the leave begins within 1 year of the child's birth or placement for adoption or foster care;
- To care for a family member, or someone who is the equivalent of family, with a serious health condition (including a diagnosis of COVID-19), or who has been isolated or quarantined because of suspected exposure to a communicable disease (including COVID-19) during a state of emergency; or
- To provide required care or treatment for a child during a state of emergency if their school or place of care is closed by order of a public official due to an epidemic of a communicable disease (including COVID-19) or other public health emergency.

You can take a consecutive block of up to 12 weeks of leave or you can take leave on an intermittent or reduced schedule.

NJFLA leave is not the same as the Federal Family Medical Leave Act (FMLA), so you will not use up NJFLA leave while taking leave for your own serious medical condition under the FMLA. In some situations, you therefore may be entitled to take up to 12 weeks of FMLA leave for your own condition and 12 weeks of NJFLA leave to care for a family member, in a single 12-month period.

If you are pregnant or just had a baby, you can take up to 12 weeks for pregnancy and recovery from childbirth under the FMLA, and you can then take an additional 12 weeks of NJFLA leave to bond with or care for your baby after your doctor certifies you are fit to return to work or you have exhausted your FMLA leave (whichever is earlier). Any parent may take leave under the NJFLA to bond with or care for a newborn or a child just placed for adoption or foster care.

When you return to work, you are generally entitled to return to the same position you held before leave, and your employer may not retaliate against you because you took or attempted to take leave under the NJFLA.

Employees are required to provide written notice of their need for family leave in accordance with applicable law. Notice may be oral when written notice is impracticable, but the employee must provide written notice after submitting oral notice.

To find out more or to file a complaint, go to [NJCivilRights.gov](http://NJCivilRights.gov) or call 973-648-2700.

## NEW MEXICO ADDENDUM

### **NEW MEXICO SICK LEAVE POLICY**

The Company provides paid sick leave in accordance with New Mexico's Healthy Workplaces Act. This policy applies to all eligible New Mexico employees, including full-time, part-time, temporary, and seasonal employees.

#### Accrual Rate

Employees accrue one hour of sick time for every 30 hours worked up to a maximum of 64 hours per year. Sick time accrues beginning at the commencement of employment.

#### Use of Accrued Sick Leave and Annual Use Cap

Employees may use sick leave as it accrues, but employees may not use more than 64 hours of sick time each year. Employees may use their accrued sick leave in the same increments as other paid leaves.

#### Employee Notification to Take Sick Leave

Any employee who needs to take sick leave must make reasonable efforts to provide advance notice for foreseeable leave, and as soon as practicable for other leave. When possible, employees shall include the expected duration of leave in their request. Any employee who needs to take sick leave must contact their Recruiter.

Any employee who takes two (2) or more consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

#### Sick Leave Uses

An employee may use sick leave for any reason allowed under New Mexico law, including:

- a mental or physical illness, injury, or health condition of, or medical diagnosis, care, preventive care, or treatment for an employee or employee's family member;

- meetings at the employee's child's school or place of care related to the child's health or disability;
- specified reasons due to domestic abuse, sexual assault, or stalking regarding the employee or employee's family member; or
- any other reason specified under applicable state or local law.

For purposes of this policy family member means an employee's spouse or domestic partner, child (including biological, adopted, foster, stepchild, legal ward, or in loco parentis), parent (including biological, foster, step, adoptive, legal guardian, or in loco parentis), grandparent, grandchild, sibling (including biological, foster, step, or adopted), spouse or domestic partner of a family member, and any other individual whose close association with the employee is equivalent to a family relationship.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Up to 64 hours of unused accrued sick leave will carryover from one year to the next. The total amount of sick leave that can be accrued at any time is 64 hours. If an employee reaches this cap, no further sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Sick Leave at Employment Termination and Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave.

If rehired within 12 months, previously accrued unused leave is reinstated and can be used immediately.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

#### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## Local Ordinances

The Company provides paid sick leave in accordance with all local ordinances including the Bernalillo Employee Wellness Act. If the applicable local leave provisions conflict with the state leave provisions, the more generous of the two will apply.

## NEW YORK ADDENDUM

### **NEW YORK ANTI-HARASSMENT POLICY**

#### Introduction

The Company is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Company's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Company.

Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

#### Policy:

Company's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Company. In the remainder of this document, the term "employees" refers to this collective group.

Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Company will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Company who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform Human Resources. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Company to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including

managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Company will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Company will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees are encouraged to report any harassment or behaviors that violate this policy. Company will provide all employees a complaint form for employees to report harassment and file complaints.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to Human Resources.

This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment;  
or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at

an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

#### Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace.

Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

#### Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

#### Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;

- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful.

However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Company cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to their supervisor or manager, Human Resources, or the President. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to their supervisor or manager, Human Resources, or the President.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form.

Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Human Resources.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### Complaint and Investigation of Sexual Harassment

**All** complaints or information about sexual harassment will be investigated, whether that

information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Company will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Human Resources will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.

- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.]

### Legal Protections And External Remedies

Sexual harassment is not only prohibited by Company but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Company, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

#### State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within three years of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Company does not extend your time to file with DHR or in court. The three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring Company to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a

complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669- 4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### New York Complaint Form For Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, Human Resources will complete this form, provide you with a copy and follow its sexual harassment prevention policy

by investigating the claims as outlined at the end of this form.

For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)

### **COMPLAINANT INFORMATION**

Name:

Work Address:

Job Title:

Email:

Work Phone:

Select Preferred Communication Method:     Email     Phone     In person

### **SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

### **COMPLAINT INFORMATION**

#### **1. Your complaint of Sexual Harassment is made about:**

Name:

Title:

Work Address:

Work Phone:

Relationship to you:     Supervisor  Subordinate     Co-Worker     Other

**2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.**

**3. Date(s) sexual harassment occurred:**

Is the sexual harassment continuing?     Yes  No

**4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:**

*The last question is optional, but may help the investigation.*

**5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NEW YORK PAID FAMILY LEAVE

New York Paid Family Leave provides job-protected, paid time off so you can:

- Bond with a newly born, adopted or fostered child,
- Care for a close relative with a serious health condition, or
- Assist with family situations when a family member is deployed abroad on active military service.

Paid Family Leave may also be available for use in situations when you or your minor dependent child are under an order of quarantine or isolation due to COVID-19. See [PaidFamilyLeave.ny.gov/COVID19](https://PaidFamilyLeave.ny.gov/COVID19) for full details.

### Benefits - Time

Eligible employees may take up to 12 weeks of leave. This leave can be taken either all at once or intermittently, but must be taken in full-day increments. You may take the maximum time-off benefit in any given 52-week period.

### Benefits - Pay

Paid Family Leave benefits provide 67% of your average weekly wage, capped at the same percentage of the New York State Average Weekly Wage.

Visit [PaidFamilyLeave.ny.gov](https://PaidFamilyLeave.ny.gov) for information on this year's maximum weekly benefit, as well as a calculator to estimate your own benefits.

### Eligibility

All eligible employees are entitled to participate in Paid Family Leave.

- Full-time employees: Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.
- Part-time employees: Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive.

Employees are eligible regardless of citizenship and/or immigration status.

### Funding

Paid Family Leave is funded through employee payroll contributions that are set each year to match the cost of coverage. The rate of employee contributions is reviewed annually, and is subject to change by the New York State Department of Financial Services. Visit [PaidFamilyLeave.ny.gov](https://PaidFamilyLeave.ny.gov) for information on this year's employee contribution rate, as well as a calculator to estimate your own payroll contributions.

## Qualifying Events

**New Child:** You can take Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child. Expectant mothers cannot take Paid Family Leave for their own pregnancy.

Paid Family Leave for the birth of a child begins after the birth. It is not available for prenatal conditions.

**Serious Illness:** You can take Paid Family leave to care for a family member with a serious health condition. These relatives can live outside of New York State and even outside the country. You cannot take Paid Family Leave for your own health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential health care facility, or
- Continuing treatment or continuing supervision by a health care provider.

A family member includes:

- Spouse
- Domestic partner
- Child and stepchild
- Parent and stepparent
- Parent-in-law
- Grandparent
- Grandchild
- Sibling (biological, adopted, half, and step)

**Military Active Service Deployment:** You can take Paid Family Leave to assist with family situations arising when your spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. You cannot use Paid Family Leave for your own qualifying military event.

**COVID-19 Quarantine:** Paid Family Leave may also be available for use in situations when you or your minor dependent child are under an order of quarantine or isolation due to COVID-19. See **[PaidFamilyLeave.ny.gov/COVID19](https://PaidFamilyLeave.ny.gov/COVID19)** for full details.

## Your Rights and Protections

- You have job protection, ensuring you can return to the same job (or a comparable one) when you return from Paid Family Leave.
- You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.
- Company is prohibited from discriminating or retaliating against you for requesting or taking Paid Family Leave.

### Taking Paid Family Leave

- Notify Company. When you want to take Paid Family Leave, you must notify Company at least 30 days before your leave will start if it's foreseeable. Otherwise, notify Company as soon as possible.
- Obtain required forms. Contact Human Resources, employer's insurance carrier, or visit [PaidFamilyLeave.ny.gov](http://PaidFamilyLeave.ny.gov) to obtain the required forms.
- Complete and attach: The Request For Paid Family Leave (Form PFL-1) has sections that need to be completed by you and by Company. Fill out your section, make a copy and give the form to Human Resources to fill out Part B. Company is required to return Form PFL-1 to you within three business days. If there is a delay, you do not have to wait to proceed. Send the Form PFL-1 that you have filled out, along with the rest of your request package, directly to Company's insurance carrier.
- Obtain and attach supporting documentation. The specific documentation or additional forms required for each type of leave are described on the request for Paid Family Leave and at [PaidFamilyLeave.ny.gov/Apply](http://PaidFamilyLeave.ny.gov/Apply).
- Submit your request forms and supporting documentation. You must submit your completed request package to Company's insurance carrier within 30 days after the start of your leave to avoid losing benefits. In most cases, the insurance carrier must pay or deny benefits within 18 calendar days of receiving your completed request or your first day of leave, whichever is later.

### Relationship with other types of leave

Generally, you may not receive short-term disability and Paid Family Leave benefits at the same time.

You may not take more than 26 combined weeks of short-term disability and Paid Family Leave in a 52-week period.

If you are unable to work and qualify for workers' compensation benefits, you may not use Paid Family Leave benefits at the same time as you are receiving workers' compensation benefits.

If you are working and receiving reduced earnings, you may be eligible for Paid Family Leave. Please check with Human Resources.

### Accruing time for PFL eligibility

Time spent on paid time off can be counted toward an employee's eligibility determination. Time out on short-term disability does not count towards an employee's eligibility determination.

### Supplementing PFL With Accrued Time

Employees may not supplement PFL with accrued time in order to receive full pay during their absence. While on PFL, employees will not continue to accrue vacation.

### Policy on spouses taking PFL

If both spouses request the same period of PFL leave to bond with the same child, Company reserves the right to deny one spouse's request.

### Paid Family Leave Process and Contacts

Requests for Paid Family Leave forms and forms submissions should be directed to **benefits@trigestaff.com**.

### Disputes

If your Paid Family Leave claim is denied, the insurance carrier or employer, if self-insured, will provide you with information about how to request arbitration. A neutral arbitrator will decide claim-related disputes.

### Contact

For self-insured employers: **benefits@trigestaff.com**

For more information on Paid Family Leave, please visit [PaidFamilyLeave.ny.gov](http://PaidFamilyLeave.ny.gov) or contact Human Resources.

## **NEW YORK PAID SAFE AND SICK LEAVE**

The Company provides paid sick leave in accordance with New York law. This policy applies to all eligible New York employees, including exempt and nonexempt employees in full-time, part-time, temporary, seasonal, or per diem positions.

### Accrual of Safe and Sick Leave

Employees accrue one hour of paid safe and sick leave for every 30 hours worked up to a maximum of 56 hours each year. Employees are eligible to accrue paid safe and sick leave starting with their first day of employment.

## Use of Accrued Sick Leave and Annual Use Cap

Employees are eligible to take accrued safe and sick leave immediately. Employees may use up to 56 hours of safe and sick leave per year. Employees may use their safe and sick leave in the same increments as other paid leaves.

## Paid Safe and Sick Leave Uses

An employee may use paid sick leave for any reason allowed under New York law, including for:

- the employee's own preventative care, physical or mental illness, injury, or health condition, or need for medical diagnosis, care, or treatment;
- the diagnosis, care, or treatment of an existing health condition of or preventive care for an employee's family member (defined below); or
- any other reason specified under applicable state or local law.

Employees may take safe leave for an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking to:

- obtain services from a domestic violence shelter, rape crisis center, or other services program;
- participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
- meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- file a complaint or domestic incident report with law enforcement;
- meet with a district attorney;
- enroll children in a new school;
- take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee; or
- any other reason specified under applicable state or local law.

For purposes of this policy, "family member" is defined as an employee's child, spouse, domestic partner, parent, sibling, grandchild, or grandparent; the child or parent of an employee's spouse or domestic partner, and any other individual specified by applicable law. "Parent" is defined as

a biological, foster, step, or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child. "Child" is defined as a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

#### Employee Notification to Take Paid Sick Leave

Employees are allowed to use their paid sick leave by providing an oral or written request. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable. Employees must provide notice to their Recruiter.

Any employee who takes four or more consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy. Company will provide reimbursement for any reasonable cost or expense associated with obtaining the required documentation.

#### Confidentiality and Nondisclosure

Company cannot under this policy require an employee or a healthcare provider or other service provider to disclose the details of any medical condition or covered offense relating to the employee or a family member which requires the employee to take safe or sick leave. Any information which the employee does disclose with respect to a safe and sick leave request, or information contained in a verification or documentation of proper use of safe and sick leave will be treated by Company as confidential and will not be disclosed except by the affected employee, with the written permission of the affected employee, or as required by law.

#### Accrued Leave: Annual Carryover and Total Accrual Cap

Unused accrued safe and sick leave will carryover from one year to the next, up to a maximum of 56 hours. However, the total amount of paid safe and sick leave that can be accrued at any time is 56 hours. If an employee reaches this cap, no further paid safe and sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Safe and Sick Leave at Employment Termination

On termination of employment for any reason, employees forfeit and will not be paid for any accrued but unused safe and sick leave.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about safe and sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid safe and sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

### Local Ordinances

The Company provides paid sick leave in accordance with all local ordinances including the New York City Earned Safe and Sick Time Act and the Westchester Safe Time Leave Law. If the applicable local leave provisions conflict with the state leave provisions, the more generous of the two will apply.

## **NEW YORK PAID PRENATAL LEAVE**

The New York Paid Prenatal Leave Law provides employees with 20 hours of paid leave time during a 52-week period.

Prenatal leave begins the date the employee first takes it for prenatal healthcare service appointments during their pregnancy or related to their pregnancy.

Employees are allowed to use their paid parental leave by providing an oral or written request. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable. Employees must provide notice to their Recruiter.

## **NEW YORK POLICY ON THE RIGHTS OF EMPLOYEES TO EXPRESS BREAST MILK IN THE WORKPLACE**

### Introduction and Purpose

New York State Labor Law Section 206-c gives all employees in New York the right to express breast milk in the workplace. This law applies to all public and private employers in New York State, regardless of size or the nature of their business. The New York State Department of Labor has developed the official policy on breast milk expression in the workplace as required by the law, ensuring that all employees know their rights and all employers understand their responsibilities. This policy is the minimum required standard, but employers are encouraged to include additional accommodations tailored to their workplace. With the information provided below, employees will learn how much time they are allowed for breast milk expression, the kind of space employers are required to provide for breast milk expression, how to notify employers about the need to express breast milk in the workplace, and how to notify the Department of Labor if these rights are not honored. Employers are required to provide this policy in writing to

all employees when they are hired and again every year after. Employers are also required to provide the policy to employees as soon as they return to work following the birth of a child.

### Using Break Time for Breast Milk Expression

Employers must provide thirty (30) minutes of paid break time for their employees to express breast milk when the employee has a reasonable need to express breast milk. Employees must be permitted to use existing paid break or meal time if they need additional time for breast milk expression beyond the paid 30 minutes. This time must be provided for up to three years following childbirth. Employers must provide paid break time as often as an employee reasonably needs to express breast milk. The number of paid breaks an employee will need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individual. Employers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace. An employer is prohibited from requiring an employee to work before or after their normal shift to make up for any time used as paid break time to express breast milk. All employers must continue to follow existing federal and state laws, regulations, and guidance regarding mealtimes and paid break time regardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal period or a break period under state and federal law, please see the following resources:

- NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods: [dol.ny.gov/day-rest-and-meal-periods](https://dol.ny.gov/day-rest-and-meal-periods)
- NY Department of Labor FAQs on Meal and Rest Periods: [dol.ny.gov/system/files/documents/2021/03/mealand-rest-periods-frequently-asked-questions.pdf](https://dol.ny.gov/system/files/documents/2021/03/mealand-rest-periods-frequently-asked-questions.pdf)
- U.S. Department of Labor FLSA FAQ on Meal and Rest Periods: [dol.gov/agencies/whd/fact-sheets/22-flsa-hoursworked](https://dol.gov/agencies/whd/fact-sheets/22-flsa-hoursworked)
- U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk: [dol.gov/agencies/whd/fact-sheets/73-flsa-break-timenursing-mothers](https://dol.gov/agencies/whd/fact-sheets/73-flsa-break-timenursing-mothers)

While an employer cannot require that an employee works while expressing breast milk, Labor Law 206-c does not otherwise prevent an employee from voluntarily choosing to do so if they want to.

Paid breaks provided for the expression of breast milk must be 30 minutes. An employee must be allowed to use regular break or meal time to take a longer paid break if needed. Employees may also opt to take shorter paid breaks.

Employees who work remotely have the same rights to paid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.

### Making A Request To Express Breast Milk At Work

If an employee wants to express breast milk at work, they must give the employer reasonable advance notice, generally before returning to the workplace if the employee is on leave. This advance notice is to allow the employer time to find an appropriate location and adjust schedules

if needed. Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this request for a room or other location to express breast milk in writing within five days. Employers must notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression.

### Lactation Room Requirements

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. The space provided for breast milk expression cannot be a restroom or toilet stall. The room or other location must:

- Be close to an employee's work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location for breast milk expression. Should there be more than one employee at a time needing access to a lactation room, an employer may dedicate a centralized location to be used by all employees.

Any space provided for breast milk expression must be close to the work area of the employee(s) using the space. The space must be in walking distance, and the distance to the location should not significantly extend an employee's needed break time.

Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and maintain a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. Each employer utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee's privacy.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering.

In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workplace.

Employees are required to store all expressed milk in closed containers and bring milk home each evening.

The space designated for expressing breast milk must be maintained and clean at all times.

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a room or other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breast milk in privacy, that meets as many of the requirements as possible.

Undue hardship is defined in the statute as “causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer’s business.” However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.

#### New York State Department of Labor Resources

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, they should contact the New York State Department of Labor’s Division of Labor Standards. Call us at 1-888-52-LABOR, email us at [LSAsk@labor.ny.gov](mailto:LSAsk@labor.ny.gov), or visit our website at [dol.ny.gov/breast-milk-expression-workplace](http://dol.ny.gov/breast-milk-expression-workplace) to file a complaint. A list of our offices is available at [dol.ny.gov/location/contact-division-labor-standards](http://dol.ny.gov/location/contact-division-labor-standards). Complaints are confidential.

#### Federal Resources

The federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit [dol.gov/agencies/whd/pump-at-work](http://dol.gov/agencies/whd/pump-at-work).

### **NEW YORK PROHIBITION OF DISCRIMINATION BASED ON AN EMPLOYEE'S OR A DEPENDENT'S REPRODUCTIVE HEALTH DECISION MAKING**

Under Chapter 31, Article 7 § 203-e an employer shall be prohibited from accessing an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent.

An employer shall not: (a) discriminate nor take any retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee's or dependent's reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device or medical service; or (b) require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service.

An employee may bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the provisions of this section. In any civil action alleging a violation of this section, the court may: (a) award damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs incurred to a prevailing plaintiff; (b) afford injunctive relief against any employer that commits or proposes to commit a violation of the provisions of this section; (c) order reinstatement; and/or (d) award liquidated damages equal to one hundred percent of the award for damages pursuant to paragraph (a) of this subdivision unless an employer proves a good faith basis to believe that its actions in violation of this section were in compliance with the law.

Nothing in this section shall be construed to limit any rights of an employee provided through any other provision of law, common law or collective bargaining unit.

Any act of retaliation for an employee exercising any rights granted under this section shall subject an employer to separate civil penalties under this section. For the purposes of this section, retaliation or retaliatory personnel action shall mean discharging, suspending, demoting, or otherwise penalizing an employee for: (a) making or threatening to make, a complaint to an employer, co-worker, or to a public body, that rights guaranteed under this section have been violated; (b) causing to be instituted any proceeding under or related to this section; or (c) providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any such violation of a law, rule, or regulation by such employer.

## OREGON ADDENDUM

### **OREGON SICK LEAVE POLICY**

The Company provides leave in accordance with Oregon's sick leave laws. This policy applies to all eligible Oregon employees, including exempt and nonexempt employees in full-time, part-time, temporary, or seasonal positions.

If there are 10 or more employees employed by Company in the state of Oregon or 6 or more employees in a city with population exceeding 500,000 (Portland), leave will be paid. If there are 9 or fewer employees employed in the state of Oregon or 5 or fewer employees in a city with population exceeding 500,000 (Portland), leave will be unpaid.

#### Accrual Rate

Employees accrue one hour of sick time for every 30 hours worked up to a maximum of 40 hours per year. Sick time accrues beginning at the commencement of employment.

## Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available sick leave after completing 90 days of employment. Employees may not use more than 40 hours of sick time each year. Employees may use their accrued sick leave in in the same increments as other paid leaves.

## Employee Notification to Take Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. Any employee who needs to take sick leave must provide reasonable advance notice to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable.

Any employee who takes more than three (3) consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

## Sick Leave Uses

An employee may use sick leave for any reason allowed under Oregon law, including:

- To care for yourself or your family member with a mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care
- To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child
- To recover from or seek treatment for a health condition that renders you unable to perform at least one of the essential functions of your regular position
- Absences associated with the death of a family member by:
  - Attending the funeral or alternative to a funeral of the family member
  - Making arrangements necessitated by the death of the family member
  - Grieving the death of the family member
- Absences related to domestic violence, harassment, sexual assault or stalking
  - To seek legal or law enforcement assistance or remedies to ensure the health and safety of yourself or your 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

- To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault or harassment or stalking that you or your minor child or dependent experienced
- To 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
- To obtain services from a victim services provider for yourself or your minor child or dependent
- To relocate or take steps to secure an existing home to ensure your health and safety or that of your minor child or dependent
- In the event of a public health emergency, including but not limited to:
  - Closure of your place of business, or the school or place of care of your child, by order of a public official due to a public health emergency
  - A determination by a lawful public health authority or a health care provider that your presence or your family member in the community would jeopardize the health of others
  - Your exclusion from the workplace under any law or rule that requires your employer to exclude you from the workplace for health reasons.
- To donate to another employee for a specified purpose if the employer has a policy allowing it.
- For blood donation made in connection with a voluntary program approved by either the:
  - American Association of Blood Banks; or
  - American Red Cross.
- Any other reason specified under applicable state or local law.

For purposes of this policy family member means an employee's:

- Spouse or domestic partner;
- Child or the child's spouse or domestic partner;
- Parent or the parent's spouse or domestic partner;
- Sibling or stepsibling or the sibling's or stepsibling's spouse or domestic partner;

- Grandparent or the grandparent's spouse or domestic partner; or
- Grandchild or the grandchild's spouse or domestic partner.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Up to 40 hours of unused accrued sick leave will carryover from one year to the next. However, the total amount of sick leave that can be accrued at any time is 80 hours. If an employee reaches this cap, no further sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Sick Leave at Employment Termination

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave.

#### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

#### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

#### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

#### PENNSYLVANIA ADDENDUM

#### **PHILADELPHIA SICK LEAVE**

The Company provides sick leave in accordance with the Philadelphia Promoting Healthy Families and Workplaces Ordinance. This policy applies to all full-time, part-time and temporary employees who work at least 40 hours in Philadelphia within a calendar year.

If there are 10 or more employees employed by Company in the city of Philadelphia, leave will be paid. If there are 9 or fewer employees employed in the city of Philadelphia, leave will be unpaid.

#### Accrual Rate

Employees accrue one hour of sick leave for every 40 hours worked up to a maximum of 40

hours each year. Sick leave accrues beginning at the commencement of employment.

### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available sick leave on the 90<sup>th</sup> calendar day after starting employment. Employees may not use more than 40 hours of sick time each year. Employees may use their accrued sick leave in the same increments as other paid leaves.

### Sick Leave Uses

An employee may use sick leave for any reason allowed under Philadelphia law, including for:

- Diagnosis, care, or treatment of mental or physical illness, injury, or health condition, including preventive medical care, for an employee or employee's family member.
- For specified purposes if the employee or employee's family member is a victim of domestic violence, harassment, assault, or stalking.
- Certain COVID-19 related preventive care, such as diagnosis, self-quarantining, business closure for the employee or a family member, or recovering from a COVID-19 vaccine.
- Any other reason specified under applicable law.

For purposes of this policy, family member means employee's child or child of employee's spouse (including biological, adopted, foster, legal ward, in loco parentis), grandchild, grandparent or grandparent's spouse, person to whom employee is legally married under Pennsylvania law, life partner (defined), parent or parent of employee's spouse.

### Employee Notification to Take Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. Employee shall provide advance notice for foreseeable leave. Company will provide leave on the written or oral request of an employee, including the expected duration of leave.

Any employee who takes two (2) or more consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Unused accrued sick leave will carryover from one year to the next. However, the total amount of sick leave that can be accrued at any time is 40 hours. If an employee reaches this cap, no further sick leave will accrue until the employee uses sick leave to fall below the cap.

### Sick Leave at Employment Termination

On termination of employment for any reason, employees forfeit and will not be paid for any

accrued but unused sick leave.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## **ALLEGHENY COUNTY PAID SICK LEAVE**

The Company provides paid sick leave in accordance with the Allegheny County Paid Sick Days Ordinance and the Pittsburgh Paid Sick Days Act. This policy applies to all eligible Allegheny County employees.

### Accrual Rate

Employees accrue one hour of paid sick leave for every 35 hours worked in Allegheny County up to a maximum of 40 hours each year. Paid sick leave accrues beginning at the commencement of employment.

### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick leave on the 90<sup>th</sup> calendar day after starting employment. Employees may not use more than 40 hours of paid sick time each year. Employees may use their accrued sick leave in the same increments as other paid leaves.

### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under Allegheny County law, including for:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease; or
- Any other reason specified under applicable law.

For purposes of this policy, family member means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological, foster, adoptive, or step-parent, or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of any state; a grandparent or spouse or domestic partner of a grandparent; a grandchild; a biological, foster, or adopted sibling; a domestic partner; or any individual for whom the employee has received permission from the employer to care for at the time of the employee's request to make use of paid sick time.

#### Employee Notification to Take Paid Sick Leave

Employees are allowed to use their paid sick leave by providing an oral, written, or electronic request. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice of seven days. If the need is not foreseeable, employees must make a good faith effort to notify as soon as possible. Employees must provide notice to their Recruiter.

Any employee who takes three (3) or more consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Unused accrued sick leave will carryover from one year to the next. However, the total amount of paid sick leave that can be accrued at any time is 40 hours. If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Sick Leave at Employment Termination and on Rehire

On termination of employment for any reason, employees forfeit and will not be paid for any accrued but unused sick leave.

If rehired within six months of an employment termination, previously accrued unused sick leave will be reinstated.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## **PITTSBURGH PAID SICK LEAVE**

The Company provides paid sick leave in accordance with the Pittsburgh Paid Sick Days Act. This policy applies to all eligible Pittsburgh employees.

### Accrual Rate

Employees accrue one hour of paid sick leave for every 30 hours worked in Pittsburgh up to a maximum of 72 hours each year. Paid sick leave accrues beginning at the commencement of employment.

### Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available paid sick leave on the 90<sup>th</sup> calendar day after starting employment. Employees may not use more than 72 hours of paid sick time each year. Employees may use their accrued paid sick leave in the same increments as vacation.

### Paid Sick Leave Uses

An employee may use paid sick leave for any reason allowed under Pittsburgh law, including for:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease; or
- Any other reason specified under applicable law.

For purposes of this policy, family member means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological, foster, adoptive, or step-parent, or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of any state; a grandparent or spouse or domestic partner of a grandparent; a grandchild; a biological, foster, or adopted sibling; a domestic partner; any individual for whom the employee has received oral permission from the employer to care for at the time of the employee's request to make use of sick time; and any other reason specified under applicable local law.

#### Employee Notification to Take Paid Sick Leave

Employees are allowed to use their paid sick leave by providing an oral, written, or electronic request. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice of seven days. If the need is not foreseeable, employees must make a good faith effort to notify as soon as possible. Employees must provide notice to their Recruiter.

Any employee who takes three (3) or more consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

#### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Unused accrued sick leave will carryover from one year to the next. However, the total amount of paid sick leave that can be accrued at any time is 40 hours. If an employee reaches this cap, no further paid sick leave will accrue until the employee uses sick leave to fall below the cap.

#### Sick Leave at Employment Termination and on Rehire

On termination of employment for any reason, employees forfeit and will not be paid for any accrued but unused sick leave.

If rehired within six months of an employment termination, previously accrued unused sick leave will be reinstated.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## RHODE ISLAND ADDENDUM

### **RHODE ISLAND SICK LEAVE POLICY**

The Company provides unpaid leave in accordance with Rhode Island's Healthy and Safe Families and Workplaces Act. This policy applies to all eligible Rhode Island employees (who are employed by an employer with 18 or more employees in Rhode Island), including full-time, part-time, and per-diem employees.

### Accrual Rate

Employees accrue one hour of sick time for every 35 hours worked up to a maximum of 40 hours per year. Sick time accrues beginning at the commencement of employment.

### Use of Accrued Sick Leave

Employees may begin using available sick leave after completing 90 days of employment. Employees may use their accrued sick leave in the same increments as other paid leaves.

### Employee Notification to Take Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. Any employee who needs to take sick leave must provide reasonable advance notice to their Recruiter if the leave is foreseeable and as soon as practicable if the leave is unforeseeable. Employees must schedule sick leave time in manner that does not unduly disrupt the operations of the Company.

Any employee who takes more than three (3) consecutive sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

### Sick Leave Uses

An employee may use sick leave for any reason allowed under Rhode Island law, including:

- Mental or physical illness or injury or health condition of, or medical diagnostic, preventive, routine, or therapeutic medical care for, employee or family member;
- Time needed when the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking;
- Closure of employee's business or need to care for a child whose school or place of care has been closed for public health or safety reasons, or care for employee or family member where health authorities determine that the individual's presence will jeopardize others' health;
- Any other reason specified under applicable law.

For purposes of this policy family member means an employee's child, including biological, adopted, step, legal ward, child of a domestic partner, or in loco parentis relationships, parent, spouse, mother-in-law, father-in-law, grandparents, grandchildren, domestic partner, sibling, care recipient (as defined), or member of the employee's household (including dependents for federal income tax purposes).

### Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Sick leave does not carryover from one year to the next. The total amount of sick leave that can be accrued at any time is 40 hours. If an employee reaches this cap, no further sick leave will accrue until the employee uses sick leave to fall below the cap.

### Sick Leave at Employment Termination and Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave. If rehired within 135 days of separation, previously accrued unused leave is reinstated and can be used immediately.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

### **RHODE ISLAND ANTIDISCRIMINATION AND ANTIHARASSMENT ADDENDUM**

If an employee is subjected to any conduct that they believe violates the antidiscrimination and antiharassment policy, they may file a complaint by contacting the:

- United States Equal Employment Opportunity Commission (“EEOC”) at 202-921-3191 or visiting <https://www.eeoc.gov/contact-eeoc/>.
- Rhode Island Commission for Human Rights at (401) 222-2661 or by visiting <http://www.richr.ri.gov/filecharge/index.php>.

### TENNESSEE ADDENDUM

#### **SECTION 4-21-408. LEAVE FOR ADOPTION, PREGNANCY, CHILDBIRTH, AND INFANT NURSING**

(a) Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth, and nursing an infant, where applicable, referred to as "leave" in this section. With regard to adoption, the four-month period begins at the time an employee receives custody of the child.

(b)

(1) Employees who give at least three (3) months’ advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, must be restored to their previous or similar positions with the same status, pay, length of service credit, and seniority, wherever applicable, as of the date of their leave.

(2) Employees who are prevented from giving three (3) months’ advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated do not forfeit their rights and benefits under this section solely because of their failure to give three (3) months’ advance notice.

(3) Employees who are prevented from giving three (3) months’ advance notice because

the notice of adoption was received less than three (3) months in advance do not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.

(c)

(1) Leave may be with or without pay at the discretion of the employer. Such leave does not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans, or programs for which the employees were eligible at the date of their leave, and other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of benefits, plans, or programs during the period of such leave, unless the employer so provides for all employees on leaves of absence.

(2) If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer is not liable under this section for failure to reinstate the employee at the end of the leave period.

(3) The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth, and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part time or full time for another employer during the period of leave, then the employer is not liable under this section for failure to reinstate the employee at the end of the leave.

(4) Whenever the employer determines that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall notify the employee.

(d) This section does not:

(1) Affect a bargaining agreement or company policy that provides for greater or additional benefits than those required under this section;

(2) Apply to an employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location; or

(3) Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave.

## VERMONT ADDENDUM

### **VERMONT SICK LEAVE POLICY**

The Company provides unpaid leave in accordance with Vermont's Earned Sick Time law. This policy applies to all eligible Vermont employees whose primary workplace is in Vermont and who are employed for an average of 18 hours per week during a year.

## Accrual Rate

Employees accrue one hour of sick time for every 52 hours worked up to a maximum of 40 hours per year. Exempt employees accrue based on 40 hours per week. Sick time accrues beginning at the commencement of employment.

## Use of Accrued Sick Leave and Annual Use Cap

Employees may begin using available sick leave after completing one year of employment. Employees may not use more than 40 hours of sick time each year. Employees may use their accrued sick leave in the same increments as other paid leaves.

## Employee Notification to Take Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. Any employee who needs to take sick leave must provide notice as soon as practicable and the expected duration of leave.

## Sick Leave Uses

An employee may use sick leave for any reason allowed under Vermont law, including:

- Illness or injury of, or professional diagnostic, preventive, routine, or therapeutic health care, including travel time, for employee or family member.
- Accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to long-term care.
- For specified purposes if the employee or employee's family member is a victim of domestic violence, assault, or stalking.
- Caring for a family member because the school or business where the individual is normally located is closed for public health or safety reasons.
- Any other reason specified under applicable law.

For purposes of this policy family member means an employee's parent, grandparent, spouse, minor or adult birth, foster, or adopted child, brother, sister, parent-in-law, and grandchild.

## Accrued Sick Leave: Annual Carryover and Total Accrual Cap

Up to 40 hours of unused accrued sick leave will carryover from one year to the next. However, the total amount of sick leave that can be accrued at any time is 40 hours. If an employee reaches this cap, no further sick leave will accrue until the employee uses sick leave to fall below the cap.

## Sick Leave at Employment Termination and Rehire

On termination of employment for any reason, employees will not be paid for any accrued but unused sick leave. An employee who has been discharged after completing a waiting period and returns to the same Company within 12 months of termination can use earned sick time without a waiting period. However, prior unused leave is not reinstated. An employee who voluntarily separates from employment and returns within 12 months cannot accrue or use earned sick time without a waiting period.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

## **VERMONT ANTIDISCRIMINATION AND ANTIHARASSMENT ADDENDUM**

If an employee is subjected to any conduct that they believe violates the antidiscrimination and antiharassment policy, they may file a complaint by contacting the:

- United States Equal Employment Opportunity Commission ("EEOC") at 202-921-3191 or visiting <https://www.eeoc.gov/contact-eeoc/>.
- Vermont Attorney General's Office, Civil Rights Unit at 888-745-9195 or by visiting [ago.civilrights@vermont.gov](mailto:ago.civilrights@vermont.gov). Complaints should be filed within 360 days of the adverse action.

## **WASHINGTON ADDENDUM**

### **WASHINGTON PAID SICK AND SAFE LEAVE POLICY**

The Company provides unpaid leave in accordance with Washington's sick leave laws. This policy applies to all eligible employees under Washington's paid sick leave law, including nonexempt employees in full-time, part-time, temporary, and seasonal positions.

### Accrual Rate

Employees accrue one hour of paid sick time for every 40 hours worked. Sick time accrues beginning at the commencement of employment.

### Use of Accrued Sick Leave

Employees may begin using available paid sick leave beginning on the 90th day of employment. Employees may use their accrued sick and safe leave in the same increments as other paid leaves.

### Employee Notification to Take Paid Sick Leave

Any employee who needs to take sick leave must contact their Recruiter. If the need for paid sick leave is foreseeable (such as for scheduled medical appointments), employees must provide reasonable advance notice. If the need is not foreseeable, employees must provide notice of the need for the leave as soon as practicable.

Any employee who takes three (3) or more consecutive scheduled work days as sick days must provide a certification by their health care provider attesting that the employee's leave was taken for a reason permitted by this policy.

### Paid Sick Leave Uses

An employee may use paid medical leave for any reason allowed under Washington law, including for:

- Diagnosis, care, or treatment of mental or physical illness, injury, or health condition, or preventive medical care, of an employee or employee's family member.
- For specified purposes under the Domestic Leave Act.
- Closure of employee's place of business, closure of a child's school or place of care by order of a public official for any health-related reason (which does not include closures for inclement weather).
- Closure of a child's school or place of care due to a federal, state, or local government declaration of emergency.
- Any other reason specified under applicable state or local law.

Family member is defined as child (including adopted, foster, step, in loco parentis, de facto, or legal guardian, regardless of age or dependency), child of the employee's spouse or registered domestic partner, spouse, registered domestic partner, parent, grandparent, grandchild, or sibling.

### Accrued Sick Leave: Annual Carryover

Unused paid sick leave carries over to the following year. However, employees cannot carryover more than 40 hours.

### Sick Leave at Employment Termination and on Rehire

Any remaining paid sick leave that is not used before the last day of employment is forfeited and is not paid out upon the termination of employment.

If rehired within 12 months, previously accrued unused leave is reinstated (but if rehire extends into the following year, reinstated sick leave will be capped at 40 hours) and can be used immediately. If previously employed for less than 90 days, prior employment counts toward waiting period for use.

### Concurrent Leave

Where permitted by applicable law and at the Company's discretion, leave under this policy will run concurrently with other applicable leaves, such as FMLA, when taken for the same qualifying reason.

### Administration of This Policy

Human Resources is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about sick leave that are not addressed in this policy, please contact Human Resources.

### No Retaliation or Discrimination

Company prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

### Local Ordinances

The Company provides paid sick leave in accordance with all local ordinances including the Seattle Paid Sick Time and Paid Safe Time Ordinance, the Spokane Earned Sick and Safe Leave Ordinance, and the Tacoma Paid Leave Ordinance). If the applicable local leave provisions conflict with the state leave provisions, the more generous of the two will apply.