



**Barrett Business Services, Inc.
State Addenda to the
Employee Handbook**

Revised June 2024

Notice Regarding these State Addenda

The State Addendum applicable to you is to be read in connection with the Company's Employee Handbook. Together, the Company's Employee Handbook and the applicable state Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company's current policies, practices, and procedures. BBSI will adhere to all applicable federal, state, and local laws.

If you have questions about the information or policies in the Employee Handbook or the applicable state Addendum, please do not hesitate to discuss your questions with a Corporate Human Resources Representative.

These Addenda are applicable only to employees working in the identified states. In the event of any conflict between the Company's Employee Handbook and the applicable Addendum, the applicable Addendum shall control. Except as set forth herein, the Company's Employee Handbook is not modified by these Addenda.

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ALABAMA ADDENDUM

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

Civic Duties

Jury Duty

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

Voting and Election Leave

An employee whose work schedule does not provide at least two (2) hours after the opening of the polls or one hour prior to the closing of the polls to vote, will be permitted up to one hour of leave in order to vote. The Company reserves the right to select the hours in which the employee is excused from work to vote. Employees should provide reasonable notice to the Company of the need for voting leave. Upon return, the Company may require an employee to present a voter's receipt to a Corporate Human Resources Representative.

Election Official Leave

If you work at an Alabama location with 26 or more employees and you serve as an election official, you will be permitted time off in order to perform the duties of the position to which you have been appointed. You are required to furnish proper documentation of the appointment and the dates of the required service to a Corporate Human Resources Representative at least seven days before the expected absence.

Volunteer Emergency Worker Leave

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

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

Weapons in the Workplace

Employees are not prohibited from storing firearms securely in a locked within a compartment in the employee's locked vehicle in the Company's employee parking lot.

ALASKA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Alaska law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status (including changes in marital status), parenthood, or any other protected status in accordance with applicable federal, state, or local laws. The Company reserves the right to grant an employment preference to veterans and members of the National Guard, as set forth in Alaska Statutes section 18.80.200, *et seq.*

Policy Against Unlawful Harassment

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

Civic Duties

Voting Leave

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

Social Security Number Privacy and Protection of Personal Information

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

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

Personnel Records

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

ARIZONA ADDENDUM

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

Equal Employment Opportunity

If you work at an Arizona location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Arizona law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to AIDS/HIV status, status as a cardholder for medicinal marijuana, genetic test results, or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment

If you work at an Arizona location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Arizona law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of AIDS/HIV status, status as a cardholder for medicinal marijuana, genetic test results, or any other protected status in accordance with applicable federal, state, or local laws.

Civic Duties

Voting Leave

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

Leave for Crime Victims

If you work at an Arizona location with 50 or more employees, the Company provides reasonable and necessary unpaid leave for employees who are victims of a crime to exercise their rights to be present at a proceeding pertaining to the crime or to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child.

Prior to taking leave under this policy, eligible employees are required to provide the Company with as much advanced notice as possible of the need for leave, including a

copy of the form provided to the employee by the law-enforcement agency pursuant to Section 13-4405 of the Arizona Revised Statutes and if applicable, notice of each scheduled proceeding. However, the Company may limit the leave provided under this policy if the employee's leave creates an undue hardship to the Company's business.

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

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

Paid Sick Leave

The Company provides paid sick leave benefits to all employees. Employees will accrue one (1) hour of paid sick leave for every 30 hours worked, up to a maximum accrual of 24 hours, if you work at an Arizona location with less than 15 employees, or 40 hours, if you work at an Arizona location with 15 or more employees, during each 12-month period. The Company defines a 12-month period for purposes of this policy only as based on the employee's anniversary date. After successfully completing 90 days of employment, employees may begin to use paid sick leave as it is accrued. A maximum of 24 hours, if you work at an Arizona location with less than 15 employees, or 40 hours, if you work at an Arizona location with 15 or more employees, of paid sick leave will carry over at the end of each 12-month period. Employees are limited to using no more than 24 hours, if you work at an Arizona location with less than 15 employees, or 40 hours, if you work at an Arizona location with 15 or more each 12-month period. Employees must use accrued paid sick leave in increments of at least one hour.

For purposes of this policy, "Family member" includes a spouse or registered domestic partner; a child of the employee or the employee's spouse or domestic partner (regardless of the child's age), including a biological, adopted, step- or foster child, or legal ward, or a person to whom the employee or the employee's spouse or domestic partner stands, or stood, *in loco parentis*; a parent of the employee or the employee's spouse or domestic partner, including a biological, foster, step- or adoptive parent or legal guardian; a grandparent, grandchild, or sibling of the employee or the employee's spouse or domestic partner; or any blood relative or person of such affinity or close association as to be the equivalent of a family member.

Leave under this policy may be used in connection with:

1. The diagnosis, care, or treatment of an injury, illness or health condition of, or preventative care for, the employee or the employee's family member;
2. The closure of the employee's place of business by order of a public official due to a public health emergency (as defined under A.A.C. R20-5-1202(24));
3. The employee's need to care for a child whose school or place of care has been closed, including by order of a public health official due to a public health emergency;

4. Any other public health emergency;
5. To care for the employee or a family member of the employee when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
6. To address domestic or sexual violence, abuse, or stalking involving the employee or any of the employee's family members.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for paid sick leave is unforeseeable, employees must provide notice as soon as practicable. Employees may provide notice of the need for time off under this policy orally, in writing, or by electronic means. Accrued, unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the Company within nine months of separation will have any unused paid sick leave accrued under this policy reinstated.

In many instances, the Company's Sick/PTO policy may be more generous than what is required under Arizona law, and therefore fulfill the requirements of this policy. Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the Family and Medical Leave Act.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact their BBSI Representative.

Smoking

The Smoke-Free Arizona Act, A.R.S. § 36.601.01 prohibits smoking in all places of employment. The Smoke-Free Arizona Act specifically prohibits smoking in all work buildings and work vehicles and within 20 feet in any direction from any doors, windows, and/or ventilation systems of any buildings. The Company prohibits smoking in all areas except those that have been specifically designated as smoking areas.

Payroll Records Inspection

Upon request, you, or your designee, may inspect and copy your own payroll records. Inspections will be held on Company premises in the presence of a Company official. Employees wishing to inspect their payroll records should contact a Corporate Human Resources Representative to arrange a time to view these records.

Military Leave

In addition to the military leave provisions in the Company Employee Handbook, employees who work at a location in Arizona may take military leave for required active duty or training service if they are members of another state's National Guard.

ARKANSAS ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Arkansas law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as natural, protective, or cultural hairstyles, such as afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance), ancestry, gender, and if you work at an Arkansas location with nine or more employees, past or present status as qualifying medical marijuana patients or designated caregivers of such patients, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

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

Civic Duties

Voting

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

Bone Marrow and Organ Donation Leave

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

Adoption Leave

The Company provides leave to an adoptive parent or a stepparent, at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company grants such leave to biological parents. Please contact a Corporate Human Resources Representative for more information regarding this leave.

CALIFORNIA ADDENDUM

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

Equal Employment Opportunity and Reasonable Accommodations

If you work at a California location, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with California law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), religious creed (including religious dress and grooming practices), ancestry, ethnicity, gender identity and expression, marital status, protected medical condition, reproductive health decision-making, medical leave or other types of protected leave (including requesting or taking approved leave under the FMLA or CFRA), domestic violence victim status, political affiliation, lawful off-duty cannabis use, or any other protected status in accordance with all applicable federal, state and local laws. BBSI endorses these principles in its provision of services to the Company.

Literacy Assistance

If you work at a California location with 25 or more employees, the Company will reasonably accommodate and assist employees with their literacy needs, provided the requested accommodation does not create an undue hardship for the Company. Employees who need time off to participate in an adult education program for literacy assistance should inform a Corporate Human Resources Representative so that arrangements can be made to provide unpaid time off or an adjusted work schedule. Employees may elect to use any accrued PTO or vacation time, if available, in lieu of unpaid time off. The Company will make reasonable efforts to safeguard the employee's privacy.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

The Company is committed to providing a work environment that is free of unlawful harassment, discrimination, and retaliation. Further to this commitment, we strictly prohibit all forms of unlawful discrimination and harassment, which includes discrimination and harassment on the basis of race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), religious creed (including religious dress and grooming practices), ancestry, ethnicity, gender identity and expression, marital status, protected medical condition, reproductive health decision-making, medical leave or other types of protected leave (including requesting or taking approved leave under the FMLA or CFRA), domestic violence victim status, political

affiliation, lawful off-duty cannabis use, or any other category protected by applicable state or federal law.

This policy against unlawful harassment, discrimination, and retaliation applies to all employees of the Company, including supervisors and managers. It also applies to all customers, vendors, and independent contractors, as well as to unpaid interns and volunteers (all of whom are designated for purposes of this policy only as “Business Associates”). We prohibit managers, supervisors and employees from harassing subordinates or co-workers as well as the Company’s Business Associates. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. In addition, we prohibit Business Associates from harassing our employees, unpaid interns and volunteers.

Examples of Prohibited Sexual Harassment

Sexual harassment includes a broad spectrum of conduct, including harassment based on sex, gender, gender transition, gender identity or expression, or sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances;
- offering an employment benefit (such as a raise or promotion) in exchange for sexual favors, or threatening an adverse action (such as termination, demotion, or disciplinary action) for an employee’s failure to engage in sexual activity;
- visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or images;
- verbal sexual advances, propositions, requests or comments;
- electronically sending or posting sexually-related text-messages, videos or images;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s appearance or anatomy, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations; and
- physical conduct, such as touching, kissing, groping, assault, impeding or blocking movement;
- physical or verbal abuse concerning an individual’s gender, gender transition, gender identity, or gender expression; and
- verbal abuse concerning a person’s characteristics such as pitch of voice, facial hair or the size or shape of a person’s body, including remarks regarding gender presentation.

Other Examples of What Constitutes Prohibited Harassment

In addition to the above listed conduct, the Company strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning race, color, religion, national origin, age or other protected characteristic includes:

- slurs, insults, and any other offensive remarks;
- joking, mocking, or ridiculing conduct, whether written, verbal, or electronic;
- threats, intimidation, horseplay, and other menacing behavior;

- inappropriate verbal, graphic, or physical conduct, including practical jokes;
- electronically sending or posting harassing text messages, videos or images; and
- other conduct based on one or more of the protected categories identified in this policy.

If you have any questions about what constitutes prohibited harassing behavior, ask your supervisor or contact a Corporate Human Resources Representative.

Prohibition Against Retaliation

The Company is committed to prohibiting retaliation against those who themselves or whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement agency conducting an investigation of the Company regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity;
- Making or filing an internal complaint with the Company regarding alleged unlawful activity;
- Providing notice to the Company regarding alleged unlawful activity;
- Assisting another employee who is engaged in any of these activities.

The Company is further committed to prohibiting retaliation against qualified employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation of their religious beliefs and practices. In addition, the Company will not penalize or retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking for requesting leave time or accommodations in the workplace to ensure the employee's safety and well-being.

What Should You Do If You Feel You Are Being, Or Have Been, Harassed, Discriminated Against, or Retaliated Against

If you feel that you are being harassed, discriminated against, or retaliated against in violation of this policy by any employee, supervisor, manager or Business Associate of the Company, you should immediately contact a Corporate Human Resources Representative. In addition, if you observe harassment by another employee, supervisor, manager or Business Associate of the Company please report the incident immediately using a method provided in the Employee Handbook. Supervisors who receive any complaint of harassment, discrimination or retaliation must promptly report such complaint to a Corporate Human Resources Representative.

Your notification of the problem is essential to us. We cannot help to resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. The Company takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All good-faith complaints of unlawful harassment which are reported to management will be investigated, as promptly as possible by an impartial and qualified person, and, upon conclusion of such investigation, appropriate corrective action will be taken where warranted. The Company prohibits employees from refusing to cooperate with internal investigations and the internal complaint procedure. All complaints of unlawful harassment which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

Meal Periods

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

Please note that no manager or supervisor of the Company is authorized to instruct an employee how to spend their personal time during a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip or work during a meal period to a Corporate Human Resources Representative.

Waiver of Meal Period

Hourly non-exempt employees may waive their meal periods only under the following circumstances: If employees will complete their work day in six (6) hours or less, employees may waive their meal period. Employees who work over ten (10) hours in a day may waive their second meal period only if they take their first meal period and they

do not work more than twelve (12) hours that day. Any time employees elect to waive a meal period they must submit a written request and receive prior written authorization from a Corporate Human

Resources Representative. Employees may not waive meal or rest periods to shorten their work day or accumulate meal or rest periods for any other purpose.

On-Duty Meal Period

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

Rest Periods

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

Rest periods are counted as hours worked, and thus, employees are not required to separately record their rest periods on their timesheets or time cards. However, no manager or supervisor is authorized or allowed to instruct or allow an employee to waive a rest period, or instruct an employee how to spend personal time during a rest period. Additionally, rest periods cannot be used to shorten the workday or be accumulated for any other purpose. Employees should immediately report a manager’s instruction to skip a rest period or work during a rest period to a Corporate Human Resources Representative. If the Company does not address this issue, please follow the additional reporting procedures in the Handbook. Employees may be required to confirm that they have been provided an opportunity to take all of their rest periods during the pertinent pay period.

Recovery Periods

The Company provides California-based employees working in conditions exceeding 80 degrees Fahrenheit with the opportunity to take an uninterrupted cool-down period of at least five (5) minutes as needed to avoid overheating. In high-heat situations when employees are working in conditions equaling or exceeding 95 degrees Fahrenheit, the Company requires employees to take a minimum of ten (10) minutes of net preventive cool-down time every two (2) hours.

Employees are permitted to access the provided shaded area and drinking water at any time to avoid heat illness. Cool-down periods are counted as hours worked. You are not required to record your cool-down periods.

It is our policy to relieve employees of all duty during cool-down periods. As such, no supervisor is authorized or allowed to instruct you to waive or skip a cool-down period. You should immediately report a manager's or supervisor's instruction to skip, shorten, or work during a cool-down period to a Corporate Human Resources Representative.

Seating

This policy is applicable to California-based employees. The Company provides suitable seating when the nature of an employee's work reasonably permits. If you feel you need seating, please notify your supervisor or a Corporate Human Resources Representative.

Lactation Accommodation

This policy is applicable to California-based employees. You have the right to request, and the Company will provide, accommodations required for employees to express breast milk as necessary. Employees should notify a Corporate Human Resources Representative to request accommodations to express breast milk under this policy. The Company will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with meal and rest breaks already provided. Non-exempt employees should clock out for additional lactation breaks that do not run concurrently with normally scheduled meal and rest periods. Such additional breaks generally will be unpaid.

Additionally, the Company will provide employees needing to express breast milk with a room or place, other than a restroom, to express breast milk in private. The room or location will be near the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk. The room or location will be safe, clean, and free of hazardous materials. It will contain a surface on which to place a breast pump and personal items, as well as a place to sit. It will provide access to electricity needed to operate an electric or battery-powered breast pump. A sink with running water and a refrigerator or cooler suitable for storing milk will also be made available as close as possible to the employee's workspace. If a multipurpose room is used for lactation, among other uses, the use of the room for lactation will take precedence over the other uses, but only for the time it is in use for lactation purposes.

If the Company is unable to provide a permanent space for lactation due to operational, financial, or space limitations, the Company will provide a temporary space other than a restroom that is near the employee's work area, shielded from view, free from intrusion while the employee is expressing milk, and has the other elements described above. Employees have the right to file a complaint with the California Labor Commissioner for any failure by the Company to provide appropriate lactation accommodations.

Employees should notify their immediate supervisor or a Corporate Human Resources Representative to request time to express breast milk under this policy. The Company does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Family Friendly Ordinance

This policy applies to all California-based employees if you have been employed by the Company for at least six (6) months, regularly work at least eight (8) hours per week in San Francisco (including those who telework and are assigned to a San Francisco business location at the time of the request), and are a primary caregiver, you may request, a flexible or predictable workplace arrangement to assist with caregiving responsibilities to assist with care for: (1) a child under the age of eighteen for whom the employee has parental responsibility; (2) a family member with a serious health condition; and (3) any family member age sixty-five or older. "Family member" for the purposes of this policy, includes a spouse, domestic partner, child, parent, sibling, grandchild or grandparent that is related by blood, legal custody, marriage, or domestic partnership.

To request a flexible or predictable workplace arrangement, you must submit a written request to a Corporate Human Resources Representative. The Company may choose to meet with you to discuss your request, and the Company will provide a written response within twenty-one (21) days of receiving the request. If we are unable to provide the requested arrangement, we will engage in an interactive process with you to explore other options and attempt in good-faith to develop a mutually acceptable arrangement. The Company may deny an employee's request if it would cause an undue hardship. In such a case, we will provide the employee a written response that identifies the basis upon which the Company has denied the request, along with a notice of the right to request reconsideration and to file a complaint with the San Francisco Office of Labor Standards Enforcement (OLSE). Within thirty (30) days of receipt of such notice, the employee may submit a written request for reconsideration. Within twenty-one (21) days of receiving a written request for reconsideration, the Company will meet with the employee regarding the request and provide a written final decision within fourteen (14) days of that meeting. The Company will provide the employee a written response and, if denied, will identify the basis upon which the Company has denied the request and inform the employee of the right to file a complaint.

The Company reserves the right to require verification of an employee's caregiving responsibilities, which may include confirmation from a medical professional. If you have any questions regarding this policy or believe that you have been treated in a manner not in accordance with these policies, please notify a Corporate Human Resources

Representative. If the Company does not timely or adequately respond to your request, you should contact BBSI. Employees are encouraged to utilize this procedure without fear of retaliation.

Public Health Emergency Leave

This policy applies to all California-based employees of companies with 100 or more employees. If you work at a location in the City of San Francisco, in addition to the paid time off, including paid sick leave under the San Francisco Paid Sick Leave Ordinance and in compliance with the San Francisco Public Health Emergency Leave Ordinance (PHELO), the Company will provide each covered employee with Public Health Emergency Leave. Employees may be eligible for up to eighty (80) hours of paid Public Health Emergency Leave based on their work schedule.

Employees may use this leave when they are unable to work or telework due to the following:

- The recommendations or requirements of an individual or general federal, state, or local health order (including an order issued by the local jurisdiction in which an employee or a family member the employee is caring for resides) related to the Public Health Emergency.
- The employee, or a family member the employee is caring for, has been advised by a healthcare provider to isolate or quarantine.
- The employee, or a family member the employee is caring for, is experiencing symptoms of and seeking a medical diagnosis, or has received a positive medical diagnosis, for a possible infectious, contagious, or communicable disease associated with the Public Health Emergency.
- The employee is caring for a family member if the school or place of care of the family member has been closed, or the care provider of such family member is unavailable, due to the Public Health Emergency.
- An Air Quality Emergency, if the employee is a member of a Vulnerable Population and primarily works outdoors.

For the purposes of this leave, an employee's family member includes any person for whom an employee may use paid sick leave to provide care. Additionally, for the purposes of this policy, "Vulnerable Population" means a person who has been diagnosed with heart or lung disease; has respiratory problems, including but not limited to asthma, emphysema, and chronic obstructive pulmonary disease; is pregnancy; or is age sixty (60) or older.

Employees may use Public Health Emergency Leave in increments of more than one (1) hour. Employees will not be entitled to more than eighty (80) hours of Public Health Emergency Leave per calendar year. The Company reserves the right to require supporting medical documentation from a healthcare provider or other documentation to confirm an employee's status as a member of a Vulnerable Population.

Unused time under this policy will not be paid out at the time of separation from employment. However, employees who are re-employed with the Company within a year of separation will have any unused Public Emergency Leave time under this policy reinstated.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for Public Health Emergency Leave is unforeseeable, employees must provide notice as soon as practicable. Employees are encouraged to request leave under this policy without fear of retaliation. For more information regarding this policy, contact a Corporate Human Resources Representative.

Military Leave Pay

This policy applies to all California-based employees. If you work at a location in the City of San Francisco, the Company provides eligible employees with supplemental compensation for up to thirty (30) days of Military Duty per calendar year when employees take time off for Military Duty, as required under applicable law.

Eligible employees work within the geographic boundaries of San Francisco and are a member of the reserve corps of the United States Armed Forces, National Guard, or other uniformed service organization of the United States and require time off for Military Duty. Military Duty means 1) active military service in response to the September 11, 2001 terrorist attacks, international terrorism, the conflict in Iraq, or related extraordinary circumstances, or 2) military service to provide medical or logistical support to federal, state, or local government responses to the COVID-19 pandemic, natural disasters, or 3) engagement in military duty ordered for the purposes of military training, drills, encampment, naval cruises, special exercises, Emergency State Active Duty, or like activity.

Supplemental compensation is calculated by taking the difference between the employee's gross military pay and the amount of gross pay the employee would have received if the employee worked their regular work schedule during the time off for Military Duty. The supplemental compensation for Military Duty can be utilized in daily increments for one or more days at a time, for up to a total of 30 days in a calendar year.

Employees requesting supplemental compensation under this policy should provide as much advance notice as possible if the Military Duty is foreseeable. For more information regarding this policy, including how the dollar amount of supplemental compensation is calculated, please contact Our HR Contact.

California Paid Sick Leave

This policy is applicable to California-based employees. Our employees who have worked in California for 30 or more days within a year from the start of employment are eligible to accrue and use paid sick leave. This policy covers full-time, part-time, and temporary employees. Employees must have been employed for 90 days before they can begin using

their accrued sick leave, even though they actually begin accruing the leave itself at the commencement of employment.

Eligible employees will accrue one (1) hour of paid sick leave for every 30 hours worked, up to a maximum accrual of 80 hours or 10 days of paid sick leave during each 12-month period. The Company defines a 12-month period for purposes of this policy only as based on the employee's anniversary date. After successfully completing 90 days of employment, eligible employees may begin to use paid sick leave as it is accrued, up to a maximum of 40 hours or 5 days per 12-month period. A maximum of 80 hours or 10 days of accrued unused paid sick leave will carry over at the end of each 12-month period. Employees must use accrued paid sick leave in increments of at least two (2) hours.

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee, the employee's family member, or a designated person. Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid or medical attention, obtain services or counseling, or participate in safety planning. Leave under this policy may also be used for bereavement leave within three (3) months of the death of an employee's family member.

"Family member" for purposes of this policy includes a spouse, registered domestic partner, child (regardless of the child's age), parent (including a step-parent or parent-in-law), grandparent, grandchild, or sibling. "Designated person" for purposes of this policy is a person identified by the employee at the time the employee requests paid sick leave. Employees will be limited to identifying one (1) designated person per 12-month period. Consult a Corporate Human Resources Representative for detailed information on how the dollar amount of your sick pay is calculated and the amount you are entitled to receive. The actual dollar amount that an employee receives may vary according to the compensation plan of the employee.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for paid sick leave is unforeseeable, employees must provide notice as soon as practicable. Accrued, unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the Company within a year of separation will have any unused paid sick leave accrued under this policy reinstated.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

In many instances, the Company's Sick/PTO policy may be more generous than what is required under California's Healthy Workplaces Healthy Families Act, and therefore fulfill the requirements of this policy. Leave under this policy may run concurrently with leave under local, state or federal law, including leave taken pursuant to the California Family Rights Act or the Family Medical Leave Act. Where applicable municipal laws provide

greater coverage, BBSI will apply those standards. Please check with a Corporate Human Resources Representative for more detail on the Company's PTO or Sick Leave Policy.

California State Mandated Insurance Benefit Programs

Family Leave Insurance

California state law requires us to withhold a certain percentage of your wages pursuant to the Family Temporary Disability Insurance Act ("FTDI") in order to fund the Paid Family Care Leave Program. FTDI is another disability benefits program that is administered by the California Employment Development Department that provides a wage replacement benefit, for up to eight (8) weeks in a twelve (12) month period, if you take time off work to provide care for a seriously ill child, spouse, parent, domestic partner, grandparent, grandchild, sibling, parent-in-law, or to bond with a new child.

Despite its name, the FTDI is not a "leave" program; it does not provide you with any entitlement to leave beyond that to which you are entitled pursuant to Company policy. You must notify a Corporate Human Resources Representative if you intend to file for FTDI benefits.

All claims for FTDI benefits must be submitted directly to the California Employment Development Department. The California Employment Development Department ultimately determines whether you are eligible to receive FTDI benefits. You will not be eligible for FTDI benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance, or Workers' Compensation benefits.

State Disability Insurance

In addition, we are also required to deduct a certain amount from your pay to provide State Disability Insurance (S.D.I.). S.D.I. benefits are payable when you cannot work because of illness or injury unrelated to your employment. For information concerning these benefits, contact the California Employment Development Department, which administers the S.D.I. program.

Civic Duties

The Company encourages all employees to accept their civic responsibilities.

Court Attendance and Witness Duty

The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings, as a witness, crime victim, or otherwise, in accordance with applicable law. Employees who receive a subpoena or summons to appear in court should provide the Company with as much notice as possible of the need for leave, and employees may be asked to provide appropriate documentation to support any leave taken under this policy. Employees must notify a Corporate Human Resources Representative as soon as practical following court attendance regarding their return to work. Employees may elect, but will not be required,

to use vacation, sick leave, or other accrued paid leave benefits when taking time off under this policy.

Jury Duty

If you receive a jury duty summons, please notify your supervisor immediately so they may plan the department's work with as little disruption as possible. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. Unless otherwise required under applicable state or local laws, jury duty is unpaid for non-exempt employees. Exempt employees will receive full salary during the week they serve on jury duty unless they are absent for a full week and perform no work. Employees may elect, but will not be required, to use vacation, sick leave, or other accrued paid leave benefits when taking time off under this policy.

Voting

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

Leave for Emergency Rescue Personnel

To the extent required by law, employees who are volunteer firefighters, reserve peace officers, members of a disaster medical response team, or emergency rescue personnel ("Emergency Rescue Personnel") may receive unpaid leave to perform their duties in the case of an emergency. Such employees may also take a temporary, unpaid leave of absence, not to exceed a total of 14 days per calendar year, in order to engage in fire, law enforcement, or emergency rescue training.

If you are state-sponsored or requested to serve as an Emergency Rescue Personnel, please alert your supervisor so that they may be aware of the fact that you may have to take time off for emergency duty and/or training. In the event that you need to take time off for emergency duty and/or training, please alert your supervisor in writing as far in advance as possible. The employee must provide the Company with appropriate documentation evidencing the employee's performance of emergency duty and/or attendance at training upon returning to work.

The employee may elect, but will not be required, to use any accrued vacation or sick leave time, if available, for an absence described above.

Leave for Victims of Felony Crimes

This policy applies to all California-based employees. To the extent required by law, employees who are victims of certain, specified felony crimes, or who are an immediate family member of a victim, a registered domestic partner of a victim, or the child of a

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

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

To the extent required by law, employees who are victims, or are the immediate Family Member of a person who is deceased as the direct result, of domestic violence, sexual assault, stalking, or a crime that caused physical injury, or caused mental injury and a threat of physical injury, may receive unpaid leave to attend legal proceedings or obtain or attempt to obtain any relief necessary, including a restraining order, to ensure their own health, safety, or welfare, or that of the employee's child. "Family member" for purposes of this policy includes a child, parent, spouse, sibling, or "equivalent" relationship. Employees who are victims of domestic violence, sexual assault, or stalking may also receive unpaid leave to: 1) obtain services from a domestic violence shelter or rape crisis center; 2) seek medical attention for injuries caused by domestic violence or sexual assault; 3) obtain psychological counseling for the domestic violence or sexual assault; or 4) take action, such as relocation, to protect against future domestic violence or sexual assault. To take this leave, the employee must provide the Company with advance notice of the leave. If advanced notice is not possible, the employee must provide the Company with the following certification upon returning back to work: 1) a police report showing that the employee was a victim of domestic violence or sexual assault; or 2) a court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court; or 3) documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.

Employees may choose to use any accrued vacation or sick leave time, if available, for an absence described above. In addition, employees who are victims of domestic violence, sexual assault or stalking are entitled to a reasonable accommodation for the employee's safety while at work. If you require such an accommodation, please notify a Corporate Human Resources Representative. The Company will engage the employee in a timely, good faith, and interactive process to determine effective reasonable accommodations. Employees are encouraged to request leave and accommodation under this policy without fear of retaliation.

Unpaid Family School Partnership Leave

The Company encourages its employees to be involved in the education of their children. Parents, guardians, step-parents, foster parents, grandparents, or individuals standing in loco parentis with custody of school age children (K-12) are eligible for up to forty (40) hours of unpaid leave each year, not to exceed eight (8) hours in any calendar month, to participate in school-related activities of their children or their registered domestic partner's children. Employees may also take leave under this policy to find, enroll, or reenroll their child in a school or with a licensed child care provider, or to participate in activities of the school or licensed child care provider, or to address child care provider or school emergencies.

The employee must personally notify a Corporate Human Resources Representative as soon as the employee learns of the need for a planned use of this leave. Employees will be denied time off if they do not provide their supervisors with adequate notice. The Company may require verification of the school-related activity. Employees are requested to schedule individually-scheduled activities, such as parent/teacher conferences, during non-work hours. Employees who request leave for unauthorized purposes will be subject to discipline, up to and including termination.

School Disciplinary Action Leave

Employees who are requested by their child's school to appear at the school in connection with the suspension of their child from school will be provided unpaid time off for such purpose. Employees taking leave under this policy must personally notify a Corporate Human Resources Representative as soon as they learn of the need for leave under this policy.

Leave for Organ and Bone Marrow Donors

An employee who provides written verification to a Corporate Human Resources Representative that the employee is an organ or bone marrow donor is entitled to receive a job protected paid leave of absence that may be taken in one or more periods in order to donate, if the employee has been employed for at least 90 days. Eligible organ donors are entitled to a leave of absence not to exceed 30 business days in any one-year period of time. Such employees may also be eligible for an additional unpaid leave of absence not to exceed thirty (30) business days in any one-year period of time if they have exhausted all available sick leave. Eligible bone marrow donors are entitled to a leave of absence not to exceed 5 business days in any one-year period. Employees will be required to use up to 5 days of their Sick, PTO or Vacation time for bone marrow donor leave and up to two weeks of their Sick, PTO or Vacation time for organ donor leave. Leave under this policy does not run concurrently with leave taken pursuant to the California Family Rights Act or the Family and Medical Leave Act.

Pregnancy Disability Leave of Absence and Accommodation

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

Prior to the start of the leave, we will require a statement from your health care provider indicating that you are unable to perform your job and the anticipated date of your return. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further verification from your health care provider that you are unable to perform your job and the revised anticipated date of return. If you and/or your family participate in our group health insurance plan, such coverage will be continued during your pregnancy disability leave on the same terms as if you had continued to work and in accordance with the applicable plan document. If applicable, you must make arrangements to pay your share of the group health insurance plan premiums while on leave. In some instances, the Company may recover any premiums it paid to maintain group health insurance coverage or other benefits for you and your family.

Employees who are granted leaves for pregnancy will be returned to their same or a comparable position to the extent required by state law.

Upon the advice of your health care provider, you may also be entitled to reasonable accommodation, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. Possible accommodations may include, but are not limited to:

- acquisition or modification of equipment;
- more frequent or longer rest breaks;
- assistance with manual labor;
- job restructuring;
- light duty assignments;
- modified work schedule;
- temporary transfer to less strenuous or hazardous work; or
- time off to recover from childbirth.

You should promptly notify Corporate Human Resources Representative of the need for leave and/or a reasonable accommodation. If the Company does not completely and timely address your request, you should contact BBSI. If you are affected by pregnancy or a related medical condition, please notify Corporate Human Resources Representative as soon as reasonably possible as we cannot provide you with leave or a reasonable accommodation unless we know of the need for such leave or accommodation.

California Family Rights Act

This policy applies to employees who work at a California location that has 50 or more employees within 75 miles. The California Family Rights Act ("CFRA") provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an eligible employee may use is twelve (12) weeks within a twelve (12) month period.

In most circumstances, the Company anticipates that CFRA leave will run concurrently with leave under the federal Family and Medical Leave Act ("FMLA"). In such case(s), the aggregate amount of CFRA leave and/or FMLA leave shall not exceed twelve (12) workweeks in a twelve (12) month period. However, under the following circumstances, CFRA leave will not run concurrently with FMLA leave:

- CFRA leave for birth of an employee's registered domestic partner's child, including time for bonding with the child.
- CFRA leave for placement of a child for adoption or foster care with an employee's registered domestic partner.
- CFRA leave to care for an employee's registered domestic partner, registered domestic partner's child, parent-in-law, grandparent, grandchild, sibling, or designated person who has a serious health condition.
- FMLA leave taken for disability on account of pregnancy, childbirth, or related medical conditions. (See Family and Medical Leave Act Policy for more information).
- Additional FMLA leave to care for a Covered Servicemember with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the Covered Servicemember (See Family and Medical Leave Act Policy for more information).

Employee Eligibility

To be eligible for CFRA leave, you must:

- have worked at least twelve (12) months for the Company; and
- have worked at least 1,250 hours for the Company over the twelve (12) months preceding the date your leave would begin.

Reasons for Taking Leave

CFRA leave may be taken for the following reasons:

- birth of an employee's child, including time for bonding with the child after birth. Such time is available to employees regardless of sex or gender.
- placement of a child with an employee or an employee's registered domestic partner in connection with the adoption or foster care of the child by the employee. Such time is available to employees regardless of sex or gender.
- to care for an employee's spouse, registered domestic partner, child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person who has a serious health condition.
- because of an employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, except for leave taken for

disability on account of pregnancy, childbirth, or related medical conditions (see Pregnancy Disability Leave of Absence Policy).

- for certain qualifying exigencies (as defined below) related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

Definitions

- A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either (i) inpatient care in a hospital, hospice, or residential care facility, or (ii) continuing treatment or supervision by a health care provider.
- A "child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis, regardless of age.
- A "sibling" means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.
- A "parent" means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.
- A "parent-in-law" means the parent of a spouse or registered domestic partner.
- A "designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees will be limited to identifying one (1) designated person per 12-month period.
- A "qualifying exigency" related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent ("military member") means any of the exigencies described in California Unemployment Insurance Code section 3302.2, a copy of which you may obtain from a Corporate Human Resources Representative. These exigencies include:
 - Childcare and school activities. To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
 - Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as the military member's representative before a federal, state, or local agency in connection with service benefits.
 - Counseling. To attend counseling (by someone other than a health care provider) for the employee, the military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.
 - Temporary rest and recuperation. To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to fifteen (15) days of leave for each instance of rest and recuperation.
 - Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the military member's active duty status.

Identifying the 12-Month Period

The Company measures the twelve (12) month period in which leave is taken on a "rolling" basis, starting from the first date of any CFRA leave. CFRA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of such birth or placement.

Using Leave

Eligible employees may take CFRA leave in a single block of time, intermittently (in separate blocks of time), or by reducing their normal work schedule (including the elimination of required overtime) when medically necessary for the serious health condition of the employee or to care for a covered family member. Eligible employees may also take intermittent or reduced-schedule leave for military qualifying exigencies. Employees who require intermittent or reduced-schedule leave for planned medical treatment must make a reasonable effort to schedule their leave so that it will not unreasonably disrupt the Company's operations. For the birth of or care for a newly-born child, or for the adoption or foster-care placement of a child, intermittent leave must be taken in increments of at least two (2) weeks, with shorter increments allowed on any two (2) occasions. For all other kinds of CFRA leave, intermittent leave may be taken in increments of at least one (1) hour.

Use of Paid Leave and Concurrent Leaves

Depending on the reason for your leave, leave under this policy may run concurrently with other leaves, such as FMLA, to the extent permitted under applicable law. Additionally, depending on the reason for your leave, the Company may require you to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your CFRA leave. If the Company does not require you to do so, you may elect to substitute paid leave for CFRA leave, so long as you comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Maintenance of Health Benefits

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

Notice and Medical Certification

In order to qualify for CFRA leave, you must provide:

- Reasonable advance notice (at least thirty (30) days) if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave, in compliance with the Company's standard call-in procedures, absent unusual circumstances.
- Medical certification supporting the need for leave due to a serious health condition affecting you or a covered family member, within fifteen (15) calendar days of the Company's request (additional time may be permitted under certain circumstances). If

you fail to do so, the Company may delay the start of your leave, retract any designation of CFRA leave, or deny leave, in which case your leave of absence would be treated in accordance with our other leave of absence and attendance policies. Second or third medical opinions and periodic re-certifications may also be required.

- Appropriate documentation, within fifteen (15) days of the Company's request (additional time may be permitted under certain circumstances), supporting the need for leave due to a qualifying military exigency. Such documentation may be in the form of a copy of the military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member.
- Periodic reports as required by the Company during the leave regarding your status and intent to return to work.
- Medical certification from your medical provider of your fitness to return to work, if the leave was due to your own serious health condition, as permitted by law.

Failure to comply with the above requirements may result in delay, denial of leave, or disciplinary action.

Employer Responsibilities

The Company will inform you whether you are eligible for leave under CFRA. Should you be eligible for CFRA leave, the Company will provide a notice that specifies any additional information required as well as your rights and responsibilities. The Company will also inform you if leave will be designated under CFRA and, to the extent possible, note the amount of leave counted against your leave entitlement. If you are not eligible for CFRA leave, the Company will provide a reason for the ineligibility.

Job Restoration

Except as otherwise provided by applicable law, upon returning from CFRA leave, you will be restored to the same or a comparable position as the position held prior to the leave.

Failure to Return after CFRA Leave

If you fail to return to work as scheduled or fail to contact the Company after your CFRA leave expires, you will be subject to the Company's standard leave of absence, attendance, and other policies. Likewise, following the conclusion of your CFRA leave, the Company's obligation to maintain your group health plan benefits may end (subject to any applicable COBRA rights). If you are unable to return to work after CFRA leave, you must notify a Corporate Human Resources Representative. If the Company becomes aware of the need for additional leave, the Company will engage in an interactive process to determine whether the condition is a disability for which additional unpaid leave may be provided as a reasonable accommodation.

Other Employment

While on a leave of absence, employees are prohibited from holding other employment, including self-employment, not held immediately prior to the start of the leave. In other words, an employee who has another job in addition to the employee's job with the Company may continue working that job while on leave from the Company if medically able to do so, but such an employee may not seek and hold other employment to replace

the employee's employment with the Company while on leave. This policy remains in force during all leaves of absence including CFRA leave and violation may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with a request for CFRA leave may result in disciplinary action, up to and including immediate termination.

Interactions with Other Leaves

Where federal, state, or local laws provide leave for the same reasons as indicated in this policy, including for workplace illnesses or injuries covered by workers' compensation benefits, such leaves will run concurrently with CFRA leave, to the greatest extent permitted under applicable law.

Bereavement Leave

This policy applies to employees who work at a California location and for a company that has five (5) or more employees total. Employees who have been employed with the Company for at least thirty (30) days immediately preceding the commencement of leave may take up to five (5) days of unpaid bereavement leave in the event they miss regularly scheduled work days due to the death or funeral of a member of the employee's family. A family member includes your spouse, registered domestic partner, child, parent, parent-in-law, sibling, grandparent, or grandchild, or a designated person as defined under the California Family Rights Act (CFRA).

Eligible employees may take bereavement leave in a single block of time or intermittently within three (3) months of the employee's family member's death. All time off in connection with the death of a family member, as defined above, should be scheduled with the employee's supervisor. The Company will make reasonable efforts to safeguard the employee's privacy with respect to a request for bereavement leave. Employees are encouraged to request leave under this policy without fear of retaliation.

The Company reserves the right to request supporting documentation of the need for bereavement leave, which can include a death certificate, a published obituary, or a written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Employees may elect to use available paid leave when taking leave under this policy, so long as they comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Reproductive Loss Leave

If the Company employs 5 or more employees, the Company provides employees who have been employed with the Company for at least thirty (30) days immediately preceding the commencement of leave, with up to five (5) days during a rolling 12-month period

(measured backwards from the first day of leave under this policy) of unpaid reproductive loss leave following a reproductive event. A reproductive loss event means the day, or for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Eligible employees who experience more than one reproductive loss event in a 12-month period will be limited to twenty (20) paid or unpaid days off within a rolling 12-month period (measured backwards from the first day of leave under this policy).

Definitions

“Failed adoption” means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.

“Miscarriage” means a miscarriage by a person, by the person’s current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.

“Stillbirth” means a stillbirth resulting from a person’s pregnancy, the pregnancy of a person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.

“Unsuccessful assisted reproduction” means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

“Assisted reproduction” means a method of achieving a pregnancy through an artificial insemination or an embryo transfer and includes gamete and embryo donation.

“Assisted reproduction” does not include any pregnancy achieved through sexual intercourse.

Using Leave

Employees who experience a reproductive loss event while at work will be permitted to begin their leave and take off the remainder of the scheduled hours that day. Leave under this policy may be taken in a single block of time or intermittently within three (3) months of the reproductive loss event. However, if, prior to or immediately following a reproductive loss event, an employee is on or chooses to go on pregnancy disability leave, leave under the California Family Rights Act, or any other leave entitlement under state or federal law, the employee may complete their reproductive loss leave within three (3) months of the end date of the other leave. Employees may elect, but will not be required, to use vacation, sick leave, or other accrued paid leave benefits when taking time off under this policy.

All time off in connection with a reproductive loss event, as defined above, should be scheduled by contacting Corporate Human Resources Representative. The Company will make reasonable efforts to safeguard the employee’s privacy with respect to a request for

reproductive loss leave. Employees are encouraged to request and take leave under this policy without fear of retaliation.

Leave for Spouses and Registered Domestic Partners of Military Personnel

If you work at a California location with 25 or more employees, spouses and registered domestic partners of military personnel who are home on leave during a period of military deployment may be qualified for up to ten (10) days of unpaid leave. Please contact a Corporate Human Resources Representative to request leave under this policy.

Employee Rights in Emergencies

Employees are permitted to leave work or refuse to report to work during an “emergency condition.” An “emergency condition” is defined to mean (i) conditions of disaster or peril caused by natural forces or a criminal act, or (ii) an order to evacuate a workplace, worksite, an employee’s home, or the school of an employee’s child. Notably, an “emergency condition” does not include a health pandemic.

Employees must provide advance notice to their supervisor of the emergency condition requiring them to leave or refuse to report to the workplace or worksite. If advance notice is not feasible, employees must provide notice as soon as possible.

The Company prohibits any adverse action against employees for refusing to report to, or leaving, a workplace or worksite within the affected area if the employee has a reasonable belief that the workplace or worksite is unsafe. Furthermore, the Company will not prevent employees from accessing their mobile device or other communications device to seek emergency assistance, assess the safety of the situation, or communicate with a person to verify their safety.

Personnel Records

Recognizing the confidential nature of the information in your personnel record, the Company limits access to the personnel records to you and those with proper authorization or pursuant to legal process. No documents contained in your personnel file will be released without your consent, except pursuant to legal process. Any records of medical evaluation results will be maintained in a separate file, in accordance with legal requirements, and may only be reviewed by authorized individuals.

You may review your own personnel file with a Corporate Human Resources Representative present to answer any questions. Additionally, a manager may review your personnel file if you have a current reporting relationship to that manager or have been interviewed and are being considered for a position reporting to that manager. Your personnel records also are subject to review by investigative agencies, or during periodic internal audits conducted by the Company.

Within thirty (30) days of an employee's written request, or the written request of the employee's designated representative, the Company will either make personnel records available to the employee for inspection or provide a copy of the employee's personnel records to the employee or the employee's designated representative.

COLORADO ADDENDUM

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

Policy Against Unlawful Harassment

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

Meal Periods

Nonexempt employees who work five (5) or more consecutive hours shall be entitled to, to the extent practical, a 30-minute meal break where the employee will be relieved of all duties. Any uninterrupted 30-minute meal break will be unpaid.

Because of the nature of our business, and certain employee's jobs, there are situations and circumstances where an uninterrupted meal period is impractical. In such situations or circumstances the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees who are unable to take all of the meal periods to which they are entitled in accordance with this policy or not allowed to consume an on-duty meal, or who have been prevented or discouraged from taking a meal period to which they are entitled or eat on-duty, should immediately notify a Corporate Human Resources Representative. Failure to report may subject the employee to disciplinary action, up to and including termination of employment.

Rest Periods

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

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten employees' workdays or be accumulated for any other purpose. Employees may

be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period.

Employees who are unable to take all of the rest periods to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, must immediately notify a Corporate Human Resources Representative.

Civic Duties

Jury Duty

Employees who receive a call to jury duty, should notify a Corporate Human Resources Representative immediately so that the Company may plan the department's work with as little disruption as possible.

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

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

Voting

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

Domestic Violence Leave

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

Leave may be used to:

- Seek a civil protection order to prevent domestic abuse;
- Obtain medical care or mental health counseling for themselves or the employee's children;
- Make the employee's home secure against the perpetrator or to find a new home;

- Seek legal advice concerning any of the above offenses; or
- Prepare or attend court proceedings arising from any of the above offenses.

Employees requesting leave under this policy should provide the Company with reasonable advance notice of the need for leave, except in the case of imminent danger to the health or safety of the employee. The Company may request documentation to support the need for leave. Information provided in connection with leave under this policy will be kept confidential by the Company, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law. Employees with questions regarding this leave of absence should contact a Corporate Human Resources Representative.

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

Pregnancy Accommodation and Leave

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

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

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

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

The Company prohibits retaliation against an employee for requesting or using leave or an accommodation under this policy. For more information about this policy please contact a Corporate Human Resources Representative.

Paid Sick Leave

All employees will accrue one (1) hour of sick leave for every 30 hours worked during each 12-month period up to a maximum of 48 hours per year. An employee begins accruing paid sick leave when their employment begins, may use paid sick leave as it is accrued, and may carry forward and use in subsequent calendar years up to 48 hours of paid sick leave that is not used in the year in which it is accrued. However, accrued unused time under this policy has no monetary value and is not paid out at the time of separation from employment. Employees may not use accrued paid sick leave in increments of less than one (1) hour. After 4 or more consecutive sick day absences, the Company may require documentation of the absence.

Employees may use accrued paid sick leave to be absent from work for the following purposes:

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime;
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work;
- The employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
- The employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events that results in the closure of the family member's school or place of care;
- The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events that results in the need to evacuate the employee's residence; or
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

In addition to the paid sick leave accrued by an employee, the Company will provide all employees an additional amount of paid sick leave during a public health emergency in an amount based on the number of hours the employee works. This is a one-time

supplement during the tenure of a pandemic even if the public health emergency is extended or prolonged, and is only applicable to those employees who do not have 80 hours of leave time available. Accordingly, the Company will supplement eligible employees' accrued sick leave by adding hours to the then currently available accrued time to equal:

- For employees who normally work at least 40 hours in a workweek: 80 hours of total sick leave.
- For employees who normally work fewer than 40 hours in a workweek: The greater of either (1) the amount of time the employee is scheduled to work in a fourteen-day period or (2) the amount of time the employee actually works on average in a fourteen-day period.

Employees may use the additional public health emergency sick leave up to and until four weeks after the official termination or suspension of the public health emergency for the following purposes:

- The employee needs to self-isolate and care for oneself because the employee is diagnosed with, experiencing symptoms, or seeking a diagnosis, treatment or preventative care, for a communicable illness that is the cause of the public health emergency;
- The employee is unable to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency;
- The employee needs to care for a family member because the family member is diagnosed with, experiencing symptoms, or seeking a diagnosis, treatment or preventative care, for a communicable illness that is the cause of the public health emergency;
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work; or
- The employee needs to care for a child or other family member or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, employees must provide notice as soon as practicable.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

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

Colorado Family Care Act

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

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

Employees with questions regarding this leave policy should contact a Corporate Human Resources Representative.

Parental Involvement Leave

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

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

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

Adoption Leave

The Company provides leave to an adoptive parent or a stepparent, at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company provides such leave to biological parents. Employees with questions regarding this leave of absence should contact a Corporate Human Resources Representative.

Lactation Break/Accommodation

The Company will provide reasonable unpaid break time, or permit an employee to use paid break time, meal time, or both, each day to allow the employee to express breast milk for their nursing child for up to 2 years after the child's birth. The Company will make reasonable efforts to provide a room or other location, other than a toilet stall, in close proximity to the working area where an employee can express breast milk in privacy.

The Company prohibits discrimination against employees who seek a break or accommodation under this policy.

Volunteer Emergency Worker Leave

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

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

Colorado Secure Savings Plan

The Company is proud to be a part of the Colorado Secure Savings Plan and provide an opportunity for employees to save for retirement. Employees can learn more about the Colorado Secure Savings Plan and the benefits of saving for retirement by speaking with a Corporate Human Resources Representative. Those seeking tax, investment, or financial advice should contact a financial advisor. The Company is not in a position to provide and will not provide financial advice to employees regarding retirement savings.

Paid Family And Medical Leave Insurance Program

All employees will have 0.45% deducted from their wages and remitted to the State of Colorado under the Colorado Family and Medical Leave Insurance (FAMLI) Program. Starting January 1, 2024, eligible employees will have access to 12 weeks of paid leave through the State of Colorado in order to care for themselves or their family during a serious health condition or birth of a child. Eligible employees have access to FAMLI leave for the following purposes:

- The employee is caring for a new child during the first year after the birth, adoption or foster care placement of that child;

- The employee needs to care for a family member with a serious health condition;
- The employee needs to care for their own serious health condition;
- The employee needs to make arrangements for a family member's military deployment;
- The employee or family member has been the victim of domestic abuse, sexual assault, or criminal harassment and needs to be absent from work for purposes related to medical attention, mental health care or other counseling, victim services (including legal) or relocation.

Employees with serious health conditions caused by pregnancy complications or childbirth complications have access to an additional 4 weeks of paid leave for a total of 16 weeks of paid leave through the State of Colorado.

Employees seeking FAMLI leave through the State of Colorado must provide the Company with at least thirty (30) days advance notice before the leave start date, if the need for leave is foreseeable. Where the need for FAMLI leave is unforeseeable, employees must provide notice as soon as practicable. FAMLI leave will run concurrently with the Family and Medical Leave Act, as applicable.

Upon return from FAMLI leave, employees who have worked for the Company for over 180 days before taking FAMLI leave will be restored to the same or a comparable position as the position held prior to the leave. Employees who have worked less than 180 days for the Company at the start of their FAMLI leave remain eligible to take leave; however, the Company may be required to fill the position of such employees and the Company does not guarantee continued employment for employees who take FAMLI leave within their first 180 days of employment with the Company.

The Company will not retaliate against any employee who uses FAMLI leave or otherwise exercises the employee's rights with regard to FAMLI leave. For further information regarding this leave, see a Corporate Human Resources Representative.

CONNECTICUT ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Connecticut law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles, like wigs, headwraps, braids, cornrows, locs, twists, Bantu knots, and afros); child-bearing capacity; sterilization; fertility or related medical conditions; religious creed; gender identity or expression; marital status; ancestry; present or past history of mental disabilities; mental retardation; learning disability; physical disability, including, but not limited to blindness or a blind, deaf, or mobile impaired person's use of a guide dog or assistance dog; off duty smoking or tobacco usage; and for all Connecticut locations, an employee's status as a palliative marijuana patient or caregiver; housing status; genetic information; veteran status; childbirth and related conditions, including lactation; status as a victim of domestic violence; declining to attend a meeting or participate in communication regarding religious or political matters that are not required by law; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Connecticut law, the Company strictly prohibits all forms of unlawful harassment, which include harassment on the basis of race (including traits historically associated with race, such as hair texture and protective hairstyles, like wigs, headwraps, braids, cornrows, locs, twists, Bantu knots, and afros); child-bearing capacity; sterilization; fertility or related medical conditions; religious creed; gender identity or expression; marital status; ancestry; present or past history of mental disabilities; mental retardation; learning disability; physical disability, including, but not limited to blindness or a blind, deaf, or mobile impaired person's use of a guide dog or assistance dog; off duty smoking or tobacco usage; and for all Connecticut locations, an employee's status as a palliative marijuana patient or caregiver; housing status; an employee's genetic information; veteran status; childbirth and related conditions, including lactation; status as a victim of domestic violence; declining to attend a meeting or participate in communication regarding religious or political matters that are not required by law; or any other protected status in accordance with applicable federal, state, and local laws.

Meal Periods

Except for certain exempt employees, all employees who work seven and one-half (7.5) or more hours in a day are required to take a thirty (30) minute duty-free meal period. Meal periods will be provided after the first two (2) hours of work and before the last two (2) hours of work. Employees are completely relieved of their job responsibilities during their

meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Civic Duties

Jury Duty

Employees who receive a call to jury duty, should notify a Corporate Human Resources Representative immediately so that the Company may plan the department's work with as little disruption as possible.

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

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

Domestic or Family Violence Leave

Any employee who is a victim of domestic violence can request reasonable unpaid leave to:

- (1) Seek attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
- (2) Obtain services including safety planning from a domestic violence agency or rape crisis center, as defined by law, as a result of domestic violence;
- (3) Obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is a victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
- (4) Take other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- (5) Obtain legal services, assisting in the prosecution of the offense, or otherwise participate in legal proceedings in relation to the incident or incidents of domestic violence.

The Company may request certification supporting an employee's need for leave, including but not limited to: (i) a police report indicating that the employee or the employee's child was a victim of domestic violence; (ii) a court order protecting or separating the employee or employee's child from the perpetrator of an act of domestic violence; (iii) other evidence from the court or prosecuting attorney that the employee appeared in court; (iv) documentation from a medical professional, domestic violence

counselor or other health care provider, that the employee or the employee's child was receiving services, counseling or treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence; or (v) any other documentation allowed by law.

Employees who have a physical or mental disability resulting from domestic violence will be treated in the same manner as other employees with disabilities. Please see our reasonable accommodation policy for additional information. The Company will maintain any information relating to domestic violence, confidential, to the extent required by law.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

Paid Sick Leave

If you work at a Connecticut location with fifty or more employees, the Company provides paid sick leave to its employees who meet the definition of "service workers" as that term is defined under Connecticut Public Act No. 31-57r. Eligible employees will accrue one (1) hour of paid sick leave for every 40 hours worked up to a maximum of 40 hours per 12-month period. For purposes of this policy, the Company defines a 12-month period as a calendar year, based on the employee's anniversary date. Up to 40 unused accrued hours of paid sick leave under this policy may be carried over year to year.

Eligible employees are able to use accrued sick time under this policy after 680 hours of service following the employee's hire date, and have worked ten or more hours per week in the most recently completed calendar quarter.

Accrued paid sick leave under this policy may be used for the following purposes:

- (1) the eligible employee's own illness, injury or health condition; the medical diagnosis, care or treatment of the employee's own mental illness or physical illness, injury or health condition; or preventative medical care for oneself;
- (2) the eligible employee's child's or spouse's illness, injury or health condition; the medical diagnosis, care or treatment of the employee's own child's or spouse's mental or physical illness, injury or health condition; or preventative medical care for the employee's child or spouse; and
- (3) Where the eligible employee is a victim of family violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

If the need to use paid sick leave is foreseeable, employees are required to provide the Company with advance written notice of the intention to use such leave, not to exceed seven (7) days prior to the date such leave is to begin.

If the need for paid sick leave is not foreseeable, employees should provide written notification as soon as possible. For leave requests of three (3) or more consecutive days, employees should provide the Company with appropriate documentation that such leave is being taken for a permitted reason in accordance with this policy.

Accrued, but unused sick leave will not be paid out at the end of employment. Any break in service of employment will result in the loss of any accrued, but unused sick leave hours.

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

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should their BBSI Representative.

Pregnancy Accommodation, Including Leave

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

A pregnant employee who reasonably believes that continuing to work in their present position may cause injury to themselves or their fetus should submit a written request for a temporary transfer to another position. The Company will make a reasonable effort to transfer the employee to a suitable, available position. In addition, the Company will provide reasonable accommodations for employees who need such accommodations due to pregnancy related disability or medical condition, provided the requested accommodations do not create an undue hardship for the Company. Such reasonable accommodations will be determined following an interactive process, and may include reasonable modifications or adjustments to the work environment, or to the manner or circumstances under which the affected employee performs their regular job duties, or other reasonable accommodations that enable the affected employee to perform the essential functions of their position, and may include, but are not limited to:

- more frequent or longer bathroom breaks;
- breaks for increased water intake or rest;

- private non-bathroom space for expressing breast milk and breastfeeding;
- seating;
- modification of policies prohibiting food or drinks at an employee's workstation;
- modification of dress code or uniform requirements;
- assistance with manual labor;
- light duty;
- temporary transfer to a less strenuous or hazardous position;
- the provision of an accessible worksite;
- acquisition or modification of equipment;
- job restructuring;
- part-time or modified work schedule;
- appropriate adjustment or modifications of examinations, training materials, or policies;
- reassignment to a vacant position;
- time off to recover from conditions related to childbirth; and
- leave necessitated by pregnancy, childbirth, or medical or common conditions resulting from pregnancy or childbirth.

After discussing the need for a reasonable accommodation, including leave, the Company may request documentation from the employee's health care provider concerning the need for a reasonable accommodation or leave.

Leave under this policy may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave policies as permitted by state and federal law. Additionally, employees may use any accrued paid leave when taking leave time under this policy.

The Company encourages employees to seek accommodations, including leave, under this policy and prohibits interference with any rights under this policy or retaliation against an employee for seeking an accommodation or taking time off under this policy. For more information regarding this leave or to discuss any concerns regarding this policy, see a Corporate Human Resources Representative.

Connecticut Family and Medical Leave

If you work at a Connecticut location, in conjunction with the leave and benefits provided under the FMLA, as detailed in the Company Employee Handbook, and in accordance with Connecticut state law, the Company provides eligible employees up to 12 weeks of unpaid leave during any 12-month period for any of the following reasons:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child;
- To care for a family member (spouse, child, parent and for CTFMLA Leave: sibling, grandparent, grandchild, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships) with a serious health condition;
- An employee's inability to work because of a serious health condition;

- To serve as an organ or bone marrow donor (CTFMLA only); or
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's or parent's "covered active duty" as a member of the military reserves, National Guard or Armed Forces.

The Company also provides an additional two weeks for a total of up to 14 weeks in connection with a pregnancy-related incapacity.

The Company also provides eligible employees with up to 26 workweeks of leave during any 12 month period to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember. The single twelve (12)-month period begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends on the date twelve (12) months after such first day of leave. The leave entitlement is per servicemember and per injury, and an eligible employee may be entitled to more than 26 weeks of leave if it is to care for multiple servicemembers or a single servicemember with multiple injuries. Spouses who are eligible for FMLA leave and are employed by the Company may be limited to a combined total of twenty-six (26) workweeks of leave during any twelve (12)-month period if the leave is taken to care for a covered servicemember.

Eligible employees have worked for at least three consecutive months (13 weeks) immediately preceding the first day of the commencement of the leave. Employees should provide as much advanced notice as possible of the need for leave under this policy. Except in the case of a medical emergency, employees should provide at least thirty (30) days' advanced notice of the expected dates for the start and end of the requested leave. Notice of the need for leave under this policy should be accompanied by an appropriate medical certification of the reasons for the leave and the start and end dates for the requested leave.

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

Leave under this policy may run concurrently with leave under the federal Family and Medical Leave Act and/or other leave policies, as permitted by applicable state and federal law. If the reason for leave is common to both FMLA and Connecticut Family and Medical Leave and, therefore, running concurrently, the maximum amount of will be 12 workweeks in any 12-month period. If the reason for leave is not common to both FMLA and CTFMLA and, therefore, not running concurrently, then an eligible employee may be entitled to additional leave under applicable law.

The Company encourages employees to take leave under this policy, when needed, and prohibits interference with any rights under this policy or retaliation against an employee for requesting or taking time off under this policy. For more information regarding this leave or to discuss any concerns regarding this policy, see a Corporate Human Resources Representative.

Paid Family and Medical Leave Insurance

Connecticut Family and Medical Leave Insurance provides eligible employees with partial wage replacement benefits, while the employee is on leave for any qualifying reason under Connecticut Family and Medical Leave, including for Military Caregiver Leave. Premiums for Connecticut Family and Medical Leave Insurance are fully-funded through employee payroll deductions, as authorized by law.

Wage Replacement

Eligible employees will receive up to twelve (12) weeks of wage-replacement benefits per 12-month period; except that employees with serious health conditions resulting in incapacitation occurring during pregnancy, may receive an additional two (2) weeks of benefits. The amount of wage replacement benefits employees receive is based on a percentage of the employee's weekly earnings, as specified by law.

Eligibility

To be eligible, employees must have met minimum earning requirements, as specified by law, and must either be presently employed by the Company or have been employed with the Company in the previous twelve (12) weeks. Where both spouses are employed by the Company, each spouse will be eligible for up to twelve (12) weeks of compensation, in a 12-month period.

Definition of the 12-Month Period

The 12-month period is as defined in the Connecticut Family and Medical Leave policy. Please see our Connecticut Family and Medical Leave policy for additional details.

Requesting Benefits

Employees must submit their request for benefits to the state, along with medical certification of the employee's need for leave.

Interaction with Other Leaves

Employees may elect, or the Company may require employees to use vacation, sick leave, or other paid time off to run concurrent with benefits provided under this policy, such that the employee receives up to 100% of their regular compensation while on leave. In no event will an employee receive a combined total of more than 100% of the employee's regular rate of compensation.

Prohibition Against Discrimination or Retaliation

The Connecticut Family and Medical Leave Act ("Act") makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the Act, or discharge or discriminate against any person for opposing any practice made unlawful by Act or for involvement in any proceeding under or relating to Act. Retaliation by any employer against an employee for requesting, applying for or using family and medical leave for which the employee is eligible is prohibited by law.

While the Company encourages you to bring any concerns or complaints about compliance with the Act to the attention a Corporate Human Resources Representative, the Act requires us to notify you that you have a right to file a complaint with the Labor Commissioner for any violation of the Act.

Questions

If you have questions regarding eligibility or benefits offered under this policy, please contact a Corporate Human Resources Representative.

Volunteer First Responder Leave

The Company provides unpaid leave to employees who serve as volunteer firefighters or members of a volunteer ambulance service to respond to an emergency call received prior to, or during, the employee's regular hours of work.

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

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

Please see a Corporate Human Resources Representative for more information about this policy.

Military Leave

Eligible employees include those who are ordered to perform military duty during regular work hours as part of their service in the National Guard of any other state.

Social Security Number Privacy and Protection of Personal Information

To the extent practicable, the Company protects the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information. Thus,

no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except as needed to conduct legitimate Company business. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited except as required by law. Internal access to employee SSNs, driver's license numbers, or financial account numbers must be authorized by a Corporate Human Resources Representative, and is restricted to employees with a legitimate business need for the information.

Except where permitted by applicable law, the Company will not:

- Publicly display all or more than four (4) sequential digits of an employee's SSN.
- Use all or more than four (4) sequential digits of an employee's SSN as the primary account number for an individual.
- Visibly print all or more than four (4) sequential digits of an employee's SSN on any identification badge or card.
- Require an individual to use or transmit all or more than four (4) sequential digits of their SSN to gain access to an internet web site, or computer system, or network unless the connection is secure, the transmission is encrypted, or a password, or unique PIN is also required to gain access.
- Include all or more than four (4) sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging.
- Include all or more than four (4) sequential digits of an employee's SSN in any document or information mailed to a person

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

Access to Personnel Records

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

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

Inspection includes relevant employment information, with the exceptions of medical records, references from third parties, and certain other documents as allowed by state law. If an employee disagrees with information in their personnel file they may request to

have such information removed or changed if the Company agrees, or an employee may file a statement explaining their position.

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

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

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

DELAWARE ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Delaware law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, like hair texture and protective hairstyles such as braids, locks and twists); gender identity (including appearing, grooming, and dressing in a way consistent with gender identity); status as a registered qualifying medical marijuana patient or designated caregiver; reproductive healthcare decisions; volunteer emergency responder; genetic information; family responsibilities (meaning the obligations of an employee to care for a family member who would qualify as a covered family member under the federal Family and Medical Leave Act); marital status; status as domestic, sexual violence, or stalking victim; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Delaware law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of to race (including traits historically associated with race, like hair texture and protective hairstyles such as braids, locks and twists); gender identity; status as a registered qualifying medical marijuana patient or designated caregiver; reproductive healthcare decisions; volunteer emergency responder; genetic information; family responsibilities (meaning the obligations of an employee to care for a family member who would qualify as a covered family member under the federal Family and Medical Leave Act); marital status; status as domestic, sexual violence, or stalking victim; or any other protected status in accordance with applicable federal, state, and local laws.

Meal Periods

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

Leave for Crime Victims

When taking an unpaid leave to attend or participate in legal proceedings relating to a crime of which the employee was a victim, employees may utilize accrued unused paid time off in lieu of unpaid leave under this policy. In order to use paid leave eligible employees are required to comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Accommodations for Victims of Domestic Violence, a Sexual Offense, or Stalking

The Company will also make reasonable accommodations for the known limitations related to domestic violence, a sexual offense, or stalking, unless such accommodation would impose an undue hardship. Such reasonable accommodations may include, but are not limited to, changes in the schedules or duties of the employee's job enabling the employee to satisfactorily perform the essential duties of their job and/or allowing the employee to use accrued leave to address the domestic abuse, sexual offense, or stalking.

Pregnancy Accommodation

For employees who work at a Delaware location with 4 or more employees, the Company provides reasonable accommodations to employees who are birthing parents when requested for reasons related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

Reasonable accommodations may include, but are not limited to:

- acquisition of equipment for sitting;
- allowing more frequent breaks or periodic rest;
- assistance with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position;
- break time and appropriate facilities for expressing breast milk; or
- providing a temporary leave of absence.

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

For more information about this policy please contact a Corporate Human Resources Representative.

Volunteer Emergency Responder Leave

For employees who work at a Delaware location with 10 or more employees, The Company provides unpaid leave to eligible employees who serve as volunteer firefighters, members of a ladies auxiliary of a volunteer fire company, volunteer emergency medical technicians and/or volunteer fire police officers (“volunteer emergency responder”) in order to respond to an emergency call.

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

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

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

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

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

Personnel Records

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

DISTRICT OF COLUMBIA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with District of Columbia law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to actual or perceived race, age (18 or over), marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, reproductive health decisions, school matriculation, political affiliation, credit information, status as a victim or family member of a victim of domestic violence, a sexual offense, stalking, participation in a medical cannabis program or use of cannabis otherwise; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with District of Columbia law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on actual or perceived race, age (18 or over), marital status, personal appearance, gender identity or expression, family responsibilities, reproductive health decisions, school matriculation, political affiliation, credit information, status as a victim or family member of a victim of domestic violence, a sexual offense, stalking, participation in a medical cannabis program or use of cannabis otherwise; or any other protected status in accordance with applicable federal, state and local laws.

Civic Duties

Jury Duty

If you work at a District of Columbia location with 10 or more employees and you receive a call to jury duty, please notify a Corporate Human Resources Representative immediately and give a copy of your jury duty summons to your supervisor so that they may plan the department's work with as little disruption as possible.

Except as otherwise required by county or city ordinances, full-time employees required to appear for jury duty during regularly scheduled work time will be paid their regular compensation, less any fees received for jury duty, for up to five (5) days of jury service. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Voting Leave

In circumstances where employees' work schedule does not provide two (2) hours of continuous off-duty time during which the polls are open, the Company will provide a

reasonable amount of paid time off, up to two (2) hours, during scheduled work time for employees to vote. Employees who need time off to vote should notify a Corporate Human Resources Representative prior to election day. The Company may specify a time during which the polls are open for employees to leave work to vote. Additionally, employees should present a voter's receipt to their supervisors upon return to work. The Company will not make deductions from an employee's salary, wages or accrued leave for time taken under this policy. Nor will the Company retaliate against an employee for taking leave consistent with this policy.

Emancipation Day Leave

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

School Activities Leave

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

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

Paid Sick and Safe Leave

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

- (1) the employee or their family member is sick (resulting from physical or mental illness or injury);
- (2) the employee or their family member (child, parent, spouse, domestic partner) needs routine or preventative medical care; or
- (3) an absence if the employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse; provided, that the absence is directly related to social or legal services pertaining to the stalking, domestic violence, or sexual abuse, to:
 - (a) seek medical attention for the employee or the employee's family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse;

- (b) obtain services from a victim services organization;
- (c) obtain psychological or other counseling;
- (d) temporarily or permanently relocate;
- (e) take legal action; or
- (f) take other actions to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or to enhance the safety of those who associate or work with the employee

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

Employees begin accruing paid leave at the beginning of their employment, and may use paid leave for the purposes described in this policy after 90 days of employment with the Company. Additionally, employees who separate from employment and return within one year of separation will have any unused paid leave under this policy reinstated. The Company may require employees who request paid sick leave under this policy for three or more consecutive days to provide reasonable certification of their need for such leave. Paid leave under this policy may run concurrently with the federal Family Medical Leave Act and/or any other leave, including paid time off, where permitted by applicable law. For information on this Paid Sick Leave policy, please contact a Corporate Human Resources Representative.

Paid Family Leave Benefits

As required the Universal Paid Leave Amendment Act of 2016 (PFL), the Company provides paid family and medical leave benefits to eligible employees. Family and medical leave benefits provide employees with partial wage replacements when employees are unable to work due to family, medical, pre-natal and/or parental needs. Employees must apply for PFL through the District of Columbia Department of Employment Services (DOES), which approves and issues wage replacement benefits directly to eligible employees. In accordance with the law, PFL benefits are funded by a tax the Company pays on behalf of its employees. The Company does not discriminate or retaliate against employees for taking or requesting paid benefits in accordance with applicable law. Supervisors and managers are prohibited from discriminating or retaliating against employees for exercising their rights related to paid family leave benefits.

Definitions

As used in this policy, the following definitions apply:

- “Covered Employee” means an employee who: (A) spends more than 50% of their work time working for an employer in the District of Columbia; or (B) whose employment for an employer is based in the District of Columbia and who regularly spends a substantial amount of their work time for that employer in the District of Columbia and not more than 50% of their work time in another jurisdiction.
- “Family Leave” means leave for the care or companionship of a family member due to the diagnosis or occurrence of a serious health condition.
- “Family Member” means a child (biological, adopted, foster, step, legal ward, a child of a domestic partner, or child to whom the employee stands in loco parentis), parent (biological, adoptive, foster parent, stepparent, parent-in-law, legal guardian of an employee, or the employee’s spouse, or an individual who stood in loco parentis to an employee when the employee was a child), a person to whom an eligible employee is related by domestic partnership or marriage, grandparent, sibling, spouse or state registered domestic partner.
- “Medical Leave” means any leave taken by the employee due to the diagnosis or occurrence of the employee’s own serious health condition, including the occurrence of a stillbirth (meaning, loss of a pregnancy at twenty (20) weeks’ gestation or later) or medical care related to a miscarriage (meaning, loss of pregnancy before twenty (20) weeks’ gestation).
- “Parental Leave” means any leave due to the birth of a child, the adoption of a child, or the placement of a child with an employee for foster care (including bonding time). Likewise, parental leave includes the placement of a child with an employee for whom the employee legally assumes parental responsibilities. Parental leave must be taken within one (1) year of the occurrence of the qualifying parental leave event.
- “Pre-Natal Leave” means leave that an eligible employee who is pregnant may take for pre-natal medical care following a diagnosis of pregnancy by a health care provider and prior to the occurrence of a qualifying parental leave event. Pre-natal medical care includes routine and specialty appointments, exams, and treatments associated with a pregnancy provided by a health care provider, including pre-natal check-ups, ultrasounds, treatment for pregnancy complications, bedrest that is required or prescribed by a health care provider, and pre-natal physical therapy.

Employee Eligibility

Employees are eligible for paid family and medical leave benefits if they have been a Covered Employee during some or all of the fifty-two (52) calendar weeks immediately preceding the qualifying event for which leave is taken.

Eligibility is portable, meaning that it is not dependent on the length of time working for this Company so long as you meet the Covered Employee definition.

Qualifying Events and Benefit Amount

Benefit Amount

Benefits will be paid based on the reason for leave, as follows:

- Family Leave – Employees will receive up to twelve (12) weeks of leave per fifty-two (52) workweek period.
- Medical Leave – Employees will receive up to twelve (12) weeks of leave per fifty-two (52) workweek period.
- Parental Leave – Employees will receive up to twelve (12) weeks of leave per fifty-two (52) workweek period.
- Pre-natal Leave – Employees will receive up to two (2) weeks of leave per fifty-two (52) workweek period.

The amount of wage replacement benefits that employees are eligible to receive will depend on the employee's average weekly earnings, subject to maximum caps set by law. Please speak with a Corporate Human Resources Representative for additional information.

Eligible employees cannot receive payment for more than twelve (12) workweeks of paid leave benefits total in any fifty-two (52) workweek period, regardless of the number of qualifying leave events occurring during that period. There is one exception to this maximum total paid leave amount; an eligible employee may file a claim for paid pre-natal leave benefits, in addition to the twelve (12) workweek period above, so long as they do not receive a combination of qualifying pre-natal and medical leave exceeding fourteen (14) weeks of leave benefits. Eligible employees may receive payment for intermittent leave so long as the total amount of intermittent leave does not exceed the above leave amounts. Benefits for partial weeks of leave will be prorated.

Submitting a Claim

Eligible employees may submit a claim through the District of Columbia Department of Employment Services (DOES), for payment for any period during which they do not perform work because of a qualifying event.

Eligible employees may only receive paid leave benefits retroactively if they submit a claim within thirty (30) days following a qualifying event. However, the thirty (30) day period may be waived if an employee is unable to apply for benefits due to exigent circumstances as defined by law. For more information, please contact a Corporate Human Resources Representative.

Using Leave

Eligible employees may take leave in a single block of time or intermittently (in separate blocks of time). Employees who require intermittent leave must try to schedule their leave so that it will not unduly disrupt the Company's operations.

Accrued and unused paid leave provided in accordance with the Company's established paid leave policies will run concurrently with and supplement PFL benefits. The total amount of PFL and paid leave may not exceed 100% of the employee's regular pay. To the extent an employee is eligible for FMLA or DC FMLA leave for the same condition triggering PFL leave, the employee must use FMLA/DC FMLA leave and PFL concurrently. Consistent with District of Columbia law, employees who are eligible for both PFL and paid sick and safe leave are permitted to use their sick and safe leave in addition to (instead of concurrently with) PFL.

Notice

Employees who need to use PFL must provide the Company with written notice containing the type of leave requested, the expected duration, the expected start and end dates, and whether leave benefits will be used continuously or intermittently. If the leave is foreseeable, employees must provide written notice at least ten days in advance, or as early as possible, before the start of leave. If the leave is not foreseeable, an oral or written notification must be provided prior to the start of the work shift for which leave is being used. In an emergency, the employee, or another individual on behalf of the eligible individual, must notify the Company, either orally or in writing, within 48 hours of the emergency.

For information on District of Columbia Paid Family Leave, please contact a Corporate Human Resources Representative.

Reasonable Accommodations for Victims or Family Members of Victims of Domestic Violence, Sexual Offenses, or Stalking

The Company provides reasonable accommodations to employees who are victims or family members of victims of domestic violence, sexual offenses, or stalking as those terms are defined under applicable law, when such reasonable accommodations are required to ensure the employee's security and safety, unless doing so creates an undue hardship for the Company. For purposes of this policy, "Family Member" includes a spouse or domestic partner, parent of a spouse or domestic partner, children (including foster and grandchildren and children who live with an individual and for whom the individual permanently assumes and discharges parental responsibilities), spouses of children, parents, siblings and spouses of siblings, and other persons with whom an individual shares a residence, and has done so for the preceding 12 months, and with whom the individual maintains a committed relationship.

Reasonable accommodations under this policy may include:

- transfer or reassignment of job duties or position;
- modified schedule or leave;
- changed work station, telephone number, email address;
- lock installation
- assistance with documenting an incident of domestic violence, sexual offense, or stalking that occurred in the workplace; or
- implementation of another safety procedure in response to an actual or threatened incident of domestic violence, sexual offense, or stalking.

Additionally, discrimination or retaliation against an employee based on any of the following is prohibited:

- an employee attending, participating in, or preparing for (or requested leave to attend, participate in, or prepare for) a criminal, civil, or administrative proceeding related to an incident of domestic violence, sexual offense, or stalking;
- an employee seeking physical or medical health treatment or counseling related to an incident of domestic violence, sexual offense, or stalking; or

- an individual causing a disruption at the workplace or making a threat related to an incident of domestic violence, sexual offense, or stalking to an employee while the employee is at work or engaged in work-related activities.

The Company will take all reasonable steps to maintain confidential an employee's status as a victim or a family member of a victim of domestic violence, sexual offense, or stalking, including any related information that such employee provides to Human Resources or a member of management.

The Company prohibits interference with any rights under this policy or retaliation against an employee for requesting an accommodation or taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

Pregnancy Accommodation

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

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

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

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

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

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

The Company prohibits interference with any rights under this policy or retaliation against an employee for requesting an accommodation or taking time off under this policy. The Company will provide you with a notice of rights in accordance with this policy within ten (10) days of being notified of the pregnancy, or other covered condition. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

District of Columbia Family and Medical Leave

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

Employee Eligibility

To be eligible, employees must have been employed for at least twelve (12) consecutive or non-consecutive months, inclusive of holiday, sick or personal leave granted by the Company as part of its regular benefits, regardless of whether such leave is paid or unpaid, in the seven (7) years immediately preceding the date DCFMLA is to begin. Further, the employee must have worked at least 1,000 hours during the 12-month period described above.

Conditions Triggering Leave

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

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

The following conditions are considered to be serious health conditions:

- incapacities that last more than three consecutive calendar days and any related subsequent treatment or incapacity if it involves either two or more treatments by

health care providers within 30 days of the first day of incapacity unless extenuating circumstances exist (treatments by health care providers mean in-person visits to health care providers; the first (or only) visit must take place within 10 days from the first day of incapacity);

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

Definitions

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

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

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

Identifying the 24-Month Period

The Company measures the 24-month period in which leave is taken based on the employee's anniversary date.

Using Leave

Eligible employees may take family or medical leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule. Medical leave may be taken intermittently when medically necessary and family leave may be taken on a reduced leave schedule upon agreement between the Company and the employee, during

which the 16 workweeks of family or medical leave may be taken over a period not to exceed 24 consecutive workweeks. Intermittent leave is permitted at the same intervals as provided in the Company's other paid leave policies.

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

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

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

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

Use of Accrued Paid Leave

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

Maintenance of Health Benefits

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

Notice and Medical Certification

When seeking leave for medical reasons:

- if the need for the leave is foreseeable, employees must provide the Company with at least 30 days' notice of the need for leave; when the need for such leave is unforeseeable, employees must notify employers of the need for leave as soon as practicable prior to the date of when leave begins. If the need for medical leave is

foreseeable based on planned medical treatment or supervision, employees must provide the Company with at least 30 days' notice of the need for leave and make reasonable efforts to schedule such leave, which is subject to employees' health care provider, to avoid unnecessary disruption to Company operations.

When seeking family leave:

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

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

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

Job Restoration

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

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

For information on this leave policy, please contact a Corporate Human Resources Representative.

Wage Disclosure Policy

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

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

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

Outside Employment/ Non-Compete Agreements

The District of Columbia's Ban on Non-Compete Agreements Amendment Act of 2020 ("Act") limits the use of non-compete agreements. It allows employers to request non-compete agreements from highly compensated employees, as that term is defined in the Ban on Non-Compete Agreements Amendment Act of 2020, under certain conditions. Non-compete agreements include provisions between employer and employees that prohibit the employee from performing work or providing services for pay for another person or operating the employee's own business.

For purposes of this policy, a "highly compensated" employee is an employee who is reasonably expected to earn from the Company in a consecutive 12-month period, compensation greater than or equal to \$150,000; or whose compensation earned from the Company in the consecutive 12-month period preceding the date on which the proposed term of non-competition is to begin, is greater than or equal to \$150,000. The Company will notify you if you are determined to be a highly compensated employee.

The Company will not prohibit any non-highly compensated employee (as that term is defined under applicable law) from being employed by another person, performing work or providing services for pay to another person or operating the employee's own business.

Likewise, the Company does not retaliate and will not threaten to retaliate against any employee for refusal to agree to a non-compete provision; alleged failure to comply with a non-compete or a workplace policy prohibited by the Act; asking, informing or complaining about the existence, applicability or validity of a non-compete provision or a workplace policy the employee reasonably believes is prohibited by the Act; or requesting information required to be provided under the Act.

Employees are, however, expected to follow the Company's policies prohibiting disclosure of Company confidential, proprietary and sensitive information, including but not limited to client and customer lists, and trade secrets as defined by law. If you have questions, please contact a Corporate Human Resources Representative. If a Corporate Human Resources Representative is unable to answer your questions, you may also contact the District of Columbia Department of Employment Services (DOES).

FLORIDA ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

Civic Duties

Jury Duty

Unless otherwise required under applicable local law, leave for jury duty is unpaid.

Domestic and Sexual Violence Victim Leave

The Company provides unpaid leave, up to three (3) days during a 12-month period unless a different amount of leave is required under applicable county or city ordinances, to eligible employees who work at a Florida location with 50 or more employees and are victims of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence. Eligible employees have been employed with the Company for at least three months. Leave under this policy may be requested for the following:

- 1) to seek a court ordered-injunction for protection against domestic violence or cases of repeat, dating, or sexual violence;
- 2) to obtain: medical care or mental health counseling, or both, to address injuries resulting from the act(s) of domestic or sexual violence;
- 3) to obtain services from a victim-services organization such as a domestic violence shelter or rape crisis center;

- 4) to seek assistance in making the employee's homes secure from the perpetrator of acts of domestic violence or sexual violence or to seek new housing to escape perpetrators; or
- 5) to seek legal aid or prepare for and attend court-related proceedings arising from acts of domestic or sexual violence.

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

Employees must provide a Corporate Human Resources Representative with as much advance notice as possible of the need for leave under this policy. except where you or a family member is in imminent danger such that notice is not possible. When advance notice is not possible, employees should provide notice as soon as possible. Employees must also provide documentation, if the Company requests, establishing the need for domestic violence leave. Depending on the specific purpose of the leave request, employees may elect, or the Company may require employees taking leave under this policy to use accrued paid or unpaid leave (such as FMLA, personal leave, sick leave, vacation, or PTO) concurrently with some or all of the leave taken under this policy.

GEORGIA ADDENDUM

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

Civic Duties

Jury Duty

If you receive a call to jury duty, please notify your supervisor immediately and give a copy of your jury duty summons to your supervisor so that they may plan the department's work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees required to appear for jury duty will be paid their regular compensation, less any fees received for jury duty. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Voting Leave

In circumstances where employees find that their hours of employment make it impracticable to vote before or after work, either on the applicable election day or days designated for advance in-person voting, before or after work, the Company shall provide the employee a sufficient amount of time to vote. Employees may be entitled to up to a two-hour leave of absence in which to vote. Employees who will need a leave of absence to vote shall notify a Corporate Human Resources Representative prior to the day of an election or the day designated for advance in-person voting, as applicable. The Company may specify any time period, during which the polls are open, for the employee to leave work in order to vote.

Lactation Break/Accommodation

The lactation break/accommodation described in the Company Employee Handbook will be provided to employees working in Georgia.

Additionally, the Company will provide reasonable unpaid break time, or permit an employee to use paid break time, meal time, or both, each day to allow the employee to express breast milk for their nursing child. The Company will make reasonable efforts to provide a room or other location, other than a toilet stall, in close proximity to the working area where an employee can express breast milk in privacy.

The Company prohibits discrimination against employees who seek a break or accommodation under this policy.

Kin Care Leave

If you work at a Georgia location with 25 or more employees, and you regularly work thirty (30) or more hours each week, the Company permits you to use up to 5 days of any accrued paid sick time that you have available to care for an immediate family member.

For purposes of this policy, an immediate family member includes an employee's spouse, grandchildren, grandparents, parents, or dependents who appear on the employee's most recent tax return. For more information regarding this leave, or to request leave under this policy, employees should contact a Corporate Human Resources Representative.

Use of Handheld Electronic Devices While Driving for Work

In addition to the requirements set forth in the Company Employee Handbook regarding use of handheld electronic devices, wireless communication devices, or standalone electronic devices while driving for work, or as part of an employee's job duties, employees who work at a Georgia location are subject to the following requirements: while driving for work, or as part of an employee's job duties, employees are prohibited from using any part of their body to physically hold or support a wireless telecommunications or stand-alone electronic device. However, employees may use an earpiece, headphone device, or wristband device for necessary voice-based communications, so long as such device does not impair the employee's ability to hear while driving. Employees are also prohibited from watching videos or movies on wireless telecommunications or stand-alone electronic devices while driving.

Wireless telecommunications devices, for purposes of this policy, are defined as mobile phones, text messaging devices, personal digital assistants, standalone computers, GPS receivers, and substantially similar portable wireless devices that are used to initiate or receive communications, information, or data. Excluded from this definition are radios, CB radios, or CB radio hybrids; commercial two-way radio communications devices or equivalent devices; subscription-based emergency communications devices; prescribed medical devices; amateur or ham radio devices; and in-vehicle security, navigation, or remote diagnostics systems.

Standalone electronic devices, for purposes of this policy, are defined as devices, other than wireless telecommunications devices, that store audio or video data files for on-demand retrieval.

HAWAII ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

State Disability Insurance

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

Civic Duties

Voting

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

Leave for Organ and Bone Marrow Donors

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

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

For more information regarding this leave, please contact a Corporate Human Resources Representative.

Domestic and Sexual Violence Victim Leave

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

- (1) seek medical attention;
- (2) obtain services from a victim services organization;
- (3) obtain psychological or other counseling;
- (4) temporarily or permanently relocate;
- (5) take legal action (including preparation or participation in court proceedings); or
- (6) take other actions to enhance your health and safety, the health and safety of your children, and/or the health and safety of your coworkers and business associates.

Exhaustion of Other Leaves

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

Request for Leave

Your request for leave under this policy should first be verbally communicated to a Corporate Human Resources Representative. If you are requesting leave under this policy in order to seek medical attention, you must furnish a Corporate Human Resources

Representative with appropriate medical certification specifying the number of days needed, and the commencement and termination dates of the leave. If you are requesting leave for non-medical reasons, and the leave is fewer than 5 days, you must submit a written request for leave and submit your request to a Corporate Human Resources Representative no later than 1 day after you make your request for leave. If you are requesting leave for non-medical reasons, and the leave is for more than 5 days, in addition to submitting a written request, you must also submit either: (a) a signed written statement from your agent, victim's services volunteer, attorney or medical professional; or (b) a police or court record related to the violence.

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

Seniority and Benefits

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

Returning to Work

You must update a Corporate Human Resources Representative at least once a week regarding your intent to return to work. Employees returning from an approved leave under this policy will be reinstated to their original positions or similar positions of like status and pay.

Reasonable Accommodation

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

If you would like more information on leave under this policy, please contact a Corporate Human Resources Representative. All information provided about your situation will be kept confidential.

Reasonable Accommodation, Including Leave, for Pregnancy-Related Disability or Medical Condition

The Company provides eligible employees who are birthing parents with unpaid leave for disability caused by pregnancy, childbirth, or related medical conditions. A female employee can take a reasonable amount of pregnancy disability leave, as determined by

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

Additionally, the Company will provide reasonable accommodations for employees in connection with pregnancy-related disability or medical condition, provided the requested accommodations do not create an undue hardship for the Company.

The Company may request documentation from the employee's health care provider concerning the need for a reasonable accommodation or leave.

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

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

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

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

Employee Eligibility Under FMLA and HFLL

To be eligible for FMLA leave, you must:

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

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

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

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

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

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

HFL leave may be taken for the following reasons:

- Upon the birth of a child of the employee or the adoption of a child by the employee;
- To care for the employee's child, spouse or reciprocal beneficiary, parent, sibling, grandchild with a serious health condition (all terms will have the definitions set out in Haw. Rev. Stat. § 398-1); or
- Pursuant to Haw. Rev. Stat. § 398-1, to care for the employee's parent (including biological, foster, or adoptive parent, parent-in-law, step parent, legal guardian, grandparent, or grandparent-in-law) with a serious health condition.

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

Definitions

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

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

A "Covered Servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired

list, for a serious injury or illness. The term “serious injury or illness” means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

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

Identifying the 12-Month Period

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

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

Using Leave

Eligible employees may take FMLA and/or HFLL leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a Covered Servicemember, their injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Under FMLA, intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations.

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

Leave Coordination

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

Use of Paid Leave

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

Maintenance of Health Benefits

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

Job Restoration

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

Notice and Medical Certification

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

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

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

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Company's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA/HFLL leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company will require this certification to address whether you can perform the essential functions of your position.

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

Corporate Human Resources Representative prior to taking a leave to ensure your understanding of all of your obligations to the Company while on leave, such as reporting and verification obligations. Failure to comply with this policy may substantially affect your ability to return to work.

Employer Responsibilities

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

Failure to Return After FMLA or HFLL Leave

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

Fraud

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

Employer's Compliance with FMLA/HFLL and Employee's Enforcement Rights

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

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

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

Limited Nature of This Policy

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

IDAHO ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

ILLINOIS ADDENDUM

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

Equal Employment Opportunity

If you work at an Illinois location, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Illinois law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to their actual or perceived sex (including pregnancy, childbirth and related medical conditions); race (including traits associated with race, including hair texture and protected hairstyles such as braids, locks and twists); ancestry; order of protection status; arrest record (including criminal convictions that were ordered sealed, expunged, or impounded); criminal convictions unless permitted by applicable law; credit history; source of income; off-duty use of lawful products, including alcohol or tobacco (which does not include use which impairs the employee's ability to perform their duties in the workplace); registered qualifying medical marijuana patient; status as an organ donor; marital status; physical or mental disability; military status, including unfavorable discharge from military service; gender identity, genetic information; status as a victim of domestic violence, sexual violence, gender violence or other criminal violence; or any other protected status in accordance with all applicable federal, state, or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

If you work at an Illinois location, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Illinois law, the Company strictly prohibits all forms of unlawful harassment, which includes an individual's actual or perceived sex (including pregnancy, childbirth and related medical conditions); ancestry; order of protection status; arrest record (including criminal convictions that were ordered sealed, expunged, or impounded); criminal convictions unless permitted by applicable law; credit history; source of income; off-duty use of lawful products, including alcohol or tobacco (which does not include use which impairs the employee's ability to perform their duties in the workplace); registered qualifying medical marijuana patient; status as an organ donor; marital status; physical or mental disability; military status, including unfavorable discharge from military service; gender identity, genetic information; status as a victim of domestic violence, sexual violence, gender violence or other criminal violence; medical marijuana patient; status as an organ donor, marital status; physical or mental disability; military status, including unfavorable discharge from military service; sexual orientation; genetic information; or any other protected status in accordance with all applicable federal, state, or local laws.

To report discrimination, harassment, or retaliation, you may contact a Corporate Human Resources Representative.

If you are dissatisfied with the resolution of your concern, you have the right to avail yourself of the investigative and complaint procedures of the Illinois Department of Human Rights (IDHR) or other parallel agencies at:

- IDHR Chicago: James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601; Telephone: (312) 814-6200; TTY: (866) 740-3953; Fax: (312) 814-6251; Email: IDHR.Intake@illinois.gov.
- IDHR Springfield: 535 W. Jefferson Street, 1st Floor, Springfield, IL 62702; Telephone: (217) 785-5100; TTY: (866) 740-3953; Fax: (217) 785-5106; Email: IDHR.Intake@illinois.gov.
- Illinois Human Rights Commission: James R. Thompson Center, 100 West Randolph Street, Suite 5-100, Chicago, IL 60601; Telephone: (312) 814-6269; TTY: (866) 814-4760; Fax: (312) 814-6517;
- Equal Employment Opportunity Commission: 230 S. Dearborn, Chicago, IL 60604; Telephone: (312) 814-6200; TTY: (866) 740-39531-800-669-4000; Fax: (312) 588-1260

You may also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 or visit www.illinois.gov/dhr.

Business Expense Reimbursement

It is the Company's policy to reimburse employees for necessary business expenditures. "Necessary business expenditures" are necessary expenses or losses incurred by an employee within the employee's scope of employment that are directly related to the Company's business.

The Company is not responsible for expenses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless such theft was due to the Company's negligence.

Employees are not entitled to reimbursement if they fail to comply with this policy. To be considered for reimbursement, all expenses must be: (1) pre-approved, either specifically or generally for routine or recurring items, by the employee's supervisor; (2) within the employee's scope of employment and are directly related to the Company's business; (3) evidenced by an original receipt, regardless of amount, or if an original receipt is unavailable, a signed statement regarding such receipt; (4) submitted on the Company's business expense and travel form, if applicable; and (5) submitted no later than 30 days after the expense is incurred.

Any use of a personal vehicle for business purposes must be pre-approved by the employee's supervisor. The employee shall not be reimbursed for expenses associated with traffic or parking violations, as such expenses are not necessary business expenditures. Normal parking lot or metered parking expenses may qualify as necessary business expenditures. The approved use of a personal vehicle will be reimbursed at the current rate determined by the Internal Revenue Service on a per-mile basis. Employees are responsible for having a valid driver's license and maintaining required and necessary

insurance on their vehicles. Employees should ensure that their insurance coverage satisfies the state law in which they are driving.

If an employee is required to be out of town overnight on business, the Company will reimburse the employee for reasonable accommodation, meals, and transportation expenses. Specifically excluded from reimbursable business expenses are all expenses associated with personal activities and/or entertainment. Such expenses are not necessary business expenditures. Business-related entertainment expenses are reimbursable if those expenses comply with this and other Company policies and requirements and the employee's manager approved them in advance. No reimbursement will be allowed for any expense associated with any unlawful activity.

The Company reserves the right to revise or eliminate reimbursement policies at its discretion. The Company further has the exclusive right and discretion to determine whether any given expense is reimbursable pursuant to this policy.

Meal Periods

Except for certain exempt employees, all employees who work seven and a half (7.5) or more hours in a day are required to take a twenty (20) minute duty-free meal period beginning no later than five (5) hours after the start of their shift, and a second uninterrupted twenty (20) minute duty-free meal period beginning no later than twelve (12) hours after the start of their shift, should an employee work fifteen (15) consecutive hours in any given day. Employees are completely relieved of their job responsibilities during their meal periods. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Lactation Break

If you work at an Illinois location with five or more employees, an employee who needs to express breast milk for their infant child, during the first year after the child's birth, will be provided with reasonable break time each time the employee requires a lactation break, unless doing so would create an undue hardship. Such breaks may run concurrently with other break time, and such break time shall not reduce the employee's compensation for time spent expressing breast milk. The Company will also make a reasonable effort to provide the employee with the use of a private room or location, other than a bathroom or toilet stall, or other location in close proximity to the employee's work area, for the employee to express milk in private. The Company will not reduce an employee's compensation for the time used for the purpose of expressing breast milk or nursing a baby. Further, there will be no adverse personnel actions taken against employees who exercise, or attempt to exercise, their rights under this policy.

Employees should notify a Corporate Human Resources Representative to request time to express breast milk under this policy. The Company does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will cause an undue hardship to the Company.

Civic Duties

Jury Duty

In addition to the requirements set forth in the Company's Employee Handbook, employees who are summoned for jury duty are required to provide a copy of the summons for jury duty to a Corporate Human Resources Representative within ten (10) days of the date of issuance of the summons to the employee.

Voting Leave

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

Leave for Election Judges

If you work at an Illinois location with 25 or more employees, the Company provides employees who serve as appointed election judges unpaid leave on an election day. Employees requesting leave under this policy are required to provide at least twenty (20) days' written notice of the need for leave, including documentation demonstrating the appointment and the dates of the required service, to a Corporate Human Resources Representative.

Sick Leave

If personal sick leave benefits, including through a PTO policy, are available to you, you are permitted to use up to half of such benefits for absences due to an illness, injury, or medical appointment of your child, spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent ("Family Members"), on the same terms as you are able to use such benefit for your own illness or injury. You are also permitted to use such time if you are a victim of domestic violence, a sex offense, or trafficking in persons, or to care for a Family Member who is a victim of domestic violence, a sex offense, or trafficking in persons. The notice requirements of the applicable personal sick leave or PTO policy will apply to leave taken under this policy.

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

Illinois Paid Leave for All Workers ("PLAW")

The Company provides eligible employees with paid leave, in accordance with the Illinois Paid Leave for All Workers Act ("Act"), that can be used for vacation, sick leave, personal leave, and other purposes allowed by law. This policy applies to employees who are not covered by another local ordinance requiring paid time off, including ordinances

promulgated by the City of Chicago and Cook County. Eligible employees will begin accruing paid leave at the start of employment at a rate of one (1) hour of paid leave for every forty (40) hours worked, up to a maximum of forty (40) hours per 12-month period. The Company defines a 12-month period for purposes of this policy only as based on the the employee's anniversary date ("Benefit Year").

Employees may begin using paid leave after completing ninety (90) days of employment. Employees may use up to forty (40) hours of paid leave per Benefit Year. Employees may carry over up to forty (40) hours of paid leave from one Benefit Year to the next. Paid leave may generally be taken in a minimum increments of two (2) hours. However, if an employee's scheduled workday is less than two (2) hours, then the employee's scheduled workday will be used to determine the amount of paid leave to be used.

Paid leave can be used for any reason of the employee's choosing, including but not limited to vacation, sick leave, care of a family member, personal leave, or any other reason allowed by law.

All paid leave must be scheduled and approved by the Company. When the need for leave is foreseeable (such as for vacation), employees must request leave as far in advance as possible, no later than seven (7) days in advance. When the need for leave is unforeseeable (such as in the event of emergency), employees must request leave as soon as practicable. Requests may be made orally or in writing to Corporate Human Resources Representative. Employees must follow the Company's normal absence procedures for notifying the Company of any need for leave under this policy.

The Company will not interfere with, deny, or change an employee's work schedule (including work days or hours), to avoid provision or use of paid leave under this policy.

Payment of Paid Leave: Paid leave will normally be paid at the employee's regular rate of pay. The Company will maintain coverage under any group health plan, for the duration of the employee's paid leave, at no less than the leave and conditions of coverage that would have been provided if the employee had not taken paid leave. Please note, employees remain responsible for paying their portion of health care premiums while on leave.

End of Employment: The Company does not pay for unused leave under this policy at the end of employment, unless required to do so by law.

Interaction With Other Leaves: Employees may choose whether to use paid leave provided under this policy prior to using any other leave provided by the Company or applicable law. To the extent applicable, paid leave may run concurrent with leave provided under the Federal Family and Medical Leave Act and/or any other leave permitted by law.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or Issues regarding this policy, employees should contact Corporate Human Resources Representative or BBSI.

If you believe you have been subject to discrimination or retaliation for: (1) exercising any rights or attempting to exercise any rights under this policy or the PLAW; (2) opposing any practice which you believe to be in violation of the PLAW; or (3) supporting the exercise of the rights of another employee under the PLAW, and we are unable to resolve your concern, you may contact the Illinois Department of Labor, to file a complaint.

Victims Economic Security and Safety Act (“VESSA”) Leave and Reasonable Accommodations

Employees who are victims or are the family or household members of victims of domestic violence, sexual violence, gender violence, or a crime of violence (“VESSA events”) may take unpaid leave depending on the size of the Company during any twelve (12)-month period: up to 12 workweeks if the Company has at least 50 employees, 8 workweeks if the Company has 15-49 employees, and 4 workweeks if the Company has under 15 employees. VESSA leave runs concurrently with leave taken pursuant to the Family and Medical Leave Act (“FMLA”) if applicable. The employee may, but is not required to, substitute other available paid or unpaid forms of leave if available. When appropriate, reasonable accommodations (or leave) may be taken intermittently or on a reduced scheduled and shall be granted for the following purposes relating to VESSA events:

- To seek medical attention for or recover from physical or psychological injuries to the employee or employee’s family or household member;
- To obtain services from a victim services organization for the employee or employee’s family or household member;
- To obtain psychological or other counseling for the employee or employee’s family or household member;
- To participate in safety planning or other activities, including temporary or permanent relocation, or taking other actions to increase the safety of the employee or employee’s family or household member from future incidents or to ensure economic security; or
- To seek legal assistance or remedies to ensure the health and safety of the employee or employee’s family or household member, including preparation for civil or criminal legal proceedings.

Employees must provide at least forty-eight (48) hours’ advance notice of the need for leave unless providing such notice is not practical. Any information provided by the employee to the Company in connection with VESSA leave will be retained in the confidence as consented to in writing by the employee or required to be disclosed by applicable federal or state law. The Company may require certification of the need for leave.

Benefits will be maintained throughout leave; however, in certain circumstances, should the employee fail to return from leave, the Company may recover the premium it paid for maintaining such coverage.

Typically, an employee who takes VESSA leave will be restored to the same position upon return from leave or an equivalent position in terms of benefits, pay and other terms and

conditions of employment.

The Company will also make reasonable accommodation for relating to an employee's known limitations relating to them or their family or household member being a victim of a VESSA event, unless it causes an undue hardship on the Company. Any such requests for accommodation should be made using the process for Requests for Accommodation in the Handbook.

Please note that this policy does not create a right for employees to take unpaid leave that exceeds the unpaid leave time allowed under the leave time permitted by the federal Family and Medical Leave Act. To request leave under this policy, employees are required to contact A Corporate Human Resources Representative.

Bereavement Leave

If you work at an Illinois location with 50 or more employees, the Company provides up to 10 unpaid work days of bereavement leave to eligible employees to attend the funeral (or alternative to a funeral), to make arrangements necessitated by the death, or grieve the death of a child, stepchild, spouse, domestic partner, sibling, parent or step-parent, mother or father in-law, grandchild, or grandparent (collectively referred to as a "Covered Family Member"). Bereavement leave is also available to eligible employees for absences from work due to a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or an adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. In the event of the death of more than 1 child in a 12-month period, an eligible employee may take up to 6 weeks of bereavement leave during the 12-month period.

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

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

Leave taken under this policy must be completed within 60 days of the date on which the employee receives notice of the death of the Covered Family Member. Requests for bereavement leave should be made at least 48 hours in advance of the need for leave, unless providing such notice is not reasonable and practicable. The Company may require you to provide documentation supporting the need for leave. However, for a leave resulting from a miscarriage, stillbirth, failed adoption or other pregnancy related loss, the Company will not require that employees identify which category of event the leave pertains to.

Leave under this policy may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave, including paid leave, as permitted by state and

federal law. Please note that this policy does not create any right to take unpaid leave in excess of the unpaid leave time allowed under the unpaid leave time permitted by the federal Family and Medical Leave Act.

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

Blood Donation Leave

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

To request leave under this policy, employees are required to provide a Corporate Human Resources Representative with written verification of the purpose and length of the requested leave. For more information regarding this leave, see a Corporate Human Resources Representative.

School Visitation

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

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

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

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

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

Pregnancy Accommodation Leave

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

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

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

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

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

For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

Leave for Victims of Gender, Domestic and Sexual Violence

If you work at an Illinois location with up to 1 to 14 employees, the Company provides four (4) workweeks; if you work at an Illinois location with 15 to 49 employees, the Company provides eight (8) workweeks; and if you work at an Illinois location with 50 or more employees, the Company provides twelve (12) workweeks during any twelve-month period of unpaid time away from work to employees who are victims of gender, domestic or sexual violence, or who have family or household members who are victims of gender, domestic or sexual violence. When appropriate, leave under this policy may be taken intermittently or on a reduced schedule.

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

- (1) to obtain medical attention for physical or psychological injuries, or recover from such injuries caused to the employee or employee's family member;
- (2) to obtain services from a victim services organization for the employee or employee's family member;
- (3) to participate in safety planning, temporarily or permanently relocate, or take other actions to ensure the health and safety of the employee or the employee's family member, or to ensure economic security;
- (4) to seek legal assistance or remedies, including preparing for or participating in any civil or legal proceeding to ensure the health and safety of the employee or employee's family member; or
- (5) to obtain psychological counseling for the domestic violence or sexual assault.

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

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

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

Volunteer Emergency Worker Leave

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

For purposes of this policy, “volunteer emergency worker” means a person who does not receive monetary compensation for their services and meets the requirements for volunteer status under 29 CFR section 553.106 and applicable DOL Opinion Letters (August 7, 2006 and November 10, 2005), and is a member of a fire department for a fire protection district, municipality, or other government unit, but not on a full-time, career basis, including a volunteer firefighter, Emergency Medical Technician (licensed as an EMT-B, EMT-I, or EMT-P under the Emergency Medical Services (EMS) Systems Act), a volunteer ambulance driver or attendant, or a volunteer "First Responder", as defined in Sec. 3.60 of the EMS Systems Act, to a fire department, fire protection district, or other governmental entity and who does not work in one of these capacities for any other fire department, fire protection district, or governmental entity for monetary compensation.

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

The Company may request employees taking leave under this policy to provide written verification from the supervisor or acting supervisor of the volunteer fire department or emergency medical services that the employee served as a volunteer emergency worker and the time of duty. The Company encourages employees to take leave under this policy, if such leave is applicable, and the Company prohibits retaliation against employees for requesting or taking leave under this policy.

For more information regarding this leave, see a Corporate Human Resources Representative.

Volunteer Fire Protection Trustee Leave

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

Illinois Service Member Employment and Reemployment Rights

The Company provides protection and benefits for eligible employees who leave their employment to serve the country and the State of Illinois. Under this policy, eligible employees include the following: (1) all members of the Armed Forces of the United States, whether active duty or reserve, including the National Guard when performing state duty; (2) all members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties in support of an emergency; and (3) members who are released from military duty with follow-on care by the Department of Defense.

Eligible employees must contact a Corporate Human Resources Representative in advance of any pending service under this policy, unless military necessity makes such notice impracticable.

An eligible employee who is absent on military leave shall, minimally, for the period of the military leave, be credited with the average of the efficiency or performance evaluations received for the three years immediately before the absence for military leave. Additionally, the evaluation shall not be less than the rating that they received for the period immediately prior to their absence on military leave. In computing seniority and service requirements for promotion eligibility or any other benefit of employment, the period of military duty shall be counted as civilian service. This paragraph does not apply to probationary periods.

The Company prohibits discrimination or retaliation against any employee for exercising any rights under this policy.

Family Military Leave

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

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

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

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

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

For more information regarding this leave, see a Corporate Human Resources Representative.

Personnel Records

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

INDIANA ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

Lactation Break

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

Civic Duties

Jury Duty

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

Family Military Leave

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

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

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

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

Volunteer Firefighter and Emergency Medical Service Leave

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

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

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

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

Leave under this policy is subject to the business needs of the Company. For more information regarding this leave, please contact a Corporate Human Resources Representative.

IOWA ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

Civic Duties

Voting Leave

The Company provides up to two (2) hours of paid time off to eligible employees who do not otherwise have three consecutive non-working hours between the opening and closing of the polls on an election day in which to vote. To request leave under this policy employees must notify a Corporate Human Resources Representative as soon as possible, and no later than on the day prior to an election day, of the need for leave. The Company, in its sole discretion, will determine the hours which employees may use for time off under this policy, and employees should provide a copy of their voter's receipt upon return to work.

Maternity Leave

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

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

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

Volunteer Emergency Services Leave

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

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

Veterans Day Leave

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

Personnel Records

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

Military Leave

In addition to the military leave provisions in the Company's Employee Handbook, employees who work at a location in Iowa may take military leave for required active duty

or training service if they are members of another state's National Guard or regular, reserve, or auxiliary members of the U.S. Coast Guard.

KANSAS ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

Civic Duties

Voting

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

Domestic and Sexual Violence Leave

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

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

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

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

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

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

Pregnancy Disability Leave

If you work at a Kansas location with 4 or more employees, the Company provides a reasonable unpaid leave for employees who are birthing parents for disabilities relating to pregnancy, miscarriage, abortion, childbirth, or recovery therefrom. Employees requesting leave under this policy should provide an appropriate medical certification indicating the start time for the leave, the reason for the leave, and the anticipated date of return from leave. Additionally, employees should provide updated and appropriate medical certifications to support additional requests for leave under this policy. Employees returning from leave under this policy will be returned to their same or similar position in accordance with state law. A reduced work schedule or transfer to a less strenuous or hazardous position may be available if such a transfer is medically advisable. Medical insurance may be continued during the leave in accordance with employee eligibility and the applicable Plan Document, or applicable provisions of federal and state law. For more information regarding this leave contact a Corporate Human Resources Representative.

KENTUCKY ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

Meal Periods

The Company provides all full-time non-managerial and other non-exempt employees with a thirty (30) minute duty-free meal period, which should be taken between the third and fifth hour of work. During their meal periods, employees are completely relieved of their job responsibilities, and employees are required to clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. The Company's policy is to relieve employees of job responsibilities and duties during their meal periods, with employees being at liberty to use the meal period time as they wish. The Company schedules work assignments with the expectation that employees will take their duty-free meal periods, and we encourage you to do so. At no time may employees perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Rest Periods

The Company provides all full-time non-managerial and other non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked, which

should be taken so far as practicable in the middle of each work period. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

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

Civic Duties

Voting

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

Election Officer Leave

The Company provides unpaid leave to employees serving as election officers training or to serve on an election day. Proper documentation of the appointment and the dates of the required service must be furnished to a Corporate Human Resources Representative by the requesting employee at least seven days before the expected absence.

Pregnancy Accommodation and Leave

If you work at a Kentucky location with 15 or more employees, the Company, consistent with state law, will provide reasonable accommodations, to enable such employees to continue performing the essential functions of their jobs or to enable them to enjoy all the benefits of employment. The specific accommodation offered will depend on the specific facts and circumstances of the employee's job and any actual limitations. Possible reasonable accommodations may include unpaid leave, for pregnancy-related, or childbirth-related conditions, including lactation and the need to express breast milk. Reasonable accommodations include reasonable modifications or adjustments to the work environment, or to the manner or circumstances under which the affected employee performs their regular job duties, that enable the affected employee to perform the essential functions of their position, and may include, but are not limited to:

- more frequent or longer breaks;
- private non-bathroom space for expressing breast milk and breastfeeding;
- seating;
- assistance with manual labor;

- light duty;
- temporary transfer to a less strenuous or hazardous position;
- the provision of an accessible worksite;
- acquisition or modification of equipment;
- job restructuring;
- part-time or modified work schedule;
- appropriate adjustment or modifications of examinations, training materials, or policies;
- reassignment to a vacant position; and
- time off to recover from childbirth or conditions related to childbirth.

The Company will engage with the employee in a timely, good-faith, interactive process to determine what accommodations would be effective and reasonable.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law. For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

Unpaid Adoption Leave

The Company provides employees who do not otherwise qualify for adoption leave under the provisions of the FMLA with unpaid leave of up to six (6) weeks for the reception of an adopted child under the age of ten (10). Additionally, the Company will extend the same leave entitlements to employees who are adoptive parents that are extended to employees who are birth parents. Employees requesting leave under this policy should submit their request in writing and should speak directly with a Corporate Human Resources Representative for further information.

Disaster and Emergency Services Leave

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

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

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

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

For more information regarding this leave, please contact a Corporate Human Resources Representative.

LOUISIANA ADDENDUM

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

Equal Employment Opportunity

If you work at a Louisiana location with twenty or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Louisiana law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to natural, protective, or cultural hairstyles (including afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, or hair styled to protect hair texture or for cultural significance), sickle cell trait, and for all Louisiana locations, tobacco use or non-use during non-working hours, or any other protected status in accordance with applicable federal, state, or local laws.

Civic Duties

Jury Duty

Employees summoned for jury duty will receive their regular wages for the first day of service. Thereafter, the Company provides unpaid leave for jury duty service. Employees should provide reasonable advance notice of a jury duty summons. Employees who are released from jury duty during regular working hours are generally expected to contact a Corporate Human Resources Representative and report to work if so requested. Upon return to work, employees should submit appropriate documentation of their jury duty service.

School Visitation Leave

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

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

Leave for Genetic Testing or Preventative Cancer Screening

The Company provides one unpaid day of leave for an employee to obtain genetic testing or preventative cancer screening when medically necessary. Employees need to provide at least fifteen (15) days' notice and make a reasonable effort to schedule the leave so as

not to unduly disrupt the Company's operations. Employee taking leave under this policy may use any available paid time off. The Company may require employees to provide supporting documentation confirming the procedure.

Leave for Bone Marrow Donation

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

Pregnancy-Related Accommodations

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

- allowing more frequent or longer break periods;
- allowing more frequent restroom, food, and water breaks;
- providing or modifying equipment or seating;
- providing a private place, other than a bathroom stall, for the purpose of expressing breast milk;
- placing limitations on lifting;
- temporary transfer to a less strenuous or less hazardous position;
- job restructuring;
- light duty work, if available;
- assistance with manual labor; or
- modified work schedules.

Employees should speak directly with a Corporate Human Resources Representative to request an accommodation under this policy.

Pregnancy Disability Leave Of Absence

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

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

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

Employees should speak directly with a Corporate Human Resources Representative prior to taking a leave or when requesting a temporary accommodation under this policy to ensure understanding of their obligations to the Company such as reporting and verification obligations.

Emergency Response Leave

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

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

Additionally, employees who are disabled while serving as a first responder may seek a reasonable accommodation in accordance with applicable state law.

MAINE ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Maine law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to actual or perceived race (including traits associated with race, including hair texture, Afro styles and protective hairstyles such as braids, twists, and locks), gender identity or expression, tobacco use during non-working hours, status as a registered qualifying medical marijuana patient or registered primary caregiver, ancestry, genetic information and testing, or a relationship or association with a member of a protected class, or a perceived membership in a protected class, or any other protected status in accordance with all applicable federal, state, or local laws.

Policy Against Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Maine law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of actual or perceived race (including traits associated with race, including hair texture, Afro styles and protective hairstyles such as braids, twists, and locks), gender identity or expression, tobacco use during non-working hours, status as a registered qualifying medical marijuana patient or registered primary caregiver, ancestry, pregnancy or related medical conditions, any previous workers' compensation claims, reporting of or refusal to commit illegal acts, or any other protected status in accordance with all applicable federal, state, or local laws. As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, gender identity and expression, transgender, and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

- physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex;
- verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body including remarks that a male is too feminine, or a female is too masculine; and
- intentionally and repeatedly referring to an individual by a pronoun inconsistent with their gender identity.

We encourage our employees to file a complaint of harassment using the Company's complaint procedure. However, employees who report potential violations of this policy and are dissatisfied with the resolution of their concern, may file a complaint by visiting, writing, or calling the Maine Human Rights Commission, 51 State House Station,

Augusta, Maine 04333-0051, (207) 624-6050 (voice), (207) 624-6064 (TTY). Complaints must be filed within 300 days of the alleged policy violation.

Meal Periods

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

No manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to a Corporate Human Resources Representative.

Lactation Accommodation

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

Pregnancy Accommodation and Leave

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

- more frequent or longer breaks;
- seating;
- assistance with manual labor;
- light duty;
- temporary transfer to a less strenuous or hazardous position;
- the provision of an accessible worksite;
- temporary modification of a work schedule; and
- provisions for lactation.

The Company will engage with the employee in a timely, good-faith, interactive process to determine what accommodations would be effective and reasonable. If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state

and federal law. For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

Leave for Victims of Violence

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

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

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

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

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

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

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

Paid Leave

The Company provides paid leave benefits to all employees. Employees will accrue one (1) hour of paid leave for every 40 hours worked, up to a maximum accrual of 40 hours in a 12-month period. The Company defines a 12-month period for purposes of this policy only as running from the employee's anniversary date. After successfully completing 120 days of employment, employees may use available paid leave. Employees are limited to using no more than 40 hours of available paid leave during each 12-month period. Employees may not accrue more than 40 hours of paid leave

under this policy during each 12-month period, and a maximum of 40 hours of accrued, unused paid leave will carry over at the end of each 12-month period. Employees must use paid leave in increments of at least one hour. To the extent required under applicable law, the Company will pay out earned unused paid leave under this policy upon separation from employment. If an employee is re-hired within a year of separation from employment, any previously-accrued unused paid leave under this policy will be reinstated.

Leave under this policy may be used for any reason, including emergencies, illness, sudden necessity, or planned vacation.

Employees requesting time off under this policy for vacation reasons must provide at least two weeks advance notice. Additionally, the Company reserves the right to deny requests for vacation time for operational or business needs.

Employees requesting time off for other reasons must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for paid leave is unforeseeable, employees must provide notice as soon as practicable. Employees may provide notice of the need for time off under this policy orally, in writing, or by electronic means.

In many instances, the Company's Sick/PTO policy may be more generous than what is required under Maine law, and therefore fulfill the requirements of this policy. Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the Family and Medical Leave Act.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

Family Sick Leave

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

Leave for Emergency Medical Service Providers and Search-and-Rescue Volunteers

The Company provides employees who are firefighters or emergency medical services persons, as defined under applicable law ("emergency medical service personnel") reasonable and necessary unpaid leave to respond to emergencies consistent with state and federal law. Similarly, the Company provides reasonable and necessary unpaid

leave to employees who are search-and-rescue volunteers (certified in search and rescue practices and procedures by a recognized organization) when responding to a request from a law enforcement agency for search-and-rescue volunteer services. An employee who takes leave under this policy should provide the Company with a written statement from the supervisor of the employee's department, squad, or agency stating that the employee responded to an emergency and listing the time and date of the emergency.

For more information regarding this leave, please contact a Corporate Human Resources Representative.

Extreme Public Health Emergency Leave

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

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

For more information on policy please contact a Corporate Human Resources Representative.

Maine Family Medical Leave

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

Eligibility for Leave

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

The Company provides leave under this policy as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within applicable law. For more information on policy please contact a Corporate Human Resources Representative.

Other Leave

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

Types of Leave Covered

An eligible employee will be granted Maine Family Medical leave:

- For the birth of the employee's child or the employee's domestic partner's child;
- For the placement of a child sixteen (16) years of age or younger for adoption with the employee or the employee's domestic partner;
- To take care of the employee's child, domestic partner's child, sibling, parent, spouse or domestic partner with a serious health condition;
- For the serious health condition of the employee;
- For the donation of an organ of the employee for a human organ transplant; or
- For the death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child, while on active duty as a member of the military forces.

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

1. Inpatient care in a hospital, hospice, or residential medical care facility; or
2. Continuing treatment by a health care provider.

Intermittent Leave

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

Maintenance of Health Benefits

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

Returning From Leave

Upon returning from leave under this policy, employees will typically be restored to their

original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Requests for Leave

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

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

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

Use of Accrued Paid Leave

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

Maine Family Military Leave

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

Eligibility for Leave

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

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

The Company provides leave under this policy as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within the applicable law.

Other Leave

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

Use of Leave

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

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

Maintenance of Health Benefits

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

Returning From Leave

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

Requests for Leave

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

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

Use of Accrued Paid Leave

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

Leave for Volunteer Firefighters

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

Personnel Records

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

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

Military Leave

In addition to the military leave provisions in the Company's Employee Handbook, employees who work at a location in Maine and who are veterans of any military branch shall be permitted to take unpaid time off to attend a scheduled appointment at a medical facility operated by the United States Department of Veterans Affairs, so long as the employee provides notice of the appointment to the Company as soon as reasonably possible. Employees will be permitted to use accrued paid leave concurrently with some or all of the leave taken under this policy. To use paid leave, employees should comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

MARYLAND ADDENDUM

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

Equal Employment Opportunity

If you work at a Maryland location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Maryland law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture afro hairstyles, and protective hairstyles, including braids, locks, and twists) ancestry, marital status, genetic information, gender identity or expression, credit history, veterans of the Commissioned Corps of the U.S. Public Health Service or the National Oceanic and Atmospheric Administration, members of the civil air patrol, or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment

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

Civic Duties

Jury Duty

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

Voting

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

Shift Breaks and Meal Periods

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

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

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

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

Sick Leave

The Company provides paid sick leave to employees who regularly work at least 12 hours per week at a Maryland location with 15 or more employees. Employees who regularly work at least 12 hours per week at a Maryland location with less than 15 employees are eligible for unpaid sick leave under this policy. Eligible employees will accrue one hour of sick leave for every thirty (30) hours worked during each 12-month period, up to a maximum accrual of forty (40) hours. The Company defines a 12-month period for purposes of this policy only as based on the the employee's anniversary date.

Employees do not earn sick leave time during: (1) a two-week pay period in which the employee works fewer than 24 total hours; (2) a one-week pay period if the employee worked fewer than a combined total of 24 hours in the current and preceding pay period;

or (3) a pay period in which the employee is paid twice per month and the employee worked fewer than 26 hours in the pay period.

After successfully completing 106 days of employment, eligible employees may use paid sick leave for the purposes described below, and employees may not use more than sixty-four (64) hours of paid sick leave in a single 12-month period. Sick leave cannot be taken in increments of less than four (4) hours. Any accrued, unused time under this policy, up to a maximum accrual of 64 hours, will carry forward into the next 12-month period. Employees may not maintain more than a maximum of 64 hours of accrued paid sick leave under this policy at any given time.

Leave under this policy may be used in connection with the care or treatment of the employee's mental or physical illness, injury, or condition; obtaining preventative medical care for the employee or the employee's Family Member; caring for a Family Member with a mental or physical illness, injury, or condition; maternity or paternity leave. Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking, or has a Family Member who is a victim of domestic violence, sexual assault, or stalking, for the purpose of seeking aid or medical attention, obtaining services or counseling, or participating in safety planning.

For purposes of this policy only "Family Member" is defined under Maryland Code section 3-1301(G), and including, without limitation a spouse, child, parent, grandparent, grandchild, sibling, or legal guardian. Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for paid sick leave is unforeseeable, employees must provide notice as soon as practicable. The Company reserves the right to request verification of absence taken under this policy, as permitted under applicable law. Accrued, unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the Company within 37 weeks of separation will have any unused paid sick leave accrued under this policy reinstated.

In many instances, the Company's Sick/PTO policy may be more generous than this policy. Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the Family and Medical Leave Act or similar state laws.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for requesting or taking time off under this policy in accordance with applicable law. Further, the Company will not take adverse action against an employee for making a complaint, bringing an action, or testifying in an action related to paid sick leave. An employee who believes that the Company has violated this policy may file a written complaint with the Commissioner of Labor and Industry ("Commissioner") or bring civil suit. However, an employee may not in bad faith: (1) file a complaint with the Commissioner alleging a violation of paid sick leave laws; (2) bring an action relating to paid sick leave; or (3) testify in an action relating to paid sick leave.

Flexible Family Leave

If you work at a Maryland location with 15 or more employees, you may use accrued, unused paid time off (e.g., vacation, PTO, sick time) to care for an immediate family member due to an illness. For purposes of this policy, an immediate family member includes a child, spouse, or parent. Employees who have accrued more than one type of paid time off may elect the type and amount of paid time off to be used. Employees will not be permitted to take advances on their paid time off for purposes of this policy. To use paid leave under this policy, eligible employees should comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.). The Company encourages employees to take leave under this policy and prohibits interference with any rights under this policy or retaliation against an employee for requesting or taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

Pregnancy Accommodation Leave

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

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

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

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

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

For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

Adoption Leave

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

Parental Leave

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

Employee Eligibility

To be eligible for MPLA leave, you must:

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

Conditions Triggering Leave

MPLA leave may be taken for the following reasons:

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

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

Identifying the 12-Month Period

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

Use of Accrued Paid Leave

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

Maintenance of Health Benefits

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

Notice

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

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

Employer Responsibilities

To the extent required by law, the Company will inform employees whether they are eligible under the MPLA. Should an employee be eligible for MPLA leave, the Company will provide them with a notice that specifies any additional information required as well as the employee’s rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. The Company will also inform employees if leave will

be designated as MPLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not MPLA-protected, the Company will notify the employee.

Job Restoration

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

Failure to Return After MPLA Leave

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

Other Employment

While on a leave of absence, employees are prohibited from holding other employment, including self-employment, when such employment was not held immediately prior to the start of the leave. In other words, an employee who has another job in addition to the employee's job with the Company may continue working that job while on leave from the Company if medically able to do so, but such an employee may not seek and hold other employment to replace the employee's employment with the Company while on leave. This policy remains in force during all leaves of absence including MPLA leave and may result in disciplinary action, up to and including immediate termination of employment.

Fraud

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

Compliance with MPLA and Employee Rights

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

Limited Nature of This Policy

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

Bone Marrow and Organ Donation Leave

If you work at a Maryland location with 15 employees, the Company provides leave for eligible employees with unpaid leave for purposes of allowing the employee to serve as a bone marrow or organ donor. To be eligible, employees must have completed at least one (1) year of continuous employment and must have worked at least 1,250 hours in the previous year. Eligible employees will be provided with up to sixty (60) days of unpaid leave in any twelve (12) month period to serve as an organ donor. Similarly, eligible employees will be provided with up to thirty (30) days of unpaid leave in any twelve (12) month period to serve as a bone marrow donor. The Company may request that employees requesting leave under this policy provide a written physician verification of the medical necessity for leave.

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

Employees may choose to use accrued paid leave (such as vacation, or PTO), concurrently with leave under this policy. To do so, eligible employees must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.). While on leave, the Company will maintain health care coverage in the same manner as if the employee had continued working. Leave provided will not be considered a break in service for purposes of salary adjustments, sick leave, vacation, paid time off, annual leave, or seniority, to the extent applicable.

Upon return from leave, the employee will be returned to their same or an equivalent position. The Company prohibits discrimination or retaliation against any employee for requesting or using leave pursuant to this policy. Leave provided pursuant to this policy may run concurrent with leave provided under the federal Family and Medical Leave Act. For more information, or to request leave under this policy, please contact a Corporate Human Resources Representative.

Emergency Services Leave

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

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

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

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

Family Military Leave

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

Wage Disclosure Protection

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

Nothing in this policy permits an employee to discuss or disclose the wages of another employee without that employee's prior permission unless doing so is in response to a complaint or charge or in furtherance of an investigation, proceeding, hearing, or legal action, including an investigation conducted by the Company. Further, employees are not permitted to disclose proprietary information, trade secret information, or information that is otherwise subject to legal privilege or protection or to disclose wage information to a competitor of the Company without the prior written consent of the Company. Additionally, nothing in this policy requires the Company or an employee to disclose wages in response to an inquiry by another employee. Nothing in this policy will be interpreted, applied or enforced in a manner that interferes with, restrains or coerces employees in the exercise of their Section 7 rights under the National Labor Relations Act.

MASSACHUSETTS ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment and Discrimination

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

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

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

If you feel that you are being harassed in violation of this policy by another employee, supervisor, manager or third party doing business with the Company, you should immediately contact a Corporate Human Resources Representative. Additionally, you may contact one of the following agencies:

Massachusetts Commission Against Discrimination:

- Boston Office, One Ashburton Place, Room 601, Boston, MA 02108-1518, (617) 994-6000 (voice), (617) 994-6196 (TTY);
- Springfield Office: 436 Dwight Street, Room 220, Springfield, MA 01103, (413) 739 2145.

Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 15 Sudbury Street, Room 475, Boston, MA 02203-0506, (800) 669-4400 (voice), (800) 669-6820 (TTY). Complaints must be filed within 300 days of the adverse action.

Meal Breaks

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

Civic Duties

Jury Duty

If you receive a call to jury duty, please notify a Corporate Human Resources Representative immediately that we may plan the department's work with as little disruption as possible. The Company will pay employees their regular wages for the first three days of juror service.

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

Voting Leave

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

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

Veterans' Day/Memorial Day Leave

If you work at a Massachusetts location and are a veteran, you may take one day of unpaid leave on Veterans' day to observe that holiday. Additionally, employees who are veterans or members of a department of war veterans organization and desire to participate in a Veterans Day or Memorial Day exercise, parade, or service, may take reasonable and necessary leave to participate in such services in the employee's community of residence. Employees are required to provide reasonable advanced notice of leave, and employees may use accrued, unused vacation or PTO in lieu of unpaid leave under this policy.

Paid Family and Medical Leave

The Company provides paid family and medical leave benefits to eligible employees as required by Massachusetts law. Eligible employees are permitted to take paid family leave

and medical leave for their own medical issues as described below, and eligible employees are also able to take paid medical leave to address a family member's medical issues as well. These benefits provide employees with a partial wage replacement when an employee is unable to work because of family, medical and/or parental needs. Contributions are funded through payroll deductions.

Definitions

As used in this policy, the following definitions apply:

“Benefit Year” means the period of fifty-two (52) consecutive weeks beginning on the Sunday immediately preceding the first day that job-protected leave starts.

“Child” means a biological, adopted or foster child, a stepchild or legal ward, a child to whom the employee stands in loco parentis.

“Family Member” means a child (biological, adopted, foster, step, legal ward, or child to whom the employee stands in loco parentis), spouse, domestic partner, parent or parent of a spouse or domestic partner, a person who stood in loco parentis to the employee when the employee was a minor child, a grandchild, grandparent, or sibling of the employee.

Benefit Amount

Following a qualifying period consisting of the first seven (7) calendar days of leave, benefits will be paid based on the reason for leave, as follows:

1. Family Leave for Birth or Adoption: Employees will receive up to twelve (12) weeks of leave per Benefit Year for the birth, adoption, or foster care placement of a child, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces.
2. Family Leave for a Service Member: Employees will receive up to twenty-six (26) weeks of leave per Benefit Year for the care of a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious health condition relating to the family member's military service.
3. Employee Medical Leave: Employees will receive up to twenty (20) weeks of leave per Benefit Year for their own serious health condition that incapacitates the employee from working.
4. Family Medical Leave: Employees will receive up to twelve (12) weeks of leave per Benefit Year for the care of a family member with a serious health condition.

During the qualifying period, employees may use any paid sick leave, vacation time, or other paid time off available.

Eligible employees cannot receive payment for more than twenty-six (26) weeks of leave, in the aggregate, of paid family and medical leave in a single Benefit Year.

Scheduling Leave

Employees must provide at least thirty (30) days' notice to the Company of the anticipated start date of any leave, the anticipated length of leave, and the expected date of return.

Employees who are unable to provide thirty (30) days' notice due to circumstances beyond their control are required to provide notice as soon as practicable.

Health Benefits

The Company will maintain the employee's existing health benefits for the duration of such leave as if the employee had continued to work, from the date the employee commenced leave until the date they return to employment. The employee will be responsible for covering their portion of health insurance premiums while out on leave.

Further, taking leave under this policy will not affect an employee's ability to accrue vacation time, sick leave, bonuses, advancement, seniority, length-of-service credit or other employment benefits, plans or programs.

Family and Medical Leave Act

This leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave, to the extent permitted by law.

Return From Leave

At the end of leave, employees will be returned to their former position or a position equivalent in status and pay.

No Discrimination or Retaliation

The Company does not discriminate or retaliate against employees for taking or requesting paid leave benefits in accordance with law. Supervisors and managers are prohibited from discriminating or retaliating against employees for taking or requesting benefits under this policy.

Additional Information

The Company will provide employees with additional information regarding paid family and medical leave benefits, including instructions on how to file a claim for benefits, at the commencement of employment and upon any qualifying request for leave.

Paid Sick Leave

If you work at a Massachusetts location with eleven or more employees, the Company provides up to forty (40) hours of paid sick leave per calendar year. If you work at a Massachusetts location with less than eleven employees, the Company provides up to forty (40) hours of unpaid sick leave per calendar year.

This policy covers exempt, part-time, and temporary employees. Employees must have been employed for 90 days before they can begin using their accrued sick leave, even though they actually begin accruing the leave itself at the commencement of employment.

Eligible employees will accrue one (1) hour of sick leave for every 30 hours worked during each 12-month period. The Company defines a 12-month period for purposes of this policy only as based on the employee's anniversary date. After successfully completing 90

days of employment, eligible employees may begin to use sick leave for the purposes described below, as it is accrued up to a maximum of 40 hours during each 12-month period. A maximum of 40 hours of accrued unused sick leave will carry over at the end of each 12-month period. However, accrued unused time under this policy has no monetary value and is not paid out at the time of separation from employment.

Leave under this policy may be used in connection with the following:

- 1) to care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
- 2) to care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- 3) to attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse;
- 4) to address the psychological, physical or legal effects of domestic violence, as that term is defined in Mass. Gen. Laws, ch. 151A, section 1(g-1/2); or
- 5) travel to and from an appointment, a pharmacy, or other location related to the purpose for which time was taken.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, employees must provide notice as soon as practicable.

The Company may require appropriate certification of leave under this policy when a leave: 1) exceeds 24 consecutively scheduled work hours; 2) exceeds 3 consecutive work days; 3) occurs within 2 weeks prior to an employee's final scheduled day of work before termination (except in the case of temporary employees); or 4) occurs after 4 unforeseeable and undocumented absences within a 3-month period. However, the Company will not delay or deny additional leave or delay or deny pay for leave taken under this policy if appropriate certification is not provided.

In many instances, the Company's Sick/PTO policy may be more generous than what is required under Massachusetts law, and therefore fulfill the requirements of this policy. Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the Family and Medical Leave Act.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact their BBSI Representative.

Pregnancy Accommodation Leave

The Company, consistent with state law, will provide reasonable accommodations for pregnancy-related, or childbirth-related conditions provided such accommodations do not

impose an undue hardship on the business. Reasonable accommodations include reasonable modifications or adjustments to the work environment, or to the manner or circumstances under which the affected employee performs their regular job duties, that enable the affected employee to perform the essential functions of their position, and may include, but are not limited to:

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

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

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

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

For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

Lactation Break/Nursing Parent's Rest Period

In addition to the provisions of the Lactation Break policy in the Company's Employee Handbook, the Company allows an employee who is a nursing parent to breast-feed their baby in any location in which they are authorized to take their rest period and certain

precautions may be taken to maintain the privacy of the employee and any business necessity of the Company.

Parental Leave

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

- 1) To prepare for or participate in the birth of a child;
- 2) To prepare for or participate in the adoption of a child under the age of eighteen;
- 3) To prepare for or participate in or the adoption of a child under the age of twenty-three if the child is mentally or physically disabled; or
- 4) To care for a newly born or newly adopted child.

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

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

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

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

Leave under this policy will not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which they were eligible, or any other advantages or rights of their employment incident to their employment position as of the date their leave commenced.

While on a leave of absence, employees are prohibited from holding other employment, including self-employment, not held immediately prior to the start of the leave. In other words, an employee who has another job in addition to the employee's job with the

Company may continue working that job while on leave from the Company if medically able to do so, but such an employee may not seek and hold other employment to replace the employee's employment with the Company while on leave. This policy remains in force during all leaves of absence, including leave under this policy, and violation may result in disciplinary action, up to and including immediate termination of employment.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. You should speak directly with a Corporate Human Resources Representative prior to taking a leave under this policy to ensure your understanding of all of your obligations to the Company while on leave, such as reporting and verification obligations.

Domestic Violence Leave

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

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

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

If the need for leave is foreseeable employees should provide as much advance notice of the need for leave as possible. When advanced notice is not possible, for example in cases of imminent danger to the health or safety of an employee or the employee's family member, employees should provide as much advanced notice as possible. Such notice may be given by the employee, a family member of the employee, or another person on the employee's behalf. Please contact a Corporate Human Resources Representative for more information regarding leave under this policy.

School Activities and Small Necessities Leave

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

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

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

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

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

Leaves under this policy are generally subject to all the provisions of our Family and Medical Leave Policy except as set forth in the handbook. If you have any questions regarding this leave of absence, please contact a Corporate Human Resources Representative.

Emergency Response Leave

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

Employees requesting leave under this policy are expected to notify a Corporate Human Resources Representative of the need for leave as soon as reasonably possible.

Employees taking leave under this policy are expected to return to work as soon as they are released from their volunteer duties. Upon return from leave, employees must provide a Corporate Human Resources Representative with a statement from the chief of the volunteer fire department stating the time the employee responded to, and was released from, the emergency call. For more information regarding this leave, please see a Corporate Human Resources Representative.

Personnel Records

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

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

MICHIGAN ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

Paid Medical Leave

The Company provides paid leave to employees under this policy, as required under applicable law (including Michigan's Earned Sick Time Act, ESTA). All employees will accrue one hour of paid sick leave for every thirty (30) hours worked during each benefit year. For employees exempt from the overtime requirements of the FLSA, it is presumed that they work 40 hours in a week; *provided that* if an exempt employee's normal workweek is less than 40 hours, then that shall be the amount of hours worked per week for paid sick leave accrual purposes. The accrual of paid leave under this policy is limited to seventy-two (72) hours per benefit year. All accrued, unused paid leave under this policy will carry forward from one benefit year to the next. The Company defines a benefit year for purposes of this policy only as based on the the employee's anniversary date.

Except for Rehired Employees (defined below), after 90 days of employment, employees may start using their accrued, but unused paid leave under this policy. All employees may use up to seventy-two (72) hours of accrued paid leave under this policy during each benefit year for the purposes described below.

Leave under this policy may be used in connection with the following:

- an employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
- an employee's Family Member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's Family

- Member's mental or physical illness, injury, or health condition; or preventative medical care for a Family Member of the employee;
- If the employee or the employee's Family Member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
- closure of the employee's place of business by order of a public official due to a public health emergency; for 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 if it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's Family Member's presence in the community would jeopardize the health of others because of the employee's or Family Member's exposure to a communicable disease, whether or not the employee or Family Member has actually contracted the communicable disease; or
- meetings at an employee's child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

For purposes of this policy only "Family Member" is defined as an employee's spouse, domestic partner, person to whom the employee is legally married under the laws of any state, child (including biological, foster, step, adopted, legal ward, child to whom the employee stands in loco parentis, or child of a domestic partner), parent (including biological, foster, step, adoptive, legal guardian to the employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child), grandparent, grandchild, sibling (including biological, foster or adopted), or any other person related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Employees requesting time off under this policy must provide at least seven (7) days advance notice if the need for leave is foreseeable. Where the need for paid sick leave is unforeseeable, employees must provide notice as soon as practicable. The Company reserves the right to request written verification of absences taken under this policy when the employee uses three (3) consecutive days of paid sick leave. An employee must provide the Company with any requested written verification within three (3) days of the Company's request. Leave under this policy must be used in [1 or if smaller, the smallest increment employer uses for other forms of absences] hour increments. If an employee is required to provide documentation, they should report to the Company any out of pocket expenses expended to obtain said documentation. Accrued, unused time under this policy is not paid out at the time of separation from employment. However, an employee who is rehired within six months of employment separation ("Rehired Employee") will have their prior amount of accrued, but unused paid sick leave reinstated and will not have to wait ninety (90) days to use said benefits.

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

The Company encourages employees to take time off under this policy. The Company will not take any “retaliatory personnel action” (as defined by the ESTA) against an employee for requesting or using paid sick leave for which the employee is eligible per the ESTA. Further, the Company prohibits discrimination or retaliation against an employee for exercising rights under the ESTA. Please refer to 2018 PA 338 or any subsequent valid amendment of that act for more detail. If any right under the ESTA (or any subsequent valid ESTA amendment) is violated after February 19, 2023, the employee shall have the right to bring a civil action or file a complaint with the Michigan Department of Labor and Economic Opportunity for any violation of the ESTA or, if applicable, any subsequent valid amendment of the ESTA. Retaliation is also prohibited for filing a complaint or bringing a civil action pursuant to the ESTA or, if applicable, any subsequent valid amendment of the ESTA. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a BBSI Representative.

Civic Duties

Jury Duty

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

Victims of Crime Leave

The Company provides reasonable and necessary unpaid leave from work, when subpoenaed, to employees who are victims of crime to attend or participate in legal proceedings pertaining to the crime. Employees can also take leave to attend proceedings as victim representatives. Victim representatives include guardians or custodians of a deceased victim's child; parents, custodians, or guardians of assault victims younger than 18; and individuals designated to act on behalf of assault victims who are suffering from physical or emotional disabilities. Affected employees should notify their supervisor immediately so they may plan the department's work with as little disruption as possible. See also the **Paid Medical Leave** policy for possible paid leave benefits for certain legal matters related to domestic violence or sexual assault.

Social Security Number Privacy and Protection of Personal Information

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance

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

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

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

For more information about this policy contact a Corporate Human Resources Representative.

Personnel Records

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

MINNESOTA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Minnesota law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including hair textures and hair styles), creed, marital status, status with regard to public assistance, status as a patient enrolled in the marijuana registry program, gender identity or expression, off-duty use of lawful products, such as tobacco, cannabis, and alcohol, familial status, membership or activity in a local commission, a person's association with a person or group of persons who are disabled, or who are of a different race, color, creed, religion, gender identity, sexual orientation, or national origin; or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Minnesota law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of race (including hair textures and hair styles), creed, marital status, status with regard to public assistance, status as a patient enrolled in the marijuana registry program, gender identity or expression, off-duty use of lawful products, such as tobacco, cannabis, and alcohol, familial status, membership or activity in a local commission, a person's association with a person or group of persons who are disabled, or who are of a different race, color, creed, religion, gender identity, sexual orientation, or national origin; or any other protected status in accordance with applicable federal, state, or local laws.

Meal Periods

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

Rest Breaks

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

Rest breaks are counted as hours worked, and thus, employees are not required to record their rest breaks on their timesheets or time cards. Rest breaks may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest breaks during the pertinent pay period. Managers and supervisors are not authorized to instruct an employee, or approve an employee's request, to forego a rest break. Employees should immediately report a manager's or supervisor's instruction to skip a rest break to a Corporate Human Resources Representative. For any nursing employee who needs a break for that reason, see applicable policy below.

Civic Duties

Voting The Company provides employees with the opportunity to vote in any state or federal election, general primary or special primary. Employees who are scheduled to work during an election or primary will be granted reasonable time off on an election day or day designated for in-person early voting before election day, without loss of pay to appear at the employee's polling place, cast a ballot, and return to work. Employees should notify a Corporate Human Resources Representative of the need for voting leave as soon as possible. Additionally, upon return from voting leave, employees are required to present a voter's receipt to a Corporate Human Resources Representative.

Election Judge Leave

The Company provides time off to employees who are appointed to serve as an election judge fulfill their duties on election day. Employees taking leave will be paid the difference between their normal rate of pay and the amount paid to them for services as an election judge. Employees requesting leave under this policy are required to provide the Company with at least 20 days advance written notice of the need for leave. The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employees for service as an election judge and the hours during which the employee will serve. The Company strictly prohibits the use of threat of force, coercion, violence, restraint, damage, harm, or loss, including loss of employment, in order to influence an election official's performance of an election duty.

Political Activity Leave

The Company provides employees who are members of the state central committee or executive committee of a major political party or a delegate or alternate delegate of a convention of a major political party, unpaid leave to attend any meetings or convention; including meetings of official convention committees. Employees are required to provide

at least ten (10) days' advance written notice to a Corporate Human Resources Representative of the need for leave under this policy.

Leave for Victims or Witness of Crime

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

Bone Marrow Donation Leave

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

School Related Activities

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

Employees are required to provide as much advanced notice as possible, and to work with their supervisors to schedule the leave so as not to unduly disrupt the Company's operations. For more information regarding this leave please contact a Corporate Human Resources Representative.

Pregnancy Accommodation

If you work at a Minnesota location with 15 or more employees, in accordance with Minnesota law, the Company will provide reasonable accommodations to employees who are birthing parents in connection with pregnancy or childbirth, to the extent an accommodation can be provided without imposing an undue hardship on the business.

Accommodations under this policy may include:

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

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

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

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. If you have any questions regarding this leave of absence, please contact a Corporate Human Resources Representative.

Pregnancy and Parenting Leave

The Company provides up to twelve (12) weeks of unpaid parental leave, in accordance with applicable law. Leave under this policy is available to employees who are biological or adoptive parent for the birth or adoption of a child, or employees who are birthing parents for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

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

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

Upon return from leave under this policy, employees will be placed in the position held when the leave commenced or in a position of equivalent seniority, duties, hours, and pay, unless the employee would have lost their position had the employee not been on leave,

in which case the employee will not be reinstated. Employees who are not reinstated retain all rights under the Company's layoff and recall policies and procedures.

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

Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. If you have any questions regarding this leave of absence, please contact a Corporate Human Resources Representative.

Lactation Accommodation

Lactation break time will generally be paid in accordance with applicable state law.

Adoption Leave

The Company provides leave to employees who are adoptive parents at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company provides such leave to biological parents. If you have any questions regarding this leave of absence, please contact a Corporate Human Resources Representative.

Sick Care/Safety Leave (ESST)

If you work at a Minnesota location at least eighty (80) hours in a year, the Company provides paid time off for the reasons described below. Earned Sick and Safe Time (ESST) begins to accrue at the commencement of employment, and employees may use ESST as it accrues.

Employees will accrue one hour of ESST for every thirty (30) hours worked during each 12-month period, up to a maximum annual accrual of forty-eight (48) hours per 12-month period ("Annual Accrual Cap"). The Company defines a 12-month period for purposes of this policy only as based on the employee's anniversary date ("Benefit Year"). Employees who are exempt from overtime requirements under the Fair Labor Standards Act are deemed to work 40 hours in each workweek for purposes of accruing ESST, except that an employee whose normal workweek is less than 40 hours will accrue ESST based on the hours worked during a normal workweek.

Accrued, unused ESST hours carryover into future years, up to a maximum overall accrual cap of eighty (80) hours ("Maximum Accrual Cap"). When the 80-hour Maximum Accrual Cap is reached, no further accrual of ESST will be permitted until the employee's accrual falls below 80 hours, at which point accrual will re-start until either the Annual Accrual Cap

or Maximum Accrual Cap is reached. Once the Annual Accrual Cap is reached, accrual does not restart until the following Benefit Year. There is no limit on the number of hours an employee may use during a Benefit Year within the applicable Annual Accrual Cap and Maximum Accrual Cap.

ESST cannot be taken in increments of less than two (2) hours. Employees may use ESST for absences due to any of the following:

The care of a family member (as defined by statute or ordinance) who needs medical diagnosis, care, treatment, recuperation, or preventative care for a mental or physical illness, injury, or other health condition;

The employee's own mental or physical illness, injury or other health condition for medical diagnosis, care, treatment, recuperation, or preventative care;

An absence due to domestic abuse, sexual assault, or stalking of the employee or the employee's family member, provided the absence is to: (a) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; (b) obtain services from a victim services organization; (c) obtain psychological or other counseling; (d) seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or (e) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;

The closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. This includes but is not limited to closure by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material or other public health emergency;

The employee's inability to work or telework because the employee is: (i) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employer has requested a test or diagnosis;

When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;

To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material or other public health emergency; or

To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure as well as the need to care for a family member due to Coronavirus symptoms, testing, infection, screening, quarantine or vaccine or vaccine related complications.

Employees may only use ESST for one of the authorized reasons listed above. Employees using ESST for unauthorized purposes will lose protection of the applicable statute or ordinance.

If the need to use ESST is foreseeable (for example, a scheduled doctor's appointment), employees must provide notice at least seven (7) days written notice to Our HR Contact prior to the absence. Additionally, when the use of ESST is foreseeable, employees must make a reasonable effort to schedule the use of ESST in a manner that does not unduly disrupt the Company's operations.

If the need to use Sick and Safe Time is unforeseeable (for example, an illness, injury or emergency), employees must provide notice as soon as practicable to Our HR Contact (and, generally, before the start of the work shift).

A request for the use of Sick and Safe Time may be denied if the employee fails to provide proper notice. The Company will not require, as a condition of using ESST, that the employee seek or find a replacement worker to cover the ESST time taken.

Employees who use ESST for more than three (3) consecutive work days may be required to provide reasonable documentation of the need for leave including for example, evidence of service or medical treatment provided by a professional. Employees may also be required to provide medical or other reasonable documentation where evidence of illegitimate use of leave exists. The Company will accept any form of reasonable documentation required by statute or ordinance. The Company will not require disclosure of details relating to domestic abuse, sexual assault or stalking or the details of an employee's or an employee's family member's medical condition. The Company will treat all such information as Confidential.

ESST will be calculated and paid at the employee's base hourly rate of pay, excluding tips, service charges, commissions and overtime rates, where applicable. ESST will not count as hours worked for the purposes of any overtime calculation.

Employees will be notified of their ESST balances each month on their earnings statement, including ESST hours accrued and unused. If there are questions regarding ESST balances and hours used, please contact Our HR Contact. If the Company does not answer your questions in a timely manner, you should contact BBSI.

The Company will not discriminate against or retaliate against any employee because the employee has exercised rights under this policy or applicable law in good faith. Such rights include, but are not limited to, requesting accrued or earned time, using accrued or earned time, requesting a statement of accrued ESST, informing any person of their potential rights under applicable law or about any alleged violation by the Company, making a

complaint or filing an action to enforce a right to accrued ESST or participating in any manner in an investigation, proceeding or hearing under applicable law. An employee has the right to file a complaint or bring a civil action if ESST is denied by the employer or the employee is retaliated against for requesting or using ESST. However, an employee who misuses or abuses this policy, such as by misrepresenting the reason for use of ESST may be disciplined, if the Company's investigation confirms misuse or abuse of our ESST policy.

Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. If you have any questions regarding this leave of absence, please contact a Corporate Human Resources Representative.

Family Military Leave and Leave to Attend Military Ceremonies

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

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

Wage Disclosure Protection Policy

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

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

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

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

Personnel Records

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

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

Consistent with applicable law, an employee may have the opportunity to provide a written response, not to exceed five pages, to any disputed information in their personnel record. An employee who is separated from employment may submit a written request to the Company for a copy of their personnel record. Providing a copy of the employee's personnel record to the employee satisfies the Company's responsibility to allow review in accordance with state law. For more information regarding this leave please contact a Corporate Human Resources Representative.

MISSISSIPPI ADDENDUM

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

Equal Employment Opportunity

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

Use of Handheld Electronic Devices While Driving for Work

In addition to the requirements set forth in the Company's Employee Handbook regarding use of handheld electronic devices, wireless communication devices, or standalone electronic devices while driving for work, or as part of an employee's job duties, employees who work at a Mississippi location are subject to the following requirements: While driving for work, or as part of an employee's job duties, employees are prohibited from using handheld wireless telecommunications to write, send, or read text messages or to access, read, or post to social networking sites.

Employees may use voice-operated or hands-free communications devices that allow them to write, send, or read text messages without using either hand except to activate, deactivate, or initiate features or functions.

Text messages, for purposes of this policy, include instant, email, and other electronic messages; but do not include emergency, traffic, or weather alerts and messages related to vehicle operation or navigation.

Social networking sites, for purposes of this policy, are defined as web-based services that allow users to construct a profile and connect or communicate with other users.

Military Leave

In addition to the military leave provisions in the Company's Employee Handbook, employees who work at a location in Mississippi may take military leave for required active duty or training service if they are members of another state's National Guard.

MISSOURI ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Missouri law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, off-duty use of tobacco products, membership in the state organized militia, status as a medical marijuana patient, or a positive drug test result for marijuana metabolites or components if an employee or applicant has a qualifying patient identification card, or any other protected status in accordance with applicable federal, state, or local laws. The Company reserves the right to grant a preference in hiring to employees and applicants who are veterans, spouses of disabled veterans with service-connected, permanent, total disabilities, or surviving spouses of deceased veterans.

Policy Against Unlawful Harassment

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

Civic Duties

Voting Leave

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

Lactation Break/Nursing Parent's Rest Period

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

Leave for Victims of Domestic or Sexual Violence

This policy applies to employees who work at a Missouri location with 20 or more employees. To the extent required by law, employees who are victims, or are the immediate Family Member of a person who is a victim of domestic or sexual violence, may receive two workweeks of unpaid leave during a 12-month period to attend legal proceedings or obtain or attempt to obtain any relief necessary, including a restraining order, to ensure their own health, safety, or welfare, or that of the employee's child. Leave under this policy may be taken intermittently or on a reduced work schedule. "Family member" for purposes of this policy includes a spouse, parent (including biological parents or individuals who stand or stood *in loco parentis*), child, other person related by blood or by present or prior marriage, other person who shares a relationship through a child, and persons jointly residing in the same household. Employees who are victims of domestic violence, sexual assault, or stalking may also receive unpaid leave to: 1) obtain services from a victim services organization; 2) seek medical attention for, or recover from, physical or psychological injuries caused by such violence; or 3) seek legal assistance or remedies to ensure health and safety. To take this leave, the employee must provide the Company with 48 hours' advance notice of the leave. If 48 hours' advanced notice is not possible, the employee must provide the Company with the following certification upon returning back to work: 1) a police report showing that the employee was a victim of domestic violence or sexual assault; or 2) a court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court; or 3) documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.

Employees may choose to use any accrued vacation or sick leave time, if available, for an absence described above. In addition, employees who are victims of domestic or sexual violence are entitled to a reasonable safety accommodation, as that term is defined under applicable law, for the employee's safety while at work. If you require such an accommodation, please notify a Corporate Human Resources Representative. The Company will engage the employee in a timely, good faith, and interactive process to determine effective reasonable accommodations. Employees are encouraged to request leave and accommodation under this policy without fear of retaliation.

Volunteer Emergency Worker Leave

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

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

The Company may request that the employee provide written verification from the supervisor of the volunteer fire department or the commander or the Missouri-1 Disaster Medical Assistance Team stating the time and date of the emergency to which the employee responded. For more information on this policy please contact a Corporate Human Resources Representative.

Leave for Military Duty

If you work at a Missouri location and you take a leave of absence under the Company's Military Leave policy, you are eligible for re-employment under the terms and conditions set forth under the Company's policy if you are a member of another state's National Guard or a member of any reserve component of the United States armed forces and you are called to active duty in connection with that membership. For more information regarding this leave, please contact a Corporate Human Resources Representative.

MONTANA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Montana law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, marital status, membership or application for membership in the state militia; exercising any right to military leave, off-duty lawful use of lawful products, including tobacco, alcohol, or medical uses of marijuana (unless such use interferes with job performance of any employee or overall operation of the Company's business), lawful expressions of free speech made on personal social media, so long as such statements do not otherwise violate the Company's policies, or any other protected status in accordance with applicable federal, state, or local laws.

Maternity Leave

The Company provides reasonable and necessary unpaid leave to employees who are birthing parents who require such leave due to pregnancy, childbirth, delivery, and related-medical conditions.

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

NEBRASKA ADDENDUM

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

Equal Employment Opportunity

If you work at a Nebraska location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Nebraska law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), marital status, HIV or AIDS status, or any other protected status in accordance with applicable federal, state, and local laws.

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

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Nebraska law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), marital status, HIV or AIDS status, or any other protected status in accordance with applicable federal, state, and local laws.

Meal Breaks

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

No Company manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to a Corporate Human Resources Representative.

Civic Duties

Jury Duty

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

Voting Leave

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

Election Official Leave

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

Pregnancy Accommodation

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

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

- acquisition of equipment for sitting;
- more frequent or longer breaks;
- periodic rest;
- assistance with manual labor;
- job restructuring;
- light duty assignments;
- modified work schedules;

- temporary transfers to less strenuous or hazardous work;
- time off to recover from childbirth; or
- break time and appropriate facilities for expressing breast milk.

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

For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

Parental Leave

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

Family Military Leave

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

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

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

Employees requesting leave under this policy should provide a Corporate Human Resources Representative with appropriate certification from the proper military authority.

Emergency Responder Leave

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

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

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

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

Bone Marrow Donation Leave

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

NEVADA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company's Employee Handbook, and in accordance with Nevada law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits associated with race like hair texture and protective hairstyles such as afros, bantu knots, curls, braids, locks and twists), spousal affiliation, sexual orientation (including gender identity or expression), disability including human immunodeficiency virus, and including the use of any aid, appliance, or service animals, the off duty lawful use of products or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company's Employee Handbook, and in accordance with Nevada law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on to race (including traits associated with race like hair texture and protective hairstyles such as afros, bantu knots, curls, braids, locks and twists), spousal affiliation, sexual orientation (including gender identity or expression), disability including human immunodeficiency virus, and including the use of any aid, appliance, or service animals, the off duty lawful use of products, or any other protected status in accordance with applicable federal, state, or local laws.

Meal Periods

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

No Company manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to a Corporate Human Resources Representative.

Rest Periods

The Company provides all non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3 ½) hours. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

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

Civic Duties

Jury Duty

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. However, employees scheduled for jury duty will not be asked to work within eight hours before the time when they are scheduled to appear for jury duty. Similarly, if an employee's jury service has lasted for four (4) hours or more, they will not be asked to work between 5 p.m. on the day of jury duty and 3 a.m. of the following day.

Voting

When an employee's work schedule does not provide a reasonable amount of off-duty time to vote on an election day, the Company will provide a reasonable amount of paid time off, between one (1) and three (3) hours during the work day, depending on the distance between the work location and the employee's polling location, for employees to vote. Employees who need time off to vote under this policy should notify a Corporate Human Resources Representative prior to an election day. The Company, in its sole discretion, may specify a time period during which the polls are open for employees to leave work to vote.

Court Attendance Leave

The Company will allow employees who are the parent, guardian, or custodian of a child to miss work in order to appear at the child's juvenile proceeding. Employees seeking leave under this policy must notify their supervisor in advance of the appearance. For detention hearings, employees must provide verbal notice in advance of the hearing, as well as a certificate of attendance immediately upon return to employment. For subsequent hearings, employees must provide a copy of the written notice of the hearing before the date of the requested leave.

Leave for Victims of Domestic Violence

If you work at a Nevada location, as required under applicable law, the Company will provide eligible employees who are victims of domestic violence with up to 160 hours of unpaid leave during the 12-month period beginning on the date when the domestic violence occurred for any of these reasons: 1) for the diagnosis, care, or treatment of a health condition; 2) to obtain counseling or assistance; 3) to participate in court proceedings; or 4) to establish a safety plan, including any action to increase the safety of the employee's family or household member.

For purposes of this leave, a "family household member" includes an employee's spouse, domestic partner; minor child; or parent or other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time of the domestic violence occurred.

To take leave under this policy, employees must provide a Corporate Human Resources Representative with advance notice of the leave. If advanced notice is not possible, the employee must provide a Corporate Human Resources Representative with notice as soon as practicable. Additionally, the Company may request that upon return to work, the employee provide the following certification: 1) a police report showing that the employee was a victim of domestic violence or sexual assault; 2) a court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court; or 3) documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or a related medical condition.

Leave under this policy may be taken consecutively or intermittently. Additionally, employees may elect to use any accrued vacation or sick leave time, if available, when taking leave under this policy.

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

If leave under this policy is used for a reason that qualifies the employee for leave under other policies, such leave may run concurrently with other leave, including the federal Family and Medical Leave Act and/or any other leave, where permitted by applicable law. If you have any questions regarding this policy, please contact a Corporate Human Resources Representative.

The Company provides Paid Time Off (PTO) to all regular full-time and part-time employees each calendar year (January 1st – December 31st). Beginning on the

employee's date of hire, PTO for non-exempt employees will accrue at a rate of 0.01923 hours for each hour worked, and exempt employees will accrue at a rate equivalent to forty (40) hours total PTO in a calendar year, in accordance with applicable law.

Employees may use a maximum of forty (40) hours of PTO per year, and up to forty (40) hours of PTO will be carried forward to the next calendar year. PTO must be taken in a minimum of one-hour increments.

PTO is given to employees so that they are better able to perform their jobs when they return. For this reason, we require employees to take their PTO and we do not permit employees to take pay in lieu of time off. Any accrued but unused PTO is not paid out when an employee separates from employment.

Employees must provide notice of their intention to use PTO as soon as practicable.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact their BBSI Representative.

School Visitation Leave

If you work at a Nevada location with 50 or more employees, the Company provides up to four (4) hours of unpaid leave per school year to employees who are parents, guardians or custodians of a child to: (1) attend parent-teacher conferences; (2) attend school-related activities during regular school hours; (3) volunteer or otherwise be involved at the school in which their child is enrolled during regular school hours; or (4) attend school-sponsored events.

The leave must be at a time mutually agreed upon by the Company and the requesting employee, and must be taken in increments of at least one hour. Employees requesting leave under this policy are required to submit their request in writing at least five (5) school days in advance of the requested leave time and are required to provide written verification showing that the employee attended or was otherwise involved in a qualifying school-related activity during the time of the leave.

Accommodation for Pregnancy, Childbirth, or a Related Medical Condition

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

- modifying equipment or providing different seating
- revising break schedules, which may include revising the frequency or duration of breaks;
- providing private non-bathroom space for expressing breast milk;
- providing assistance with manual labor if the manual labor is incidental to the primary work duties of the employee;
- authorizing light duty;
- temporarily transferring the employee to a less strenuous or hazardous position;
- the provision of an accessible worksite;
- restructuring a position or providing a modified work schedule; or
- providing leave.

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

- the medical justification for the requested accommodation(s);
- a description of the reasonable accommodation(s) that is/are medically advisable;
- the date the reasonable accommodation(s) became medically advisable; and
- the probable duration of the reasonable accommodation(s).

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law. For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

If you work at a Nevada location with 15 or more employees, the Company permits eligible employees to use all accrued and unused leave before and after childbirth, miscarriage or other natural resolution of the employee's pregnancy that is accrued or allowed to accumulate as part of their employment benefit.

Time Off for Assistance of Family Members

The Company permits employees to use a portion of their accrued sick leave (paid and unpaid) to assist family members that have an illness, injury, medical appointment, or other authorized medical need. For purposes of this policy, "family member" includes the employee's child, foster child, spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent or any person for whom the employee is a legal guardian. Employees will be permitted to use an amount of their accrued sick leave that is equal to the amount that the employee accrues during a 6-month period for the assistance of family members under this policy. If you have any questions regarding this policy, please contact a Corporate Human Resources Representative.

Personnel Files

Upon written request, employees will be permitted to inspect their own personnel files during usual business hours. Employees who have been employed for more than 60 days

may receive a copy of their personnel file, provided the requesting employee reimburses the Company for the cost of the copies.

Consistent with applicable law, an employee may have the opportunity to provide a written response of a reasonable length and in a format prescribed by the Company to any disputed information in their personnel record. If you have any questions regarding this policy, please contact a Corporate Human Resources Representative.

NEW HAMPSHIRE ADDENDUM

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

Equal Employment Opportunity

If you work at a New Hampshire location with 6 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Hampshire law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, gender identity, marital status (including civil union status), genetic testing results, status as a smoker or non-smoker, status as a victim of domestic violence, harassment, sexual assault, or stalking, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

If you work at a New Hampshire location with 6 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Hampshire law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on religious creed, gender identity, marital status (including civil union status), genetic testing results, status as a smoker or non-smoker, status as a victim of domestic violence, harassment, sexual assault, or stalking, or any other protected status in accordance with applicable federal, state, and local laws.

Meal Periods

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

No manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to a Corporate Human Resources Representative.

Victims of Crime Leave

If you work at a New Hampshire location with 25 or more employees, the Company provides employees who are crime victims, or whose immediate family members are crime victims unpaid time off from work to attend:

1. court or other legal or investigative proceedings associated with the prosecution of the crime; or
2. proceedings related to a crime involving an immediate family member who is under the age of 18; an incompetent adult; or the victim of a homicide.

For purposes of this policy, “immediate family member” includes an employee’s parent, step-parent, child, step-child, sibling, spouse, grandparent, any person for whom the employee is a legal guardian, or any person involved in an intimate relationship with, and residing in the same household as, the employee.

For purposes of this policy “crime victim” includes any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

Employees requesting leave under this policy should provide the Company with appropriate documentation evidencing the scheduled hearing, conference, or meeting. Employees are permitted (and may be required) to use accrued paid time off concurrently with leave under this policy. The Company reserves its right to limit an employee’s time away from work if the employee’s absence will create an undue hardship. For more information regarding this leave, see a Corporate Human Resources Representative.

Pregnancy Disability Leave

If you work at a New Hampshire location for an employer with six or more employees, the Company provides unpaid leave to employees who are birthing parents for temporary disabilities relating to pregnancy, childbirth, or related medical conditions. Employees who are granted leave under this policy will be returned to their same or comparable position to the extent required by applicable law. The Company also will provide any reasonable accommodation (including but not limited to a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties) requested by an eligible female employee to accommodate temporary disabilities relating to pregnancy, childbirth, or related medical conditions, to the extent required by applicable law. Employees requesting leave or accommodation under this policy should promptly notify a Corporate Human Resources Representative. Upon return, you will be reinstated to your job or a comparable position with comparable pay and benefits, unless the Company’s circumstances have so changed as to make it unreasonable or impossible to do so.

Where applicable, leave taken under this policy shall run concurrently with any similar leave mandated by applicable law or other leave provided by the Company. For more information regarding this leave, see a Corporate Human Resources Representative.

Disaster and Emergency Services Leave

The Company provides reasonable and necessary unpaid leave during an officially declared state of emergency, to employees who serve as members of a fire department, a rescue squad, or emergency service agency and who are called to service, unless the employee is essential to the Company’s own emergency or disaster relief activities.

Although the Company will not require employees taking leave under this policy to use otherwise available paid time off, employees may choose to do so.

Veterans Day Leave

The Company provides unpaid leave during the 24 hours comprising Veterans Day to employees who are honorably discharged veterans from the United States armed forces. Employees requesting time off under this policy should notify a Corporate Human Resources Representative as soon as possible.

Personnel Records

Upon request, the Company will provide a reasonable opportunity for an employee to inspect their own personnel file. In addition, the Company will provide an employee with a copy of all or part of their personnel file, upon request. The Company may charge the employee a fee reasonably related to the cost of supplying copies of the requested documents.

NEW JERSEY ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Jersey law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, ancestry, marital status, domestic partnership status, civil union status, familial status, atypical hereditary cellular or blood trait, nationality, affectional or sexual orientation, gender identity or expression, breastfeeding, military status, refusal to submit to genetic tests or make genetic test results available, hairstyles that are closely associated with race, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Jersey law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on religious creed, ancestry, marital status, domestic partnership status, civil union status, familial status, atypical hereditary cellular or blood trait, nationality, affectional or sexual orientation, gender identity or expression, military status, refusal to submit to genetic tests or make genetic test results available, or any other protected status in accordance with applicable federal, state, and local laws.

New Jersey Family Leave Insurance

Employees who are taking leave under the Company policies to bond with a newborn or newly adopted child or to care for a Family Member, as defined under applicable law (see New Jersey Family Leave Act policy, below), with a serious health condition or leave under the New Jersey SAFE Act ("SAFE Act") may be eligible for New Jersey Family Leave Insurance (NJFLI) benefits from the state of New Jersey. Eligibility for benefits and the maximum weekly benefit are determined by the state of New Jersey. Employees may be eligible for NJFLI benefits for up to twelve (12) weeks. An employee's job is not protected while they are receiving NJFLI Benefits unless they are eligible for FMLA, NJFLA leave, or SAFE Act leave.

Sick Leave

The Company provides paid sick leave in accordance with the requirements of the New Jersey Paid Sick Leave Act. Eligible employees will accrue one hour of sick leave for every thirty (30) hours worked during each 12-month period, up to a maximum accrual of

forty (40) hours. The Company defines a 12-month period for purposes of this policy only as based on the the employee's anniversary date.

After successfully completing 120 days of employment, eligible employees may use paid sick leave for the purposes described below. Sick leave cannot be taken in increments of less than two (2) hours. Any accrued, unused time under this policy, up to a maximum accrual of 40 hours, will carry forward into the next 12-month period. Regardless of the total hours carried over from year to year, the total amount of paid sick time that may be used by an employee in any 12-month period shall not exceed forty (40) hours.

For purposes of this policy only "Family Member" is defined under the New Jersey Paid Sick Leave Act, and including, without limitation a 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.

Leave under this policy may be used for the following reasons: (1) Diagnosis, care, treatment, or recovery for the employee's own mental or physical condition (inclusive of preventive care); (2) Diagnosis, care, treatment, or recovery for a Family Member's mental or physical condition (including preventive care); (3) Time needed under New Jersey SAFE Act Leave; (4) Time when the workplace, school, or childcare is closed 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; and (5) Time to attend a school-related conference or meeting.

If the need for sick leave is foreseeable, the Company requires up to seven (7) days advance written notice of your intention to take paid sick leave. If the need is unforeseeable, the Company requires that you give notice as soon as practicable. You may be required to complete a verification form confirming that you used your sick leave solely for authorized purposes. The Company may require you to provide documentation from a licensed health care provider after you use more than three (3) consecutive workdays as paid sick leave. Where the need for paid sick leave is unforeseeable, employees must provide notice as soon as practicable. The Company reserves the right to request verification of absence taken under this policy, as permitted under applicable law. Accrued, unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the Company within six months of separation will have any unused paid sick leave accrued under this policy reinstated.

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

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

New Jersey SAFE Act Leave

If you work at a New Jersey location with 25 or more employees, the Company provides up to twenty (20) days of unpaid leave to eligible employees who are victims of an incident of domestic violence or a sexually violent offense, or whose Family Member, as defined below, was a victim of an incident of domestic violence or sexually violent offense. Eligible employees have worked for the Company for at least 1,000 hours during the preceding 12 months.

In the event that an employee has been laid off due to a state of emergency since October 22, 2012, the employee may receive credit (as if the employee had worked) for up to 90 calendar days toward the 12-month base period for purposes of calculating eligibility for leave.

Each incident of domestic violence or any sexually violent offense constitutes a separate offense for which eligible employees may take unpaid leave, provided that the employee has not exhausted the allotted 20 days of leave for the 12-month period.

Leave may be taken at once, or intermittently in intervals of no less than one day or on a reduced leave schedule basis upon approval from a Corporate Human Resources Representative for the following purposes:

1. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence;
2. obtaining services from a victim services organization;
3. obtaining psychological or other counseling;
4. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or to ensure economic security;
5. seeking legal assistance or remedies to ensure health and safety, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
6. attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence pertaining to the employee or a family member.

For purposes of this policy only, "Family Members" include the employee's child, parent (including parent-in-law), sibling, grandparent, grandchild, spouse, domestic partner or civil union partner, or any other blood relative, or any other person with whom an employee can show a close association that is equivalent to a family relationship. The Company may require employees requesting leave under this policy to provide a certification that they or their Family Members are victims of domestic or sexual violence. If possible, employees

must provide the Company with written notice of the need to take leave under this policy as far in advance as is reasonable and practicable. Employees may choose to use any accrued paid time off if available, for leave under this policy.

Employees may elect to use any available accrued paid time off for an absence under this policy. Employees taking leave under this policy may also be eligible for New Jersey Family Leave Insurance (NJFLI) benefits administered by the state of New Jersey.

For more information regarding this leave, please see a Corporate Human Resources Representative.

Pregnancy Accommodation

The Company provides reasonable accommodations to employees when requested for reasons related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

Reasonable accommodations may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assistance with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a temporary leave of absence.

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

For more information about this policy please contact a Corporate Human Resources Representative.

New Jersey Family Leave Act Policy

If you work at a New Jersey location and your employer has 30 or more employees, in addition to the FMLA leave policy described in the Company Employee Handbook, the Company provides leave to eligible employees pursuant to the New Jersey Family Leave Act ("NJFLA"). Under the NJFLA, eligible employees may take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an eligible employee may take is 12 weeks within a 24-month period depending on the reasons for the leave.

Employee Eligibility

To be eligible for NJFLA leave, employees must have been employed for at least 12 months and must have worked at least 1,000 hours for the Company over the preceding 12 months.

Conditions Triggering Leave

NJFLA leave may be taken for the following reasons:

1. to care for the employee's child after birth (including a child conceived through a gestational carrier agreement), or placement for adoption or foster care;
2. to care for the employee's spouse (or domestic partner or partner in a civil union), child or parent (or parent-in-law, sibling, grandparent, grandchild, or any individual related by blood, or any other individual with a close association equivalent to a family relationship) who has a serious health condition;
3. in the event of a state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
 - o requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
 - o prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee would jeopardize the health of others; or
 - o results in the recommendation of a healthcare provider or public health authority that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee would jeopardize the health of others.

The maximum amount of leave that may be taken in a 24-month period for all reasons combined is 12 weeks. NJFLA will run concurrently with other leave policies, including FMLA, when the leave is covered by NJFLA and other leave policies.

Definitions

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

A "Family Member" means all persons defined in the NJFLA, including without limitation, a sibling, grandparent, grandchild, child, spouse, domestic partner, civil union partner,

parent-in-law, or parent of a covered individual who has a close association that “is the equivalent of a family relationship” with the employee.

“Parent of a covered individual” means a biological parent, foster parent, adoptive parent, resource family parent, parent-in-law, or step-parent of the covered individual, or a person who was a legal guardian of the covered individual when the covered individual was a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

“Child” means a biological, adopted, or foster child, a stepchild or legal ward of a covered individual, a child of a domestic or civil union partner of the covered individual, a resource family child, or a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

Identifying the 24-Month Period

The Company measures the 24-month period in which leave is taken by the “rolling” 24 month method, measured backward from the date of any NJFLA leave.

Using Leave

Eligible employees may take leave under this policy in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave is permitted at the same intervals as provided in the Company’s paid leave policies. Leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

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

Concurrent Use of Other Leave Policies

Depending on the purpose for leave, this leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law. Additionally, employees taking leave under this policy may choose to use accrued paid leave concurrently with some or all of the leave taken under this policy. To substitute paid leave for NJFLA leave, employees should comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

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

Notice and Medical Certification

Unless prevented by a medical emergency, employees should provide notice to a Corporate Human Resources Representative of an employee's need for leave as soon as possible. In the case of a leave in connection with the serious health condition of a family member or intermittent bonding leave, an employee must provide notice no later than (15) days prior to the leave, except where emergent or unforeseen circumstances warrant shorter notice. Thirty (30) days advance notice must be provided for continuous bonding leave. Employees may be required to provide an appropriate health care certification in support of their request for leave under this policy.

Job Restoration

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

Limited Nature of This Policy

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

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing their wages or the wages of another employee with any other employee or former employee, a lawyer from whom the employee seeks legal advice, or any government agency. We expressly prohibit retaliation against any employee for making such inquiring or engaging in such discussions or disclosures.

Emergency Responder Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, county or municipal volunteers for the Office of Emergency Management who respond to fire or emergency calls, or as part of a volunteer first aid, rescue or emergency squad to respond to a qualified emergency. A qualified emergency includes responding to a state of emergency declared by the President of the United States or Governor of this state, or being actively engaged in responding to an emergency alarm.

Employees must notify a Corporate Human Resources Representative at least one hour prior to their scheduled shift of the call to respond to a qualified emergency. Upon return, employees should provide a copy of the incident report and certification by the incident commander or other official confirming that the employee was actively engaged and necessary for the emergency response. The report should set forth the date and time the volunteer was relieved of emergency service duties.

Employees taking leave under this policy who need to be absent for more than one consecutive day because they were called to respond to a qualified emergency should notify a Corporate Human Resources Representative each day that they will be absent in advance of their shift.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must

comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

The Company reserves the right to deny leave under this policy to employees that it deems essential, as authorized under state law.

Bone Marrow or Organ Donor Temporary Disability Leave

Upon return from State Temporary Disability Leave, the Company will reinstate an employee who received New Jersey Temporary Disability Benefits as a result of donating an organ or bone marrow to their former position or an equivalent position of similar seniority, status, employee benefits, pay, and other terms and conditions of employment.

NEW MEXICO ADDENDUM

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

Equal Employment Opportunity

If you work at a New Mexico location with 4 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Mexico law, the Company is committed to providing equal employment opportunities to all employees without regard to gender identity or expression, race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs, or head wraps), cultural or religious headdresses (including hijabs, head wraps, or other headdresses used as part of an individual's person cultural or religious beliefs), lawful off duty tobacco usage or non-usage, disability AIDS virus test results (unless the absence of which is a bona fide occupational qualification), spousal affiliation, or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment

If you work at a New Mexico location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New Mexico law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of gender identity or expression, spousal affiliation, or any other protected status in accordance with applicable federal, state, or local laws.

Civic Duties

Voting Leave

An employee whose schedule does not provide two (2) hours before work or three (3) hours after work to vote while the polls are open will be permitted to take up to two hours of paid time off on an election day to vote. The Company reserves the right to select the hours in which the employee is excused from work to vote.

When requesting leave under this policy employees should provide notice of the need for leave as soon as possible and no later than two (2) working days before an election day. Upon return from voting leave, employees will be asked to provide their supervisors with an appropriate voter's receipt.

Caregiver Leave

Effective until July 1, 2022, to the extent the Company provides paid sick leave to employees for their own illness or injury or to receive health care services, eligible employees are permitted to use such paid leave to care for family members who are related by blood, marriage, or adoption, including spouses, domestic partners, parents,

grandparents, great-grandparents, children (including foster children), grandchildren, great-grandchildren, siblings, nieces, nephews, aunts or uncles. Any leave provided under this policy does not run concurrently with any FMLA leave that an employee may take or be eligible to take.

Paid Sick and Safe Leave

The Company provides paid sick leave benefits to all employees. At the start of employment, eligible employees begin accruing paid sick leave at a rate of not less than one (1) hour for every thirty (30) hours worked.

Benefit Year

Sick leave is calculated based on the the employee's anniversary date ("Benefit Year").

Use of Paid Sick Leave

Employees may begin using paid sick leave as soon as it is accrued or July 1, 2022, whichever is later. Employees may use up to sixty-four (64) hours of paid sick leave per Benefit Year. Leave may be taken in the smaller of hourly increments or the smallest increment that the Company's payroll system uses to account for absences or use of other time. The Company will not require an employee to use other paid leave before the employee uses sick leave pursuant to this policy. Paid sick leave may be used for any of the following purposes:

1. For the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. Where the employee needs to care for a family member due to the family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care;
3. For meetings at the employee's child's school or place of care related to the child's health or disability;
4. If the employee or the employee's family member is a victim of domestic abuse, sexual assault, or stalking, to obtain medical or psychological treatment or other counseling; relocate; prepare for or participate in legal proceedings; or obtain services or assist a family member of the employee with any of the activities set forth in this paragraph; or
5. Any other reason allowed by law.

As used in this policy, family members include an employee's spouse, domestic partner or person related to an employee or an employee's spouse or domestic partner as: a biological, adopted or foster child, a stepchild or legal ward, or a child to whom the employee stands in loco parentis; a biological, foster, step or adoptive parent or legal guardian, or a person who stood in loco parentis when the employee was a minor child; a grandparent; a grandchild; a biological, foster, step or adopted sibling; a spouse or domestic partner of a family member; or an individual whose close association with the employee or the employee's spouse or domestic partner is the equivalent of a family relationship.

Carry Over and Usage Cap

Employees may carry over up to sixty-four (64) hours of paid sick leave from one Benefit Year to the next. However, employees may not use more than sixty-four (64) hours of paid sick leave in any Benefit Year.

Notice and Scheduling Leave

When the need for leave is foreseeable, employees must make a reasonable effort to provide notice of their need for leave as far in advance as possible and must make reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of the Company. When the use of leave is not foreseeable, the employee must notify the Company as soon as practicable.

Certification

For paid sick leave of two (2) or more consecutive work days, the Company may require reasonable documentation supporting the need for leave under this policy. The Company, however, will not delay the commencement of leave on the basis that it has not yet received documentation.

Payment of Sick Leave

Leave will be paid at the employee's same hour rate or salary and with the same benefits as the employee normally earns during work hours. Please consult A Corporate Human Resources Representative for detailed information on how the dollar amount of your sick pay is calculated and the amount you are entitled to receive; the actual dollar amount may vary according to your pay plan.

Summary of Earned Leave

At least once each calendar quarter, the Company will provide employees with an accurate year-to-date written summary of earned and used leave under this policy.

At the End of Employment

Unused sick leave will not be paid out at the end of employment. Any employee who separates from employment and is rehired within twelve (12) months of separation will have any previously accrued earned sick leave reinstated.

Confidentiality

All information the Company obtains related to the employee's reasons for taking leave will be treated as confidential and not disclosed except with the permission of the employee or as necessary for validation purposes for insurance disability claims, reasonable accommodations, and as required by applicable law or court order.

In many instances, the Company's Sick/PTO policy may be more generous than what is required under New Mexico law, and therefore fulfill the requirements of this policy. Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the Family and Medical Leave Act.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking

time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative. If after consulting a Corporate Human Resources Representative, the employee still believes they were unlawfully denied paid sick leave or is retaliated against for exercising their rights, the employee may file a complaint or bring civil action.

An employee who believes that the Company has violated New Mexico paid sick and safe leave laws may file a written complaint with the Workforce Solutions Department, Labor Relations Division or bring civil suit pursuant to New Mexico law.

Pregnancy Accommodation

The Company will provide a reasonable accommodation, to the extent required under applicable law, to employees for pregnancy, childbirth, conditions related to pregnancy, childbirth. Such accommodation may include modification or adaptation of the work environment, work schedule, work rules, or job responsibilities. The Company will not require any employee to accept an accommodation that is unnecessary to performing the essential functions of their job. Further, the Company will not require any employee to take leave if another reasonable accommodation is available, unless the employee voluntarily requests to be placed on leave or the employee is placed on leave pursuant to applicable law.

The Company may require the employee to provide medical certification in connection with any request for a reasonable accommodation. If leave is provided as a reasonable accommodation, such leave may run concurrent with the federal Family and Medical Leave Act and/or any other leave permitted by law. Employees should promptly notify a Corporate Human Resources Representative of the need for a reasonable accommodation.

Disaster and Emergency Services Leave

The Company provides unpaid leave, up to ten (10) days during each calendar year to eligible employees who serve as volunteer emergency responders to respond to an emergency or disaster as declared by the Governor of New Mexico or the President of the United States.

For purposes of this policy, “volunteer emergency responders” are persons who are members in good standing of a volunteer fire department; an emergency medical service; a search and rescue team; a law enforcement agency; or who are enrolled by the state or a political subdivision of the state for response to an emergency or disaster.

When requesting leave under this policy, employees should provide as much advanced notice as possible of the need for leave, and employees should remain in regular contact with a Corporate Human Resources Representative while on leave under this policy.

The Company may request that employees provide appropriate written verification from the office of emergency management or a state or local official managing an emergency

or disaster confirming the dates and time that the employee served as a volunteer emergency responder.

Domestic Violence Leave

The Company provides reasonable and necessary unpaid leave up to 14 days per calendar year to employees who are victims of domestic violence to obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials, to consult with attorneys or district attorneys' victim advocates or to attend court proceedings related to the domestic abuse of an employee or an employee's family member. Under this policy a "family member" is the employee's minor child or a person for whom the employee is a legal guardian.

Employees requesting leave under this policy should provide the Company with reasonable advance notice of the need for leave, except in the case of imminent danger to the health or safety of the employee. The Company may request documentation to support the need for leave. Information provided in connection with leave under this policy will be kept confidential by the Company, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law. Employees with questions regarding this leave of absence, should contact a Corporate Human Resources Representative.

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

Leave for Military Duty

If you work at a New Mexico location and you take a leave of absence under the Company's Military Leave policy, you are eligible for re-employment under the terms and conditions set forth under the Company policy if you are a member of another state's National Guard and you are called to active duty in connection with that membership. Employees taking leave under this policy are required to provide reasonable advanced notice when practicable to do so, and when advanced notice is not possible, employees are required to provide notice as soon as practicable under the circumstances. For more information regarding this leave, please contact a Corporate Human Resources Representative.

NEW YORK ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New York law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to age (over 18); gender, actual or perceived sex, gender identity, and gender expression including a person's actual or perceived gender-related self-image, appearance, behavior, expression, or other gender-related characteristic, regardless of the sex assigned to that person at birth; childbirth and related medical conditions; predisposing genetic characteristics; ethnicity; immigration or citizenship status; creed; military or veteran status; domestic violence victim status, familial status; marital status; domestic partner or civil union status; traits historically associated with race, including, but not limited to, hair texture and protected hairstyles, such as braids, locks and twists; clothing or facial hair worn in accordance with the religious tenets; certain prior arrest or conviction records; sexual and reproductive health decisions; an individual's status as having a known relationship or association with a member or members of a protected category under applicable law; and if you work in New York City, partnership status; immigration or citizenship status; unemployment status; caregiver status; status as a victim of domestic violence, sexual violence or stalking; credit history; height; weight; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with New York law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on age (over 18); gender, actual or perceived sex, gender identity, and gender expression including a person's actual or perceived gender-related self-image, appearance, behavior, expression, or other gender-related characteristic, regardless of the sex assigned to that person at birth; childbirth; predisposing genetic characteristics; immigration, citizenship, or undocumented status; ethnicity; creed; military or veteran status; domestic violence victim status; familial status; marital status; domestic partner or civil union status; traits historically associated with race, including, but not limited to, hair texture and protected hairstyles, such as braids, locks and twists; clothing or facial hair worn in accordance with the religious tenets; certain prior arrest or conviction records; sexual and reproductive health decisions; an individual's status as having a known relationship or association with a member or members of a protected category under applicable law; and if you work in New York City, partnership status; unemployment status; caregiver status; status as a victim of domestic violence, sexual violence or stalking credit history, height; weight; or any other protected status in accordance with applicable federal, state, and local laws. This policy applies whether employees are on Company premises, at a Company-sponsored off-site event, working

from home, traveling on behalf of our Company, or conducting Company business, regardless of location.

The Company is committed to creating a respectful, courteous work environment free of unlawful harassment of any kind, and the Company is committed to taking all reasonable steps to prevent it and address it. The Company will NOT TOLERATE harassment relating to any characteristic protected under applicable law by any employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers. Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. All employees are required to work in a manner that prevents harassment in the workplace. The Company will take disciplinary action, up to and including termination, against anyone found in violation of this policy. Moreover, any supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. In addition to any disciplinary action we may take, up to and including termination of employment, offenders may also be personally liable, in the event of litigation, for damages and attorney's fees and other costs of litigation.

Harassment is against the law. All employees have a legal right to a workplace free from harassment, and employees can enforce this right by filing a complaint internally with the Company, or with a government agency or in court under federal, state or local antidiscrimination laws.

The Company's policy against unlawful harassment, discrimination and retaliation applies to all employees, including supervisors and managers, as well as to all unpaid interns and volunteers. The Company prohibits managers, supervisors and employees from harassing co-workers as well as the Company's customers, vendors, suppliers, independent contractors and others doing business with the Company. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. The Company likewise prohibits its customers, vendors, suppliers, independent contractors and others doing business with the Company from harassing our employees.

What is Harassment?

Harassment refers to behavior that is related to any characteristic protected under the law (e.g., gender, religion, race) and that is personally offensive, intimidating, and hostile or interferes with work performance.

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and 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 unwelcome verbal or physical behavior based on a person's gender. 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;
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, of 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 can occur between any individuals, regardless of their sex or gender.

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.

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

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' 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 victim'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, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- 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.

It is impossible to specify every action or all words that could be interpreted as harassment. The examples listed above are not meant to be a complete list of objectionable behavior.

What Are Other Kinds of Harassment?

In addition to sexual harassment, the Company prohibits all other harassment based any other protected characteristic as defined by applicable federal, state, or local law.

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

- Epithets; derogatory comments, slurs or name-calling; racial or ethnic slurs; threats; offensive jokes
- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group
- Hostile actions taken against an individual because of a protected characteristic, 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.
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands
- Derogatory or offensive posters, cartoons or drawings; displaying offensive pictures, writings, symbols or objects
- Making negative comments about an employee's personal religious beliefs, or trying to convert them to a certain religious ideology
- Sharing inappropriate images, videos, emails, letters, or notes
- Offensively talking about negative racial, ethnic, or religious stereotypes
- Making derogatory age-related comments
- Making offensive reference to an individual's mental or physical disability
- Assault or other inappropriate physical contact

It is impossible to specify every action or all words that could be interpreted as harassment. The examples listed above are not meant to be a complete list of objectionable behavior.

Who Can Be a Target of Harassment?

The 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 Harassment Occur?

Unlawful 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.

Reporting and Investigating Harassment

Preventing harassment is everyone's responsibility. The Company cannot prevent or remedy harassment unless it knows about it. Any employee, unpaid intern, volunteer or non-employee who has been subjected to behavior that may constitute harassment is encouraged to report such behavior to a supervisor, manager, or a Corporate Human Resources Representative. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to the individual listed above.

Reports of harassment can be made verbally or in writing. Employees who are reporting harassment on behalf of other employees should 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 harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Any supervisor or manager who receives a complaint or information about suspected harassment, observes what may be harassing behavior or for any other reason suspects that harassment is occurring, is required to promptly notify a Corporate Human Resources Representative. In addition to being subject to discipline if they engaged in harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Harassment

All complaints of unlawful harassment which are reported to management will be investigated as promptly as possible by an impartial and qualified person and, upon conclusion of such investigation, appropriate corrective action will be taken where warranted. All persons involved, including complainants, witnesses and alleged harassers will be accorded the opportunity to protect their rights to a fair and impartial investigation. All complaints of unlawful harassment reported to management will be treated as confidentially as possible, consistent with the Company's need to conduct an adequate investigation.

Any employee may be required to cooperate as needed in an investigation of suspected harassment. The Company prohibits employees from hindering internal investigations and the internal complaint procedure. The Company will not retaliate 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 generally be done in accordance with the following steps, as applicable and appropriate:

- Upon receipt of complaint, the designated investigator will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If a complaint is verbal, the designated investigator will encourage the individual to complete the “Complaint Form” in writing. If the individual refuses, the designated investigator will prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, the designated investigator will take steps to obtain and preserve them.
- The designated investigator will request and review all relevant documents, including all electronic communications.
- The designated investigator will interview all parties involved, including any relevant witnesses.
- The designated investigator creates 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 actions action(s).
- The Company will keep the written documentation and associated documents in a secure and confidential location.
- The Company will 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.

If the Company finds that harassment has occurred, it will take immediate appropriate corrective action, up to and including termination of employment of the offending employee, along with any additional steps necessary to prevent further violations of this policy.

The Company recognizes that false accusations may have serious effects on innocent persons. If, after investigation, it is clear that a person who has accused another of violating this policy has maliciously or recklessly made a false accusation, as opposed to a complaint which, even if erroneous, was made in good faith, the accuser will be subject to appropriate discipline, up to and including termination of employment.

Protection Against Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a 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). Neither the Company nor the law will not tolerate any form of retaliation against any employee who engages in protected activity. Protected activity occurs when a person has:

- made a complaint of harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving harassment under the New York State Human Rights Law or other anti-discrimination law;
- participated in any internal investigation involving harassment;
- opposed harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager;
- reported that another employee has been harassed; or
- encouraged a fellow employee to report harassment.

Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination, as well as possible legal consequences. Retaliation is not only prohibited by the Company, but it is also prohibited by state, federal and local law, where applicable.

Even if the alleged harassment does not turn out to rise to the level of a violation of the law or the Company's policy, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful or prohibited by the Company's policy. However, the policy against retaliation is not intended to protect persons making intentionally false charges of harassment.

If you believe that you have experienced or witnessed retaliation, you should immediately report your concern to notify a Corporate Human Resources Representative, your supervisor, or any other supervisor.

Legal Protections and External Remedies

Harassment is not only prohibited by the Company but is also prohibited by state, federal, and local law.

Aside from the internal process at the 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. Note that this policy does not supersede any dispute resolution or arbitration agreements the Company may have with employees.

New York State Human Rights Law

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to 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 one year of the harassment or within three years in the case of the sexual 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 harassment.

An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Company does not extend your time to file with DHR or in court. The one year or 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 harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer 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

Contact DHR at (888) 392-3644 or visit 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.

Employees experiencing sexual harassment in the workplace may call 1-800-HARASS-3, a free and confidential hotline to connect with pro bono attorneys on sexual harassment issues or submit a complaint.

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 or via email at 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 harassment and discrimination. Individuals who work in states apart from New York should contact the state in which they live or work to find out if any such law exists. Additionally, an individual should contact the county, city or town in which they live or work to find out if such a law exists. For example, employees who work in New York City may file complaints of 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, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Prohibition Against Discrimination Based on Reproductive Health Decision-Making

In accordance with Section 203-e to the New York Labor Law, the Company will not discriminate or retaliate against an employee based on an employee's or their dependent's reproductive health decision-making. "Reproductive health decision making" includes, but not is not limited to, the decision to use or access a particular drug, device or medical service. Specifically, the Company may not:

- Access information regarding reproductive health decision making of an employee or their dependent, without the employee's prior informed affirmative written consent;
- Discriminate or take any retaliatory action against an employee with respect to compensation, terms, conditions or privileges of employment because of or on the basis of an employee's or their dependent's reproductive health decision making; or
- Require an employee to sign a waiver or other document which purports to deny the employee the right to make their own reproductive health care decisions.

Additionally, the Company will not retaliate against an employee for exercising their rights under Section 203-e of the New York Labor Law. Specifically, the Company will not discharge, suspend, demote or otherwise penalize an employee for making or threatening to make a complaint to an employer, co-worker, or to a public body, that rights under this law have been violated; causing to be instituted any proceeding under or related to this law; or providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into such violation of law, rule or regulation by such employer.

Civic Duties

Jury Duty

If you work at a New York location with 10 or more employees, except as otherwise required by county or city ordinances, employees required to appear for jury duty on a regularly scheduled workday will be paid their regular compensation up to \$40.00 per day for the first three (3) days of jury duty service.

Voting

If there are fewer than four consecutive hours between the opening of the polls and the beginning of your workday or between the end of your workday and the closing of polls, you may take off so much working time as will enable you to vote in any election, without loss of pay for up to two (2) hours. Employees who need a leave of absence to vote should notify a Corporate Human Resources Representative prior to an election day. The Company may specify any time period, during which the polls are open, for the employee to leave work in order to vote.

Crime Victims/Witness Leave

Employees are permitted unpaid leave to attend court proceedings, consult with the district attorney, or exercise rights provided by the law in the following circumstances: (a) the employee is a victim of an offense, or the victim is the employee or the employee's next of kin, or the employee is a deceased victim's representative, a good Samaritan, or pursuing an application or enforcement of an order of protection under the criminal procedure law or family court act; or (b) the employee is subpoenaed to attend a criminal proceeding as a witness. Employees must notify a Corporate Human Resources Representative of their intent to appear as a witness prior to the day of attendance. Employees may be required to provide written verification of service by the party who sought the attendance or testimony.

New York Military Leave

If you work at a New York location, the Company complies with all New York Military Leave statutes and requirements. Eligible employees who leave a position in order to perform military service (as defined by state law), other than a temporary position, will be reinstated to their former positions or positions of like pay, seniority, and status following military service, unless circumstances have so changed as to make it unreasonable or impossible to do so. To qualify for re-employment, an employee must: (a) have a certificate of completion of military service duly executed by an officer of the applicable force of the organized militia; (b) be qualified to perform the duties of such position; and (c) make an application for reemployment within ninety days after they are relieved from such service.

Job protection is also afforded to persons on temporary military duty (drill or training). These employees must apply for reinstatement within ten (10) days of completing the temporary period of service. Reemployment rights are also available to any person who leaves employment to perform initial full-time training duty or initial active duty in the U.S. Armed Forces, except that application for reemployment must be made within sixty (60)

days. Similar job protections are afforded to members of the reserves or organized militia who are discharged or suspended by employers because of membership and apply for reemployment within 10 days after discharge or suspension.

Family Military Leave Law

If you work at a New York location with 20 or more employees who work an average of 20 or more hours per week, the Company provides eligible employees with unpaid leave of up to ten (10) days during a military service member's leave or deployment. Eligible employees work an average of 20 or more hours per week and are the spouse of a member of the Armed Forces of the United States, National Guard, or Reserves who has been deployed during a period of military conflict to a combat theatre or combat zone.

Lactation Break/Accommodation

The Company provides reasonable accommodations for employees' pregnancy, childbirth, or related medical conditions, including accommodations for lactation. Before an employee returns from parental leave, the Company will seek to discuss with the employee whether the employee needs a reasonable accommodation to express breast milk at work.

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk. The Company will not unreasonably limit the amount of time or the frequency that an employee expresses breast milk. Generally, a reasonable amount of break time for purposes of this policy will be at least 20 minutes in every three hour period, if requested by the employee. Longer break times will be provided when the room designated for expression of breast milk is not in close proximity to the employee's work station, or if the employee otherwise needs additional time, and more frequent breaks, will be provided if needed. We will provide this break time for up to three years following the birth of a child.

Employees can elect to take time to express breast milk during their regularly scheduled meal and rest breaks. An employee who uses their break time to express breast milk will be compensated to the same extent and in the same way that other employees are compensated for break time. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where these additional breaks are required, employees should work with their supervisor regarding scheduling. A nonexempt employee can elect to work before or after their normal shift to make up the amount of time used during unpaid break time for expression of breast milk, so long as the additional time requested falls within the Company's normal work hours. The Company does not require the employee to work while pumping. However, if the employee works while pumping, the employee will be paid at their regular rate for that time.

The Company will discuss options to ensure employees will be able to express breast milk at work. Such options may include creating a temporary lactation space, pumping in a shared space, pumping at the employee's work station, or allowing longer breaks for

employees to pump offsite. The Company will ensure that the accommodation is clean, free from intrusion, and meets as many of the following requirements as possible: contains at least one electrical outlet, a surface to place a pump and other personal items, and a chair; and is near running water. The Company will discuss with the employee how to accommodate the employee's needs to pump at work, including how to ensure the employee's privacy and maintain a sanitary pumping environment.

The Company does not have a refrigerator to store breast milk. The Company will discuss alternative options with the employee for where the employee may store their breast milk.

Employees may request a lactation accommodation by contacting immediate supervisor or a Corporate Human Resources Representative. A request may be made orally or in writing to immediate supervisor or a Corporate Human Resources Representative and should indicate that the employee will need accommodations for expressing breast milk at work. The Company will respond to a request for a lactation accommodation as quickly as possible. Under no circumstances will this amount of time exceed five (5) business days. The Company recognizes that employees' lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

If the Company believes that the lactation accommodation requested poses an undue hardship on the Company, the Company will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible, but absolutely no later than five (5) business days from the date of the request. The conversation between the Company and the employee will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation granted or denied. This process gives the employee an opportunity to have an open discussion with the Company about their needs, and the Company an opportunity to hear its employee and work with them to come up with an appropriate accommodation for the employee.

The Company will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy can be reported to immediate supervisor or a Corporate Human Resources Representative.

Adoption Leave

The Company provides employees who are adoptive parents the same leave and upon the same terms as parents taking leave for the birth of a child until that adopted child reaches the minimum age set forth by New York law.

Pregnancy Accommodation

If you work at a New York location, the Company, consistent with state law, will provide reasonable accommodations to employees who are birthing parents related to pregnancy,

childbirth or related conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

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

- acquisition of equipment for sitting;
- more frequent or longer breaks;
- periodic rest;
- modifying work hours/schedules;
- job restructuring;
- break time and private non-bathroom space for expressing breast milk;
- modified work schedules; or
- time off to recover from childbirth.

The Company may require the employee to provide a certification in connection with a request for reasonable accommodation.

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

For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

Leave for Victims of Domestic Violence

The Company will provide reasonable time off as reasonable accommodation to employees who are victims of domestic violence, unless the employee's absence would cause an undue hardship to the Company. The time off may be used for the following reasons:

- To seek medical attention for injuries caused by domestic violence;
- To obtain services from a domestic violence shelter, program, or rape crisis center;
- To obtain psychological counseling related to an incident of domestic violence;
- To participate in safety planning or to take other actions to increase safety from future incidents of domestic violence; or
- To obtain legal services, assist in the prosecution of the offense, or appear in court in relation to the incident of domestic violence.

The employee will be required to use any available paid time off for such absences; if no paid time off is available, the time off will be unpaid. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Employees who require time off in accordance with this policy must provide advance notice to the Company. If advance notice is not feasible, the employee will be required to provide a certification to the Company within a reasonable time after return to work.

Employees who wish to request an accommodation under this policy should contact a Corporate Human Resources Representative.

New York State Paid Family Leave Benefits

The Company provides eligible employees the opportunity to take partially paid, job-protected leave to care for a new born child, a newly adopted or newly placed child or a family member with a serious health condition, or to handle certain qualifying exigencies arising from a spouse's, child's or parent's covered active duty or call to covered active duty status, up to the maximum length of leave permitted by law ("maximum amount of leave"), in accordance with the New York Paid Family Leave Benefits Law ("PFLBL"). PFLBL benefits are intended to compensate employees for wage loss suffered while taking these types of eligible family leaves. In accordance with the law, PFLBL benefits are funded by a payroll deduction from employees' paychecks.

Employee Eligibility

Employees who work 20 or more hours per week are eligible to take PFLBL leave after 26 weeks of work. Employees who work less than 20 hours per week are eligible on the 175th day of work. If employees are unsure whether they qualify for PFLBL leave, they should contact a Corporate Human Resources Representative.

When an employee's regular employment schedule is 20 hours or more per week and the employee will not work 26 consecutive weeks, or when an employee's regular employment schedule is less than 20 hours per week, but the employee will not work 175 days in a 52-week period, the Company will provide the employee the option to file a waiver of family leave benefits. Any such waiver will be automatically revoked if there is a change in the employee's work schedule that requires the employee to continue working for 26 consecutive weeks or 175 days in a 52 consecutive week period, and the employee will be required to begin making contributions to the cost of PFLBL benefits, including any retroactive amounts due from the date of hire.

Conditions Triggering Leave

PFLBL leave may be taken for the following reasons:

- (1) the birth, adoption or foster care placement of an employee's child within 12 months following the birth or placement of the child;
- (2) to care for a close family member (spouse, domestic partner, child, parent, parent in law, grandparent, or grandchild, and siblings) with a serious health condition; or
- (3) to handle certain "qualifying exigencies" (as defined under the Family Medical Leave Act) arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty status in the military reserves, National Guard, or Armed Forces.

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

Length of Leave

Employees are eligible for up to twelve (12) weeks of leave within a 12-month period.

Identifying the 12-Month Period

Employees are eligible to take up to the maximum amount of leave, during a 12-month period. All leave entitlement will be measured during a rolling 12-month period measured backward from the first day of leave. PFLBL leave for the birth of a child or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take PFLBL leave in a single block of time or intermittently (in separate blocks of time). Employees who require intermittent leave must try to schedule their leave so that it will not unduly disrupt the Company's operations.

If you work at a Company that is covered by the Family Medical Leave Act (“FMLA”), to the extent you are also eligible for FMLA leave for the same condition triggering PFLBL leave, you must use FMLA leave and PFLBL leave concurrently.

Employees may not concurrently receive New York State Disability or Workers’ Compensation benefits and PFLBL benefits. An employee who is eligible for both New York State Disability benefits and PFLBL benefits during the same 52-week period cannot receive more than 26 total weeks of disability and family leave benefits during that time period.

Wage Replacement Benefits

Employees who qualify for PFLBL benefits are eligible to receive 67% of their average weekly wage (up to a maximum amount set by the state) during their leave.

Notice and Certification

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

An employee wishing to make a claim for PFLBL benefits must complete a Request for Paid Family Leave or give notice in another format designated by the Company’s insurance carrier or the Company if you work for a Company that self-insures. The

employee will be required to submit certain certifications and/or documentation substantiating the need for leave.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, an employee may choose to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the employee's PFLBL leave. In order to substitute paid leave for PFLBL leave, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.). Should an employee choose to substitute accrued paid leave for PFLBL benefits, a leave that is otherwise eligible under the PFLBL will be job-protected leave.

If you work at a Company that is covered by the FMLA, to the extent you are also eligible for FMLA leave for the same condition triggering PFLBL leave, the Company's policies regarding the use of accrued paid leave concurrently with FMLA leave shall apply.

If you work at a Company that, as a matter of personnel policy or practice, pays employees their full salaries for portions of family leave of absence, such paid leave shall run concurrently with PFLBL leave, and the employee shall receive their full salary in accordance with the policy.

Benefits During PFLBL Leave

If you and/or your eligible dependents participate in a group health plan through the Company, your coverage will be maintained during your PFLBL leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. An employee's failure to pay the employee share of the health coverage premium may result in an elimination of coverage after 30 days. Use of PFLBL leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Job Restoration

Upon returning from PFLBL leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, employees have no greater right to reinstatement than if they had been continuously employed rather than taken leave. For example, if an employee would have been laid off or their position would have been eliminated even if they had not gone on leave, then the employee will not be entitled to reinstatement.

Failure to Return After PFLBL Leave

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

Fraud

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

Employers' Compliance with PFLBL and Employee's Enforcement Rights

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

New York State Paid Safe and Sick Leave

We provide employees who work in New York with paid safe/sick time in accordance with the requirements of New York Labor Law § 196-b (the New York Paid Sick Leave Law ("NYPSL")).

Sick leave benefits will accrue at a rate of one hour for every 30 hours worked, up to a maximum accrual of 56 hours during each 12 month period. The Company defines a 12-month period for purposes of this policy only as running from the employee's anniversary date.

Eligible employees may use paid sick leave for the purposes described below. This benefit does not accrue. At the beginning of each 12-month period, employees will be granted 56 hours of paid sick leave. You may carry over any unused sick leave to the next calendar year. However, you may not use more than 56 hours of sick time in a calendar year. You must use paid sick leave in an initial daily increment of four hours and then in half-hour increments thereafter.

Paid sick leave may be used for an absence from work due to: your mental or physical illness, injury, or health condition; your own need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or condition; your own need to get preventive medical care; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs preventive medical care. Paid sick leave may also be used for "safe time" for absence from work due to any of the following reasons when the employee or a family member has been the victim of domestic violence, a family offense matter, sexual offense, stalking or human trafficking: (a) to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program; (b) to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members; (c) to meet with an attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding; (d) to file a complaint or domestic incident report with law enforcement; (e) to meet with a district attorney's office; (f) to enroll children in a new school; or (g) to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee, or the employee's family member, or to protect those who associate or work with the employee.

For purposes of this section, “family members” are defined as your child (regardless of age); grandchild; spouse; domestic partner; parent; grandparent; child or parent of an employee’s spouse or domestic partner; or sibling.

Employees must provide oral or written notice of the need to use sick leave. If the need for sick leave is foreseeable, the Company requests you provide reasonable advance written notice of your intention to take paid sick leave to the extent possible. If the need is unforeseeable, the Company requires that you give notice as soon as practicable. To provide notice of the need to use sick time, employees should contact a Corporate Human Resources Representative.

The Company may require you to provide reasonable documentation from a licensed health care provider confirming your eligibility to use sick leave after you use more than three consecutive workdays as paid sick leave, to the extent permissible by law. Requests for documentation will be limited to the following: (1) an attestation from a licensed medical provider supporting the existence of a need for sick leave, the amount of leave needed, and a date the employee may return to work, or (2) an attestation from an employee of their eligibility for leave. The medical documentation should not disclose the nature of your illness, injury or health condition, the reason for leave, or any individually identifiable health information. If requested, such documentation must be provided within seven days of returning to work. The Company will reimburse an employee for all reasonable costs or expenses incurred in obtaining any requested documentation. Failure to provide a required verification or medical certification may result in denial of payment of sick leave.

Paid sick time may not be used as additional vacation days. Additionally, paid sick time may not be used to extend employment or to delay a termination date. Any employee found to be using sick time for purposes other than those described in this policy or as permitted by law, will be subject to disciplinary action up to and including termination.

In many instances, the Company’s Sick/PTO policy may be more generous than what is required under applicable law, and therefore fulfill the requirements of this policy. Leave under this policy may run concurrently with leave taken under local, state or federal law to the extent permitted by law. Unused, accrued sick leave will not be paid upon termination, except as required under applicable law.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact a Corporate Human Resources Representative.

New York State Short Term Disability Insurance Benefits

If you work at a New York location, you are eligible for short-term disability insurance after four consecutive weeks of full-time employment or 25 days of regular part-time employment in accordance with state law. Other employees may also be eligible for this insurance, depending on the employee’s previous employer. This insurance is designed

to provide income for you when you are absent from work for more than seven (7) calendar days due to non-occupational illness, injury, or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a maximum each week, as specified by state law, for up to 26 weeks. Employees must provide written notice including a doctor's certificate stating the nature of the disability and the expected date of return to work. For more information about this policy contact a Corporate Human Resources Representative.

New York Meal Period Requirement

This policy is applicable to New-York-based employees. All nonexempt employees who work at least six (6) hours extending into 11 a.m. and 2 p.m. are entitled to a 30-minute unpaid meal period to be taken between the hours of 11 a.m. and 2 p.m. Employees who work between the hours of 11 a.m. and 7 p.m. are entitled to an additional 20-minute unpaid meal period to be taken between the hours of 5 p.m. and 7 p.m. Employees who work 6 or more hours between 1 p.m. and 6 a.m. are entitled to an unpaid meal period of at least 45 minutes midway between the beginning and the end of the hours worked. All exempt employees are authorized and permitted to schedule and take their meal periods at their discretion under these guidelines.

Employees are completely relieved of their job responsibilities during their meal periods. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Bone Marrow Donation Leave

If you work at a New York location with 20 or more employees, the Company provides reasonable and necessary unpaid leave to eligible employees to undergo a medical procedure to donate bone marrow. The Company may require a physician's verification of the purpose and length of each leave requested for bone marrow donation.

Blood Donation Leave

If you work at a New York location with 20 or more employees, the Company provides employees who seeks to donate blood with either: (1) three hours of leave of absence in any 12-month period; or (2) be allowed to use of their accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set.

Disaster and Emergency Services Leave

During the time that an emergency exists following a declaration of emergency under the law, the Company provides reasonable and necessary unpaid leave to employees who are "volunteer emergency responders," as that term is defined under applicable law, to perform their duties as a volunteer firefighter or an enrolled member of a volunteer ambulance service, unless the Company determines that the employee's absence would impose an undue hardship on company business.

Employees requesting leave under this policy must have previously submitted written documentation from the head of the fire department or volunteer ambulance service confirming the employee's status as a volunteer firefighter or member of a volunteer ambulance service.

The Company may request a notarized statement from the head of the volunteer fire department or volunteer ambulance service certifying the period of time that the employee responded to any emergency.

For more information regarding this leave, see a Corporate Human Resources Representative.

Social Security Number Privacy and Protection of Personal Information

Employee social security numbers (SSNs) and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include social security numbers and personal information will be maintained in accordance with federal and state laws.

The Company is committed to taking all reasonable steps to ensure the confidentiality of our employees' and applicants' personal identifying information, as required under applicable law. Thus, employees may not acquire, disclose, transfer, or use the SSN, home address, or telephone number, personal electronic mail address, internet identification name, or password, parent's surname prior to marriage, or drivers' license number of any employee except in accordance with applicable law and the Company policy and procedures. The release of employee personal identifying information to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for such information. Employee SSNs will not be publicly posted, displayed, or visibly printed on any identification badge or time card. For more information about this policy please contact a Corporate Human Resources Representative.

Wage Disclosure Protection

The Company, consistent with New York law, will not take an adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing (i) the employee's wages or (ii) the wages of another employee where prior permission from that employee has been obtained.

Nothing in this policy shall require an employee to disclose their wages in response to any inquiry. Further, nothing in this policy shall be construed to permit an employee who has access to the wage information of other employees as part of such employee's essential job functions, to disclose the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a

complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under New York law, including an investigation conducted by the Company.

Personnel Records

Recognizing the confidential nature of the information in your personnel record, the Company limits access to the personnel records to you and those with proper authorization or pursuant to legal process.

No documents contained in your personnel file will be released without your consent, except pursuant to legal process. Any records of medical evaluation results will be maintained in a separate file, in accordance with legal requirements, and may only be reviewed by authorized individuals with the approval of a Corporate Human Resources Representative.

Speak Up and Nonretaliation Policy

The Company does not tolerate acts of retaliation against an employee who makes a good faith report of improper workplace behavior. This includes making good faith reports of illegal conduct, conduct that poses a danger to public health or safety, violations of any Company policies, or harassment, discrimination or other inappropriate workplace behavior.

All employees are prohibited from taking retaliatory actions against employees who make good faith reports of improper workplace behavior. Managers must guard against retaliatory conduct by proactively watching for signs of retaliation and reporting any observed conduct that may potentially violate this policy as soon as possible.

- No employee may be retaliated against because that employee has in some manner opposed an employment practice that the employee in good faith reasonably believes violates federal, state or local laws, rules or regulations or poses a danger to the public health or safety.
- No employee may be retaliated against because they object to or refuse to participate in an employment practice that the employee in good faith reasonably believes violates federal, state or local laws, rules or regulations or poses a danger to the public health or safety.
- No employee may be retaliated against because they filed a charge, truthfully testified, provided information or assistance, or participated in an investigation, proceeding, or hearing related to or arising from an allegedly unlawful employment practice.
- No employee may be retaliated against for asserting rights established by a federal, state or local law.

The Company wants all employees to feel comfortable raising questions and concerns without fear of retaliation, which includes discrimination, harassment, or other adverse action taken against an employee for making a report.

If you believe that you or someone else has been subjected to retaliation, you must report it as soon as possible. Methods of reporting are included in the Employee Handbook, or can be made to a Corporate Human Resources Representative. Allegations of retaliation will be investigated promptly. If an employee has been subjected to retaliatory behavior because the employee has spoken up or attempted to speak up in good faith, in keeping with this policy, the employee found to have retaliated will be subject to corrective action, up to and including termination of employment.

Workplace Postings

In accordance with the New York Labor Law, all employment related documents required to be physically posted at the worksite pursuant to state or federal law or regulation will also be provided to employees electronically via the Company's intraweb.

NORTH CAROLINA ADDENDUM

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

Equal Employment Opportunity

If you work at a North Carolina location with fifteen or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Carolina law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry; sickle-cell trait; hemoglobin C-trait; off duty, lawful use of lawful products, including tobacco and alcohol; genetic information, including requests for genetic testing or genetic counseling services; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Carolina law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on ancestry, off duty, lawful use of lawful products, including tobacco and alcohol, or any other protected status in accordance with applicable federal, state, and local laws.

Parental Leave for School Involvement

The Company provides up to four (4) hours of unpaid leave per calendar year to any employee who is a parent, guardian, or person standing in the place of a parent of a school-aged child so that the employee may attend or otherwise be involved at that child's school. Such leave is available for employees with children enrolled in grade school instruction, preschool or child care facilities. The leave shall be taken at a mutually agreed upon time. Eligible employees should provide the Company with a written request for the leave at least 48 hours before taking leave. The Company may require an employee to furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.

For more information regarding this leave, employees should contact a Corporate Human Resources Representative.

Domestic Violence and Crime Victim Leave

To the extent required by law, the Company provides reasonable and necessary unpaid leave to employees who are victims of domestic violence or are seeking to pursue protective or civil no contact orders to protect them against non-consensual sexual contact and stalking as defined by state law.

For the purposes of this policy, domestic violence includes situations when an employee or a minor child residing with, or in the custody of, the employee is subject to actual or threatened physical harm, including sexual offenses, by a current or former spouse, a person of the opposite sex who lives with (or lived with) the employee, a parent, a party who stands *in loco parentis* to the minor child, a grandparent, a person who has a child in common with the employee, a current or former household member, or a person of the opposite sex who is in a dating relationship with the employee, or when an employee is a victim of stalking as defined by N.C.G.S. § 14-277.3.

To request leave under this policy, the employee must provide a Corporate Human Resources Representative with advance notice of the leave. If advance notice is not possible, the Company may require documentation of any emergency that prevented the employee from complying in advance with the Company's usual time off policy or procedure. For more information regarding this leave, see a Corporate Human Resources Representative.

Disaster Response Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as members of a volunteer fire department, rescue squad, or emergency medical service agency and who are called into service after the Governor or General Assembly proclaims a state of disaster.

The Company reserves the right to limit the amount of leave if the employee's services are required to address an on-going emergency or disaster relief activities within the Company.

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

When returning from leave under this policy, employees should provide appropriate documentation from the Director of the Division of Emergency Management or the head of the local emergency management agency confirming the employee's service in a response to a disaster.

NORTH DAKOTA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Dakota law, the Company is committed to providing equal employment opportunities to all employees without regard to marital status; status regarding public assistance; participation in lawful, off-duty activities that do not directly conflict with the essential business-related interests of the Company; service as a volunteer emergency responder; or any other protected status in accordance with applicable federal, state, or local laws.

Meal Period

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

No Company manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to a Corporate Human Resources Representative.

Civic Duties

Voting

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

Domestic Violence and Crime Victim Leave

To the extent required by law, employees who are victims of domestic violence or are seeking to pursue protective or civil no contact orders to protect them against non-consensual sexual contact and stalking as defined by state law, may receive unpaid leave to obtain or attempt to obtain relief under the state's domestic violence laws. To take this

leave, the employee must provide a Corporate Human Resources Representative with advance notice of the leave. If advance notice is not possible, a Corporate Human Resources Representative may require documentation of any emergency that prevented the employee from complying in advance with the Company's usual time off policy or procedure.

For more information regarding this leave, see a Corporate Human Resources Representative.

Pregnancy Accommodation Leave

The Company, consistent with state law, will provide reasonable accommodations to employees who are birthing parents related to pregnancy to the extent the accommodation can be made without disrupting or interfering with the Company's normal business operations; threaten an individual's health or safety; contradict a business necessity of the Company; or impose an undue hardship on the business.

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

- more frequent or longer breaks;
- time off to recover from childbirth;
- acquisition or modification of equipment;
- seating;
- temporary transfer to a less strenuous or hazardous position;
- job restructuring;
- light duty;
- break time and private non-bathroom space for expressing breast milk;
- assistance with manual labor; or
- modified work schedules.

The Company may require the employee to provide a certification in connection with a request for reasonable accommodation.

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

For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative. The Company will provide you with a notice of rights in accordance with this policy within ten days of being notified of the pregnancy.

Disaster and Emergency Services Leave

The Company provides reasonable and necessary unpaid leave, up to 20 days per calendar year, to employees who serve as volunteer emergency responders, including (1)

volunteer members of the North Dakota army national guard; (2) volunteer members of the North Dakota air national guard; or (3) volunteer members of the army national guard or air national guard of any state; or (4) volunteer civilian members of the civil air patrol to respond to an emergency. The Company reserves the right to deny a leave request if the requested leave would unduly disrupt business operations.

Employees requesting leave under this policy should make reasonable efforts to notify the Company of a call to service and continue to provide reasonable notification updates over the course of the leave.

Upon return to work, employees should provide appropriate written verification of times and dates of required service. Such verification may include a statement from the department of emergency services, the adjutant general's office, the North Dakota wing of the civil air patrol, or other appropriate entity.

OHIO ADDENDUM

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

Equal Employment Opportunity

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

Policy Against Unlawful Harassment

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

Civic Duties

Voting

The Company provides reasonable and necessary unpaid time off to vote on an election day. The Company reserves the right to select the hours the employee will be excused to vote. Employees are required to provide reasonable advance notice to a Corporate Human Resources Representative of the need for leave under this policy.

Election Officials

The Company provides reasonable and necessary unpaid time off for employees who serve as election officials on registration or election day to fulfill their official duties. Employees are required to provide reasonable advance notice to a Corporate Human Resources Representative of the need for leave under this policy.

Maternity Leave

If you work at an Ohio location with 4 or more employees, the Company provides unpaid leave to employees who are birthing parents for any pregnancy related-disabilities, childbirth or related medical conditions. Employees requesting leave under this policy should notify the Company as soon as possible. Each request must be accompanied by an appropriate certification from the employee's treating physician. Leave granted pursuant to this policy may run concurrently with any applicable leave provided under the FMLA. For information on this leave of absence policy, please contact a Corporate Human Resources Representative.

Victims of Crime Leave

The Company provides reasonable and necessary unpaid leave to employees who are victims of crime, a member of a victim's family, or a victim's representative for:

1. Participating, at the prosecutor's request, in preparation for a criminal or delinquency proceeding;
2. Attendance at a criminal or delinquency proceeding if the attendance is reasonably necessary to protect the interests of the victim;
3. Attendance at a criminal or delinquency proceeding if the victim's attendance is pursuant to a victim's constitutional and statutory rights.

Employees must provide reasonable advanced notice when taking leave under this policy. For information on this policy, please contact a Corporate Human Resources Representative.

Family Military Leave

If you work at an Ohio location with 50 or more employees, in addition to the benefits provided pursuant to the Military-Related FMLA Leave, detailed in the Company Handbook, the Company provides unpaid leave for up to 10 days or 80 hours once per calendar year, whichever is less, if the following conditions are met:

1. The employee has been with the Company for at least 12 consecutive months and for at least 1,250 hours in the 12 months immediately preceding commencement of the leave;
2. The employee is the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is called into active duty in the uniformed services for a period longer than 30 days or is injured, wounded, or hospitalized while serving on active duty in the uniformed services;
3. The employee gives notice to the Company that the employee intends to take leave pursuant to this section at least 14 days prior to taking the leave if the leave is being taken because of a call to active duty or at least 2 days prior to taking the leave if the leave is being taken because of an injury, wound, or hospitalization. If the employee receives notice from a representative of the uniformed services that the injury, wound, or hospitalization is of a critical or life-threatening nature, the employee may take the leave without providing notice to the employer;
4. The dates on which the employee takes leave pursuant to this section occur no more than two weeks prior to or one week after the deployment date of the employee's spouse, child, or ward or former ward;
5. The employee does not have any other leave available for the employee's use except sick leave or disability leave.

Upon the completion of leave under this policy the Company will typically restore the employee to the position the employee held prior to taking leave or to a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

Volunteer Firefighter/EMS Leave

The Company provides reasonable and necessary unpaid leave for eligible employees who serve as volunteer firefighters or providers of emergency medical services to respond to an emergency.

To be eligible for leave under this policy employees must provide written notification to the Company no later than thirty (30) days after being certified as a volunteer firefighter or volunteer emergency services provider.

To request leave under this policy, employees must make reasonable efforts to notify a Corporate Human Resources Representative and their supervisors as soon as possible when they know they will be late to work or absent from work due to being dispatched to an emergency. Additionally, following an absence under this policy, employees must provide appropriate written documentation that confirms the date(s) and time(s) of their absence from the Chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization.

Use of Handheld Electronic Devices While Driving for Work

In addition to the requirements set forth in the Company's Employee Handbook regarding use of handheld electronic devices, wireless communication devices, or standalone electronic devices while driving for work, or as part of an employee's job duties, employees who work at an Ohio location are subject to the following requirements: While driving for work, or as part of an employee's job duties, employees are prohibited from using handheld wireless telecommunications to write, send, or read text messages, emails, or other written communications.

Employees may use voice-operated or hands-free communications devices, including earphones, ear buds, or other similar devices that allow them to write, send, or read text messages without using their hands except to activate, deactivate, or initiate features or functions.

Text messages, for purposes of this policy, include instant, email, and other electronic messages; but do not include emergency, traffic, or weather alerts and messages related to vehicle operation or navigation.

Social networking sites, for purposes of this policy, are defined as web-based services that allow users to construct a profile and connect or communicate with other users.

Access to Personnel Files

Upon providing a written request, employees may inspect or receive a copy of their compensation records. For purposes of this policy, "compensation records" includes your name, address, occupation, pay rate, hours worked for each day (non-exempt employees only), and each amount paid. The Company will provide these records to employees

without charge. Likewise, the Company will provide these records to a person acting on the employee's behalf if the employee provides us with a signed, written statement authorizing us to release specific information to the designated person.

The Company will provide the requested information within thirty business days after receipt of the request, unless the Company and the employee or person acting on behalf of the employee agree to some alternative time period for providing the information or the 30-day period would cause a hardship on the Company under the circumstances, in which case the Company will provide the requested information as soon as practicable.

In addition, employees may request a copy of their medical records maintained by the Company. Employees may be asked to pay reasonable copy costs in connection with a request for medical records.

OKLAHOMA ADDENDUM

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

Equal Employment Opportunity

If you work at an Oklahoma location with fifteen or more employees, In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oklahoma law, the Company is committed to providing equal employment opportunities to all employees without regard to tobacco usage during nonworking hours, or membership, application for membership, service, application for service in the state military forces, and if you work at an Oklahoma location in the health care industry for refusal to participate in specified acts (as identified in Oklahoma's Freedom of Conscience Act) that are objectionable to an individual's religious observance or practice, or any other protected status in accordance with applicable federal, state, or local laws.

Civic Duties

Voting

In circumstances where employees' work schedule does not provide at least three (3) hours of continuous off-duty time during the time polls are open, the Company will provide up to two hours of paid time off during scheduled work time for employees to vote. Employees who need time off to vote should notify a Corporate Human Resources Representative prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.

OREGON ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oregon law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair style, hair color, or manner of wearing hair, including without limitation, braids, regardless whether the braids are created with extensions or styled with adornments, locs, and twists), marital status, domestic partnership status, age (18 or older), gender identity, status as a victim of domestic violence, sexual assault or stalking, uniformed military service, or any other protected status in accordance with applicable federal, state and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oregon law, the Company strictly prohibits all forms of unlawful harassment, which include harassment based on race (including traits historically associated with race, such as hair style, hair color, or manner of wearing hair, including without limitation, braids, regardless whether the braids are created with extensions or styled with adornments, locs, and twists), marital status, domestic partnership status, age (18 or older), gender identity, status as a victim of domestic violence, sexual assault or stalking, uniformed military service, or any other protected status in accordance with applicable federal, state and local laws.

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

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

Please refer to the Employee Handbook for more detailed instruction regarding the Company's processes for reporting any form of harassment, discrimination, or retaliation based on Protected Status, including sexual harassment and assault. All employees are required to document all incidents of conduct that the employee suspects may violate these policies or the law and to report those to the appropriate personnel.

If you believe that you have been discriminated against or harassed, or otherwise treated differently because of a protected category, you should report the incident so that we may address the issue. Employees who suffer discrimination or harassment may have the

ability to pursue a legal claim. The statute of limitations – i.e., the statutory deadline – for bringing a claim of discrimination or harassment because of Protected Status; because of service in the uniformed services; and based on disability is five years from when the discrimination or harassment occurred.

The Company will not require that any employee enter into a non-disclosure or non-disparagement agreement that prevents employees from discussing any conduct that constitutes discrimination or harassment based on Protected Status, uniformed service, or disability. In the event that you allege that you are harassed or discriminated against at work, you may voluntarily request that the matter remain confidential by requesting a non-disclosure or non-disparagement type provision. Should you enter into such an agreement with the Company, upon your request, you will have seven days in which to revoke the agreement. The Company reserves the right to invalidate any severance or separation agreement entered into with any managerial employee whom the Company determines to have engaged in conduct that violates this policy.

Meal Periods

All employees who work a shift of six (6) hours or more are required to take a thirty (30) minute duty-free meal period. If an employee works a period of seven (7) hours or less (but at least 6 hours), the meal must be taken between the second and fifth hour worked. If the work period is more than seven (7) hours, the meal must be taken between the third and sixth hour worked. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, unless there is a valid written agreement for an on-duty meal period, employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Waiver of Meal Period

Except for tipped food and beverage service workers employees may not waive their meal periods. No Company manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to a Corporate Human Resources Representative.

Rest Periods

The Company provides all full-time employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. The Company generally will not authorize a rest period for employees whose total daily work time is less than two (2) hours. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

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

Lactation Break

The Company provides reasonable unpaid (to the extent the time falls outside the normal rest break periods described above) rest periods throughout the day as needed to express breast milk or breastfeed. Lactation breaks will be provided for up to eighteen (18) months following the child's birth. Where a private location to express milk has not previously been established or arranged with an employee, the Company will make reasonable efforts to provide a location in close proximity to the employee's work area for the employee to express milk in private that is not a restroom. Please contact a Corporate Human Resources Representative for more information about this policy.

Pregnancy Disability Accommodations

The Company will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer breaks or periodic rests;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, the Company will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or ask questions about this policy, please contact a Corporate Human Resources Representative.

Paid Sick Leave

If the Company employs ten or more employees in Oregon, or six or more employees, and the Company has a location in Portland (whether or not you work in Portland), the Company provides up to forty (40) hours of paid sick leave during each 12-month period, as defined below. If the Company employs fewer than ten employees in Oregon, or fewer than six employees and the Company has a location in Portland (whether or not you work in Portland), the Company provides up to forty (40) hours of unpaid sick leave during each 12-month period, as defined below.

This policy covers exempt, part-time, and temporary employees. Employees must have been employed for 90 days before they can begin using their accrued sick leave, even though they actually begin accruing the leave itself at the commencement of employment.

Eligible employees will accrue one (1) hour of sick leave for every 30 hours worked during each 12-month period. The Company defines a 12-month period for purposes of this policy only as based on the the employee's anniversary date. After successfully completing 90 days of employment, eligible employees may begin to use sick leave as it is accrued, up to a maximum of 40 hours during each 12-month period, for the purposes described below. Employees may accrue up to 80 hours of sick time during each 12-month period, and a maximum of 40 hours of accrued unused sick leave will carry over at the end of each 12-month period. Employees who separate from employment with the Company and are re-hired within 180 days of separation will have any unused sick leave restored. However, accrued unused time under this policy has no monetary value and is not paid out at the time of separation from employment.

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

1. to care for the employee's own illness, injury, or health condition, need for medical diagnosis or treatment of an illness, injury or health condition; or
2. to care for the employee's family member with an illness, injury or health condition who needs medical diagnosis, care, or treatment or who needs preventative medical care; or
3. to attend a routine medical appointment for the employee or the employee's family member; or
4. for any purpose allowed under Oregon's domestic violence, harassment, sexual assault, or stalking laws, including to seek legal, law enforcement or other aid, including participating in legal proceedings, or medical treatment or recovery from injuries, or to obtain mental health or counseling or other similar services, or participate in safety planning when the employee, or the employee's minor child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking; or
5. in the event of a public health emergency, including: (a) the closure of the employee's place of work, or the school or place of care of the employee's child by order of a public official due to a public health emergency; (b) a determination that the employee's presence or the presence of the employee's family member in the community would jeopardize the health of others such that the employee must provide self-care or care for the family member; or (c) the exclusion of the

- employee from the workplace under any applicable law that requires the employer to exclude the employee from the workplace for health reasons; or
6. any of the enumerated purposes under Oregon's Family Leave Act (Oregon Revised Statutes section 659A.159).

For purposes of this policy a "family member" is defined under Oregon Revised Statutes section 659A.150, and includes: The spouse of an employee; a child of an employee or the child's spouse or domestic partner; a parent of an employee or the parent's spouse or domestic partner; a sibling or stepsibling of an employee or the sibling's or stepsibling's spouse or domestic partner; a grandparent of an employee or the grandparent's spouse or domestic partner; a grandchild of an employee or the grandchild's spouse or domestic partner; the domestic partner of an employee; or any individual related by blood or affinity whose close association with an employee is the equivalent of a family relationship.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, employees must provide notice as soon as practicable.

The Company may require appropriate certification of leave under this policy when a leave exceeds 3 consecutive work days. However, the Company will not delay or deny additional leave or delay or deny pay for leave taken under this policy if appropriate certification is not provided.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact their BBSI Representative. If the Company does not completely and timely address your questions or concerns regarding this policy, you should contact BBSI.

In many instances, the Company's Sick/PTO policy may be more generous than what is required under Oregon law, and therefore fulfill the requirements of this policy. Leave under this policy may run concurrently with leave under local, state or federal law, including leave taken pursuant to the federal Family Medical Leave Act. Please check with your BBSI Representative for more detail on the Company's PTO or Sick Leave Policy.

Domestic Violence Leave and Accommodation

The Company provides unpaid leave to eligible employees who are victims of domestic violence, harassment, sexual assault, or stalking, or who are the parents or guardians of a minor child or dependent who is victim of domestic violence, harassment, sexual assault, or stalking.

Leave of Absence

Leave under this policy may not exceed 12 workweeks during any 12-month period, and may be used to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking;
- Seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent;
- Obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking;
- Obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent; or.
- Relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

When possible, employees must give a Corporate Human Resources Representative at least two days advanced notice of their intention to take leave for any purpose stated above. If unscheduled or emergency court appearances, or other emergency circumstances make advance notice impracticable, employees must provide as much notice as practicable and provide a Corporate Human Resources Representative with documentation that their absence was required for any of the above reasons within a reasonable time after the absence.

Reasonable Safety Accommodation

In addition to leave, the Company will provide any reasonable safety accommodation requested by an employee who is a victim of domestic violence, harassment, sexual assault or stalking, except if the accommodation would impose an undue hardship on the operation of the business. Reasonable safety accommodations may include adjustments such as transfers, reassignments, modified schedules, unpaid leave, changed work phone numbers or work stations, lock installation, implementation of safety procedures, or other adjustments to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, sexual assault.

Prior to making a reasonable safety accommodation, the Company may require certification that the employee is a victim of domestic violence, harassment, sexual assault or stalking. The certification requirement can be satisfied by:

- A copy of a police report indicating that the individual was or is a victim of domestic violence, harassment, sexual assault or stalking;
- A copy of a protective order or other evidence from a court, administrative agency or attorney that the individual appeared in or is preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault or stalking; or
- Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or victim services provider that the individual was or is undergoing treatment or counseling,

obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

Information provided in connection with leave or an accommodation under this policy will be kept confidential by the Company, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

Leave under this policy may run concurrently with leave under other applicable law, including the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act.

Veterans' Day Holiday Leave

The Company provides unpaid leave to employees who are eligible veterans for Veterans Day if:

1. The employee would otherwise be required to work on Veterans' Day; and
2. The employee provides the Company with: (a) at least 21 calendar days' notice that the employee intends to take time off for Veterans Day; and (b) documents showing that the employee is a veteran, as defined by state law.

The Company will notify the employee at least 14 calendar days before Veterans Day whether the employee will be provided time off. If the employee who is a veteran does not receive time off for Veterans Day, the Company will allow the employee a single day off within the year after Veterans Day, at the Company's discretion.

Juvenile Court Attendance Leave

The Company provides unpaid leave for employees who are summoned to attend juvenile court proceedings involving their child or a child for whom they are the legal guardian. Employees requesting time off under this policy must provide their supervisor with as much advance notice as possible of the need for leave and provide appropriate documentation in support of their request.

Jury Duty

The Company encourages each of you to accept your civic responsibilities including jury duty. We are a good corporate citizen, and we are pleased to assist you in the performance of your civic duties. The Company will provide unpaid leave for purposes of attending jury duty, and for exempt employees will pay their full salary. The Company will not require that any employee use accrued vacation or sick leave for time spent serving on a jury, though the Company may allow employees to use such benefits upon request.

Victims of Crime Leave

If the Company employs 6 or more employees in Oregon, the Company provides eligible employees reasonable and necessary unpaid leave to attend or participate in legal proceedings when the employee or the employee's spouse, domestic partner, parent, sibling, child, stepchild, or grandparent is a victim of a crime. The legal proceedings must relate to the crime. To be eligible for leave, the employee must: 1) be a victim of a crime; and 2) have worked an average of 25 or more hours per week for at least 180 days before requesting such leave.

The employee must provide the Company with reasonable advance notice of the need for leave under this policy. Eligible employees may substitute accrued paid leave under other policies so long as they comply with the relevant notice obligations.

Bone Marrow Donor Leave

Employees who works at least twenty (20) hours per week are eligible to use up to forty (40) hours of accrued paid time off to donate bone marrow or be screened as a possible donor. The maximum leave to be taken is the employee's total accrued vacation or forty (40) hours, whichever is less, unless otherwise agreed to in writing. Employees requesting leave under this policy must provide a Corporate Human Resources Representative with advance notice and written verification from a physician regarding the purpose and length of the leave requested.

Paid Leave Oregon

Paid Family Medical Leave (also known as Paid Leave Oregon or "PLO") is a statewide insurance program available to eligible Oregon employees that provides paid time off to give or receive care for Qualifying Events as defined by the PLO law. The program is funded by premiums paid by employees and employers, and it is administered by the Oregon Employment Department (OED). Employers collect the premiums and send them to the OED.

Employees who are interested in benefits under PLO must inquire with OED. Eligible employees may apply on their website or request a paper application. BBSI does not administer the paid benefit under this law for eligible employees, and it does not determine how to apply for this benefit, an employee's eligibility, the process, what the payment amount will be, how long it takes to receive a payment or how the state approves or denies claims. BBSI also does not issue the payments an employee may be entitled to under this law nor determine the amount each employee receives. BBSI may provide information to the State when needed. BBSI will not retaliate or discriminate against anyone seeking information with the State of Oregon on this law or employees who take time off under this law.

When the reason for leave is foreseeable, you are required to give verbal notice to BBSI at least 30 calendar days before starting leave that you are applying for Paid Leave and the general reason for the leave. If the leave is not foreseeable, you are required to give

verbal notice to the employer within 24 hours of starting leave and written notice within three days. Late reporting may result in a reduction of benefits. Additionally, employees are strongly encouraged to communicate any changes to leave timelines to BBSI as soon as practical. Failure to return to work or communicate changes to leave timelines will result in the application of the attendance policy and may lead to disciplinary action.

Oregon Family Medical Leave Act

The Oregon Family Medical Leave Act ("OFLA") works in conjunction with the federal Family Medical Leave Act, which is described in the Company's Employee Handbook.

The OFLA provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is generally 12 weeks within a 12-month period depending on the reasons for the leave. The Company provides such leave as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within the applicable law. For more information about this leave of absence policy, please contact a Corporate Human Resources Representative.

Employee Eligibility Under OFLA

To be eligible for unpaid leave under OFLA, employees must: 1) have worked for BBSI for at least 180 days immediately preceding the day the leave begins; 2) have worked an average of at least 25 hours per week during that 180-day period and 3) BBSI must employ at least 25 employees in Oregon (including part-time employees and employees on leave) during each working day of 20 or more calendar workweeks in the year in which the leave will be taken, or in the preceding year.

An eligible employee is entitled to twelve (12) workweeks of unpaid leave during a rolling forward twelve (12) month period beginning with the first date leave is taken.

Conditions Triggering Leave

OFLA leave may be taken for the following reasons:

- For pregnancy disability meaning any period of disability due to pregnancy or period of absence for prenatal care.
- Sick child to care for a child with a serious or non-serious health condition requiring home care ("sick child leave"); and
- Bereavement to deal with the death of a family member by attending the funeral (or alternative) of the family member; making arrangements necessitated by the death of a family member; or grieving the death of a family member.

For purposes of OFLA leave, "family member" includes a spouse; child of a covered individual or the child's partner; parent of a covered individual or their partner; sibling or step sibling; grandparent; grandchild; same gender partner; and individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

Length of Leave

Eligible employees are entitled to a maximum of 12 weeks' leave in the applicable 12-month period:

- Pregnancy disability - An eligible employee is entitled to take a maximum of twelve (12) weeks per year.
- Sick child - An eligible employee is entitled to take a maximum of twelve (12) weeks per year.
- Bereavement - An eligible employee is entitled to take a maximum of two (2) weeks of leave per death of a family member, up to a maximum of 4 weeks per leave year. The leave must be completed within 60 days after the date on which the employee receives notice of the death of the family member.

Intermittent Leave

Intermittent leave is permitted for the employee's medical condition related to pregnancy and prenatal care, sick child leave (used for serious or non-serious conditions). Where applicable, intermittent leave may be taken in the shortest increments used by BBSI to track absences.

Notice of Leave

All employees requesting OFLA leave must discuss the request with the owner. If the employee's need for family/medical leave is foreseeable, the employee must give BBSI at least 30 days prior written notice. If this is not possible, the employee must at least give notice as soon as practicable (within one (1) to two (2) business days of learning of the need for leave). If notice is not provided for foreseeable leave, BBSI may reduce available leave by three (3) weeks, and/or may impose disciplinary action. All employees requesting a leave of absence should complete an Application for Leave, which is available from the front office.

Medical Certification or Verification

BBSI may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for: (i) the name of the child requiring home care; (ii) the name of the school or child care provider that is subject to closure; (iii) a statement from the employee that no other family member of the child is willing and able to care for the child; and (iv) a statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

If the employees are requesting leave for pregnancy disability, the employee must supply appropriate medical certification. Employees may obtain Medical Certification Forms from the front office. When employees request leave, BBSI will notify them of the requirement for medical certification and when it is due (at least 15 days after leave is requested). If the employees provide at least 30 days' notice of medical leave, they should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial or reduction of leave and/or may result in the loss of job protection.

Medical and Other Benefits

During an approved OFLA leave, BBSI will maintain the health benefits of the employee enrolled in its health insurance, unless otherwise required by law. Employees are encouraged to discuss the payment of benefit premiums while on leave with their employer. If the employee's leave is unpaid, the employees must pay their portion of the premium monthly. If BBSI pays the employee's share of benefit premiums during an OFLA leave, that amount will be recovered through payroll deductions after the cessation of leave at a rate of 10% of the employee's gross earnings until the advanced amount is recovered.

Reporting While On Leave

Employee must give notice as soon as practical (within two (2) business days if feasible) if the dates of leave change, are extended or initially were unknown.

Leave Is Unpaid

OFLA leave is unpaid leave. In limited circumstances, the employee may be eligible for Paid Leave Oregon. The employee may be required to utilize any vacation, sick leave or other paid time off while on OFLA leave. OFLA leave runs concurrently with other types of leave, including short-term disability, vacation, sick, etc. Employees on OFLA leave will not be entitled to holiday pay. Neither sick time nor vacation time will accrue during an OFLA leave.

Return from Leave

Employees returning from OFLA leave will be returned to the position they held when their OFLA leave began, unless that position was eliminated during the leave. In the event of a position elimination, employees will be returned to an available equivalent position.

Oregon Military Family Leave

The OFLA works in conjunction with the FMLA and provides eligible employees the opportunity to take unpaid job-protected leave in connection with certain service-related medical and non-medical needs of family members. As described in the Company's Employee Handbook, there are two forms of such leave under the FMLA: (1) Military Caregiver Leave; and (2) Qualifying Exigency Leave. Under the OFLA, there is a third form of such leave, the Oregon Military Family Leave, which is described below. For information on how these leave of absence policies work, please contact a Corporate Human Resources Representative.

Oregon Military Family Leave applies if the Company employs 25 or more employees in Oregon. This leave is designed to allow eligible employees to take up to 14 days of leave when a spouse is called to active duty or deployed during a period of military conflict. The employee's spouse must be: (1) a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States; and (2) have been notified of an impending call or order to active duty, or actually deployed. If an employee works at least 20 hours or more per week, they may take up to 14 days of unpaid leave per deployment to be used after the military spouse has been notified of a call or order to active duty or while the military spouse is on leave from the deployment.

Employees desiring to take this leave must provide the Company with notice of their intent to do so within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Any leave taken under this policy will count against an employee's annual allotment of OFLA leave. Like all other forms of OFLA leave, an employee may substitute or be required to substitute any accrued paid leave, and will be restored to their prior position upon return from leave. Oregon Military Family Leave will be governed by, and handled in accordance with, OFLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by OFLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. For information on how these leave of absence policies work, please contact a Corporate Human Resources Representative.

Paid Family Medical Leave

Paid Family Medical Leave, also known as Paid Leave Oregon or "PLO" is a statewide insurance program available to eligible Oregon employees that provides paid time off to give or receive care for Qualifying Events as defined by the PLO law. The program is funded by premiums paid by employees and employers with 25 or more Oregon-based employees. The program is administered by the Oregon Employment Department (OED). Employers are responsible to collect and remit premiums to the OED.

Eligibility

To qualify, employees need to:

1. Work in Oregon,
2. Have earned \$1000 in wages in either the year benefits are requested, or the year prior,
3. Have contributed to PLO in either the year benefits are requested, or the year prior, and
4. Have experienced a Qualifying Event

Qualifying Events

This program allows eligible employees to take up to 12 weeks of paid leave, as needed, for Qualifying Events. Qualifying Events fall into three categories: Family, Medical, and Safe Leave. A non-exhaustive list of Qualifying Events is below.

Family Leave includes leave to bond with a child during the first year after birth or after adoption or placement in your home through foster care the first year after birth, through adoption or care for a family member with a serious illness or injury.

Medical Leave includes leave to care for yourself when you have a serious illness or injury.

Safe Leave includes leave for survivors of sexual assault, domestic violence, harassment, or stalking. You may also qualify for safe leave if your child, under the age of 18 or over the age of 18 with physical or mental disabilities rendering them dependent, experiences sexual assault, domestic violence, harassment, or stalking.

If you are pregnant, have given birth, or experience health issues related to childbirth, you may be eligible to take an additional two weeks of leave, for a total of 14 weeks.

Benefits

While on PLO, you are entitled to wage replacement benefits, which are administered by the OED. Your maximum weekly benefit cannot exceed 120% of the statewide average weekly wage.

Concurrent Leave – OFLA/FMLA

Leave under this policy may run concurrently with leave under other applicable law, including the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act. If your use of PLO runs concurrently with OFLA leave, you may use available paid time off such as PTO, vacation or paid sick time, alongside PLO to replace your wages up to 100% of your average weekly wage. Please contact A Corporate Human Resources Representative for additional information.

Ineligibility

PLO may not be used concurrently with workers' compensation or unemployment benefits.

Increment of Use

PLO may be taken consecutively, or nonconsecutively. PLO must be taken in increments of either one workday, or one work week. The OED may prorate your benefit amount accordingly if PLO is taken in increments of one workday.

Job Protection

Upon return from PLO, you will be restored to the same position you held prior to your leave. If the Company has 25 or more employees nationwide and if your position no longer exists, you will be restored to any available equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. If the Company has fewer than 25 employees nationwide and if your position no longer exists, the Company may, at its discretion based on business necessity, restore you to a different position with similar job duties and with the same employment benefits and pay. While on PLO, you are entitled to the same healthcare and other benefits you would be entitled to had you not taken leave.

Requesting PLO

The OED determines your eligibility and qualification for this leave. To apply for benefits, you will submit an application to the OED. However, you should give as much notice to A Corporate Human Resources Representative as reasonably possible.

If your need for leave is foreseeable, you must provide the Company with written notice at least thirty (30) days before your first day of leave. Examples of foreseeable reasons include the birth of a child, placement of a child, or planned medical treatment. If the need

for leave is unforeseeable, you must provide the Company with oral notice within 24 hours of commencement of leave, and written notice within 3 days of commencement of leave. Employees should reach out to A Corporate Human Resources Representative to request PLO.

Failure to provide adequate notice may result in the OED reducing your benefit amount.

No Discrimination or Retaliation

The Company prohibits retaliation or discrimination against employees who take or request PLO. If you have questions, please contact A Corporate Human Resources Representative or visit <https://paidleave.oregon.gov/Pages/default.aspx>

Wage Disclosure Protection

Consistent with Oregon law, the Company will not take adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing in any manner the employee's wages or the wages of another employee.

The Company will not take adverse employment action or retaliate against an employee for making a charge, filing a complaint or instituting an investigation, proceeding, hearing or action based on the disclosure of wage information by the employee.

This policy does not apply to an employee who has access to wage information of employees as part of the employee's job and who discloses the wages of employees to individuals not authorized to have access to the information, unless the disclosure is in response to a charge or complaint or is in furtherance of an investigation, proceeding, hearing or action.

Personnel Records

The Company will provide a reasonable opportunity for an employee to review and/or receive a certified copy of their personnel records within 45 days of the request. An employee who requests a certified copy of their records may be charged a reasonable copy fee. An employee may inspect their personnel records used to determine qualifications for employment, promotion, wage increases, or records used to discipline or terminate the employee.

PENNSYLVANIA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Pennsylvania law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to disability (including the use of a service animal or relationship or association with a disabled person), race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), ancestry, pregnancy, childbirth, or related medical conditions (including lactation), status as an individual who is certified to use medical marijuana, or any other protected status in accordance with applicable federal, state and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Pennsylvania law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on disability (including the use of a service animal or relationship or association with a disabled person), status as an individual who is certified to use medical marijuana, or any other protected status in accordance with applicable federal, state and local laws.

Emergency Responder Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, fire police or volunteer members of an ambulance service or

rescue squad to respond to an emergency call made prior to the start of the employees' scheduled shift.

Employees must attempt to contact their supervisors, a Corporate Human Resources Representative, or otherwise notify the Company that they have been dispatched to an emergency.

When employees return from leave under this policy they are required to provide a Corporate Human Resources Representative with a statement from the chief executive officer of the volunteer fire company, ambulance service or rescue squad or its affiliated organization confirming that the employee responded to a call, including the time when the employee was dispatched.

Military Leave

Pennsylvania employees who serve in the military are entitled to the protections of the Pennsylvania Military Leave of Absence Act (the Pennsylvania Act). Whenever any employee, in time of war or armed conflict, or emergency proclaimed by the Governor or by the President of the United States, enlists or is drafted into the active military service of the United States, the employee will be granted a military leave of absence. So long as an employee is on military leave of absence, the employee will not be removed from employment and the employee's duties are to be performed either by other employees or by a temporary substitute.

While an employee who is a member of the Pennsylvania National Guard is called to active service, the Company will continue health insurance and other benefits for at least thirty (30) days at no cost to the employee. After thirty (30) days, employees can continue coverage, at their own expense, at the Company's rate. The Company will not remove employees from their jobs while on military leave. Military leave expires ninety (90) days after employees leave military service. The Company will re-employ all employees following military leave provided the employees notify the Company of their intent to return within ninety (90) days of leaving military service.

All employees returning to the Company following military leave will be re-employed in the same job or to a position of similar seniority, status, and pay. Employees who are members of retirement systems at the time of entering military leave can continue to make payments to the system or can discontinue payments. Employees who continue payments have their period of military service computed as service for retirement purposes. Those who discontinue payments have their period of service disregarded. Employees that want to continue to pay into the system must notify the Company in writing within sixty (60) days of the beginning of the military leave.

This policy is intended to grant military leave in accordance with the requirements of applicable state and federal law in effect at the time a leave is granted. No greater or lesser leave benefits will be granted than those set forth in these laws. In all cases, employees will be eligible for the most generous benefits available under applicable law except that state law will not apply where it is invalid due to federal benefit law preemption.

For information on this leave of absence policy, please contact a Corporate Human Resources Representative.

Severe Weather

An employee who fails to report for work due to road closures in the county where the Company is located or in the county where the employee resides, will not be terminated or disciplined for failing to report for work if the absence is the result of a state of emergency declared by the Governor. Employees will receive unpaid leave during this time.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Personnel Records

Upon appropriate written request employees or their designated representative, with authorization signed by the employee, may review the employee's personnel file. An employee and/or designated representative is limited to one review per calendar year. Records may be inspected at reasonable times during regular business hours in the office where the records are kept. An employee, or designated representative, can take notes regarding the personnel records, but cannot remove any part of the files from the Company's premises. They may, however, place a statement in the file if there is an error.

RHODE ISLAND ADDENDUM

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

Equal Employment Opportunity and Harassment

If you work at a Rhode Island location with 4 or more employee, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Rhode Island law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, gender identity or expression, genetic testing or information, AIDS/HIV testing or status, housing status, status as a medical marijuana cardholder, off-duty tobacco usage, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

If you work at a Rhode Island location with 4 or more employee, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Rhode Island law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of ancestry, gender identity or expression, genetic testing or information, AIDS/HIV testing or status, housing status, status as a medical marijuana cardholder, off-duty tobacco usage, or any other protected status in accordance with applicable federal, state, and local laws.

Employees are encouraged to file a complaint of harassment using the Company's complaint procedure. However, if you work at a Rhode Island location with 50 or more employees and you are dissatisfied with the resolution of your concerns under this policy, you may file a complaint by writing or calling the following agencies:

- Rhode Island Commission for Human Rights, 180 Westminster Street, Third Floor, Providence, RI 02903, (401) 222-2662 (voice), (401) 222-2664 (TTY). Complaints should be filed within one year of the alleged policy violation.
- Equal Employment Opportunity Commission, New York District Office: 33 Whitehall Street, 5th Floor, New York, NY 10004, (800) 669-4000. Complaints must be filed within 300 days of the alleged policy violation.

Meal Periods

If you work at a Rhode Island location with 3 or more employees, employees who work six (6) or more consecutive hours in a day are required to take a twenty (20) minute duty-free meal period. All employees who work an eight (8) hour shift are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. The meal period must be taken after the first two hours of work, but before the last two hours of work. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their

timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to a Corporate Human Resources Representative.

Sick and Safe Leave

If you work at a Rhode Island location with eighteen or more employees, beginning on the employee's first day of employment the Company will provide paid sick and safe leave in accordance with applicable law. If you work at a Rhode Island location with less than eighteen employees, the Company will provide unpaid sick and safe leave in accordance with applicable law. This policy covers exempt, part-time, and temporary employees.

Eligible employees will accrue one hour of sick and safe leave time for every 35 hours worked up to a maximum accrual of 40 hours.

The Company defines a 12-month period for purposes of this policy only as based on the the employee's anniversary date. After successfully completing 90 days of employment, eligible employees may begin to use sick and safe leave for the purposes described below. Accrued, unused time will carry forward from year to year, but will be subject to a maximum accrual cap of 40 hours. Unused time under this policy has no monetary value and is not paid out at the time of separation from employment. However, if an employee is re-hired within 135 days of separation, any previously accrued and unused sick and safe time will be reinstated.

Leave under this policy may be used in connection with the following:

- 1) to care for or assist the employee's family member (as defined below); or
- 2) to care for the employee's own physical or mental illness, injury, or health condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
- 3) to attend the employee's routine medical appointment or a routine medical appointment for the employee's family member; or
- 4) to address the psychological, physical or legal effects of domestic violence, sexual assault, or stalking;
- 5) closure of the employee's place of business, or the employee's child's school or place of care, by order of a public official due to a public health emergency
- 6) if a health authority or a health care provider determines the employee or employee's family member's presence in the community may jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the employee or the employee's family member has actually contracted the communicable disease; or
- 7) if the employee is a crime victim, the employee may use time under this policy to attend, participate in, or prepare for court proceedings or to give evidence or testify before any quasi-judicial or other administrative body or entity with the authority to issue subpoenas in connection to the crime.

A “family member” for purposes of this policy includes an employee’s child, grandchild, grandparent, spouse, parent, or parent of a spouse, domestic partner, party to a civil union, care recipient, or member of the employee’s household.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, employees must provide notice as soon as practicable.

The Company may require supporting certification of leave under this policy when such leave exceeds 3 consecutive work days. However, the Company will not delay or deny additional leave or delay or deny pay for leave taken under this policy if appropriate certification is not provided.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact their BBSI Representative. If the Company does not completely and timely address your questions or concerns regarding this policy, you should contact BBSI.

In many instances, the Company’s Sick/PTO policy may be more generous than what is required under Rhode Island law, and therefore fulfills the requirements of this policy. Leave under this policy may run concurrently with leave under local, state or federal law, including leave taken pursuant to the federal Family Medical Leave Act. Please check with your BBSI Representative for more detail on the Company’s PTO or Sick Leave Policy.

Pregnancy Accommodation

If you work at a Rhode Island location with 4 or more employees, the Company, consistent with state law, will provide reasonable accommodations to employees who are birthing parents related to pregnancy, childbirth, related medical conditions, or breastfeeding, to the extent the accommodation can be made without imposing an undue hardship on the business.

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

- more frequent or longer breaks;
- time off to recover from childbirth;
- the acquisition or modification of equipment or seating;
- the temporary transfer to a less strenuous or hazardous position;
- job restructuring such as providing light duty or a modified work schedule;
- having the employee refrain from heavy lifting; or
- providing break time and a private non-bathroom space for expressing breast milk.

The Company may require the employee to provide a certification from the employee's health care provider concerning the medical advisability of a reasonable accommodation to the same extent a certification is required for other temporary disabilities.

The Company will not require an employee to take leave if there is another reasonable accommodation available.

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

For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

Unpaid Parental Leave for School Involvement

If you work at a Rhode Island location with 50 or more employees, the Company provides eligible employees with up to ten (10) hours of unpaid leave during a rolling twelve-month period to attend school conferences or other school related activities. Eligible employees have worked for at least 12 consecutive months prior to requesting leave, and have worked an average of 30 or more hours per week during this period. Eligible employees may request leave under this policy if they are parents, guardians, or foster parents of a school-aged child who is enrolled in grade school instruction, preschool or child care facilities.

To request leave under this policy eligible employees should submit a request at least 24 hours in advance. The Company may require employees to furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.

Employees may choose (or the Company may require employees) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the leave taken under this policy. To use paid leave concurrently with leave under this policy, eligible employees should comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Adoption Leave

The Company provides leave to an adoptive parent or a stepparent, at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company provides such leave to biological parents. Employees with questions regarding this policy should contact a Corporate Human Resources Representative.

Family Military Leave

If you work at a Rhode Island location with 15-50 employees, the Company provides up to fifteen (15) days of unpaid leave, and if you work at a Rhode Island location with 51 or

more employees, the Company provides up to thirty (30) days of unpaid leave to eligible employees who are the spouses, civil union partners, or parents of individuals called to military service during the time federal or state military orders are in effect.

Eligible employees have been employed with the Company for at least 12 months, and worked at least 1,250 hours during the 12-month period immediately preceding the requested leave.

Employees requesting leave for five (5) or more days should provide at least fourteen (14) days' advanced notice, including the requested start date for leave and the requested length of leave. To the extent possible, employees should consult with the Company to schedule the leave so as not to unduly disrupt the operations of the Company.

Employees requesting leave for less than five (5) consecutive days should provide the Company as much advance notice as possible. The Company may require certification from the proper military authority to verify the employee's eligibility to take leave under this policy.

Employees may choose (or the Company may require employees) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the leave taken under this policy. To use paid leave concurrently with leave under this policy, eligible employees should comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

For more information regarding this leave, please see a Corporate Human Resources Representative.

Rhode Island Family, Medical and Parental Leave

If you work at a Rhode Island location with 50 or more employees, in addition to the family, medical leave described in the Company Employee Handbook, the Company provides eligible employees with up to 13 consecutive weeks of unpaid parental or family leave during each rolling 2-year period. Eligible employees have completed 12 consecutive months of employment and worked an average of 30 hours or more each week during that time.

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

Leave under this policy may be used for the birth of an employee's child, the adoption of a child under the age of 16, or due to the employee's serious illness or that of the employee's spouse, civil union partner, child, parent, or parent-in-law.

Employees requesting leave under this policy should provide at least 30 days' notice, except in the case of a medical emergency, including the intended date of departure, the length of the leave, and the expected date of return. Additionally, while on leave, employees should keep the Company updated if the initial information provided changes.

At the conclusion of leave, employees will generally be returned to their position or to a similar position of equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment.

This leave may run concurrently with the federal Family and Medical Leave Act and/or any other Company leave where permitted by applicable law.

This policy is intended to provide only those leave benefits and protection required by Rhode Island Family, Medical and Parental Leave. For more information regarding this leave, please see a Corporate Human Resources Representative.

Emergency Volunteer Leave

If you work at a Rhode Island location with 15 or more employees, the Company provides eligible employees who are volunteer members of a fire or ambulance department with unpaid leave in accordance with the Rhode Island Emergency Volunteer Leave Act, to respond to an emergency call made prior to the start of their scheduled shift. "Volunteer member" means a volunteer, call, reserve, or permanent-intermittent firefighter or emergency medical technician who has not received compensation for over 375 hours of services rendered in such capacity over the preceding six (6) months.

The Company will authorize leave under this policy to eligible employees, provided that they have:

- Notified the Company in writing that they are a volunteer member of a fire or ambulance department within thirty (30) days of being employed by the Company and becoming a member of the department, in accordance with state law.
- The employee informs the Company, at least three (3) hours before the time that the employee is scheduled to report to work, of the reason for leave; and
- The employee submits a statement signed by the chief or officer in charge of their fire or ambulance department, within thirty (30) days of each absence, certifying the date and time the employee responded to and returned from the emergency.

Employees may choose (or the Company may require employees) to use accrued paid leave (such as vacation or PTO), concurrently with some or all of the leave taken under this policy. To use paid leave concurrently with leave under this policy, eligible employees should comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

For more information regarding this leave, please see a Corporate Human Resources Representative.

Use of Personal Wireless Devices While Driving for Work

In addition to the requirements set forth in the Company's Employee Handbook regarding use of personal electronic devices, wireless communication devices, or standalone electronic devices while driving for work, or as part of an employee's job duties, employees who work at a Rhode Island location are subject to the following requirements: While driving for work, or as part of an employee's job duties, employees are prohibited from holding personal wireless telecommunications to or near their ear.

Personnel Records

Upon written request (with 7 days advance notice, holidays and weekends excluded), the Company will allow employee to inspect their own personnel files used to determine qualifications for employment, promotion, additional compensation, termination or disciplinary action. Inspection will be allowed at any reasonable time other than the employee's work hours and will be in the presence of a Corporate Human Resources Representative. The Company will permit inspection of an employee's personnel file up to three (3) times per calendar year.

An employee is not permitted to make copies of or remove the personnel file from the immediate place of inspection on Company premises. However, employees may request copies of part or all of the record from the Company. The Company may charge the employee a fee reasonably related to the cost of supplying copies of requested documents.

SOUTH CAROLINA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with South Carolina law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to pregnancy (including miscarriage, abortion, childbirth, or recovery from these conditions), lactation, tobacco usage during nonworking hours, or any other protected status in accordance with applicable federal, state, or local laws.

Lactation Break/Accommodation

The lactation break/accommodation described in the Company Employee Handbook will be provided to employees working in South Carolina.

Additionally, the Company will provide reasonable unpaid break time, or permit an employee to use paid break time, meal time, or both, each day to allow the employee to express breast milk for their nursing child. The Company will make reasonable efforts to provide a room or other location, other than a toilet stall, in close proximity to the working area where an employee can express breast milk in privacy.

The Company prohibits discrimination against employees who seek a break or accommodation under this policy.

Crime Victim Leave

The Company provides necessary leave to allow eligible employees to lawfully respond to subpoenas. Employees are eligible for Crime Victim Leave if they are crime victims or are a spouse, parent, child, or lawful representative of a crime victim who is deceased, a minor, incompetent, or physically or psychologically incapacitated. Crime victims are persons who suffer direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of certain criminal offenses.

Employees who require leave under this policy should notify a Corporate Human Resources Representative immediately so that the Company may plan the department's work with as little disruption as possible.

Bone Marrow Donation Leave

If you work at a South Carolina location with 20 or more employees, the Company provides paid leave time up to 40 hours to eligible employees who seek to undergo a medical procedure to donate bone marrow. Employees are eligible for leave under this policy if

they work an average of 20 or more hours per week. Employees requesting leave under this policy should provide a Corporate Human Resources Representative with appropriate physician documentation confirming the purpose and length of the requested leave. For more information regarding this leave please contact a Corporate Human Resources Representative.

Pregnancy Accommodation

The Company provides reasonable accommodations to employees for medical needs arising from pregnancy, miscarriage, abortion, childbirth, recovery from such conditions, and related medical conditions, including but not limited to, lactation or the need to express breast milk for a nursing child to enable such employees to continue performing the essential functions of their jobs. An accommodation will be made to the extent it does not pose an undue hardship on the business.

When an employee requests a reasonable accommodation, the Company will enter into a good faith interactive process with the employee to explore the possible means of providing a requested accommodation, which may include, but is not limited to making existing facilities readily accessible to and usable; job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modifications of examinations, training materials or policies; readers or interpreters; providing more frequent or longer break periods; providing more frequent bathroom breaks; providing a private place, other than a bathroom stall for the purpose of expressing milk; modifying food or drink policy; providing seating or allowing the employee to sit more frequently if the job requires the employee to stand; providing assistance with manual labor and limits on lifting; temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified; providing job restructuring or light duty work, if available; and acquiring or modifying equipment or devices necessary for performing the essential job functions.

The Company will not require an employee to take a leave of absence if another reasonable accommodation is available. The Company also will not require an employee to take a reasonable accommodation if the employee chooses not to accept it or if such accommodation is not essential to the employee's job functions.

The Company will not discriminate or retaliate against an employee who requests or uses a reasonable accommodation under this policy.

Leave taken under this policy as a reasonable accommodation may run concurrently with other applicable leave policies, including leave under the federal Family Medical Leave Act. For more information regarding this policy, please contact a Corporate Human Resources Representative.

Isolation and Quarantine Leave

The Company provides unpaid leave to employees who are subject to an isolation or quarantine order issued in compliance with state law and pursuant to DHEC's rules and

orders. Employees requesting leave under this policy should notify a Corporate Human Resources Representative as soon as possible.

Leave taken under this policy may run concurrently with other applicable leave policies, including leave under the federal Family Medical Leave Act. For more information regarding this policy, please contact a Corporate Human Resources Representative.

Volunteer Emergency Responder Leave

The Company provides reasonable and necessary unpaid leave to employees who are volunteer firefighters or volunteer emergency medical services responders and who, when acting as volunteers, are part of the mobilization plan established pursuant to the Firefighter Mobilization Act and are responding to an emergency where the President of the United States has declared a state of emergency or where the Governor of South Carolina has declared a state of emergency in a county in South Carolina.

Employees requesting leave under this policy should notify a Corporate Human Resources Representative as soon as possible. Additionally, the Company may require employees taking leave under this policy to provide written verification from the applicable fire department or emergency medical service stating the emergency and time the employee responded.

SOUTH DAKOTA ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Employee Handbook, and in accordance with South Dakota law, the Company is committed to providing equal employment opportunities to all employees and interns without regard to tobacco usage during nonworking hours, or any other protected status in accordance with applicable federal, state, or local laws.

Voting Leave

The Company provides employees with the opportunity to vote in any state or federal election. Employees whose work schedule begins less than two hours after the opening of polls and ends less than two hours before the closing of polls on an election day will be provided two hours of paid time off to vote. The Company reserves the right in its sole discretion to select the hours that employees will be excused to vote. Employees should notify a Corporate Human Resources Representative of the need for voting leave as soon as possible. Additionally, upon return from voting leave, employees are required to present a voter's receipt to a Corporate Human Resources Representative.

Military Leave

In addition to the military leave provisions in the Company's Employee Handbook, employees who work at a location in South Dakota may take military leave for required active duty or training service if they are members of another state's National Guard.

TENNESSEE ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Tennessee law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, National Guard membership, off-duty tobacco use, ethnic group (including hairstyles such as braids, locs, twists, or another manner that is part of the cultural identification of the employee's ethnic group or that is a physical characteristic of the employee's ethnic group), or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Tennessee law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on religious creed, National Guard membership, off-duty tobacco use, ethnic group (including hairstyles such as braids, locs, twists, or another manner that is part of the cultural identification of the employee's ethnic group or that is a physical characteristic of the employee's ethnic group), or any other protected status in accordance with applicable federal, state, and local laws.

Meal Periods

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

Civic Duty

Jury Duty Leave

If you work at a Tennessee location with 5 or more employees and you receive a call to jury duty, please notify a Corporate Human Resources Representative immediately and give a copy of your jury duty summons to your supervisor so that they may plan the department's work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees who have completed at least 6 months of employment and who are required to appear for jury duty

on a regularly scheduled workday will be paid the difference between their regular pay and the total amount received for jury service.

Voting Leave

The Company provides employees with the opportunity to vote in any state or federal election. Employees whose work schedule does not provide at least three consecutive hours during which the polls are open to vote will be provided up to three (3) hours of time off without loss of pay to vote. Employees requesting leave under this policy should provide notice to a Corporate Human Resources Representative by no later than noon (12:00 p.m.) the day before an election day.

Voting Machine Technician Leave

The Company provide unpaid leave to full-time employees who are appointed by a county election commission as a voting machine technician for the day or days when they are required to attend to voting technician technical duties. Employees requesting leave under this policy should provide advanced notice, including appropriate documentation in support of their request, including dates of the required service.

Veterans Day Leave

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

Pregnancy Accommodation and Leave

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

- Making existing facilities used by employees readily accessible and usable;
- allowing more frequent or longer break periods;
- allowing more frequent restroom, food, and water breaks;
- providing or modifying equipment or seating;
- providing a private place, other than a bathroom stall, for the purpose of expressing breast milk;
- placing limitations on lifting;
- temporary transfer to a less strenuous or less hazardous position;
- job restructuring;

- light duty work, if available;
- assistance with manual labor; or
- modified work schedules for prenatal visits.

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

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

The Company prohibits retaliation against an employee for requesting or using leave or an accommodation under this policy. For more information about this policy please contact a Corporate Human Resources Representative.

Maternity/Paternity Leave

If you work at a Tennessee location with 100 or more employees, the Company provides unpaid leave of up to four (4) months to eligible employees for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child. Eligible employees have completed at least 12 months of consecutive full-time employment prior to requesting leave.

Unless an emergency prevents giving notice, employees should provide at least three (3) months advance notice of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave. Employees will generally be returned to their previous or a similar position with the same status, pay, length of service credit and seniority, wherever applicable, unless position is so unique that the employer cannot, with reasonable efforts, fill that position temporarily.

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

For more information regarding this leave, see a Corporate Human Resources Representative.

Volunteer Firefighter Leave

The Company provides reasonable and necessary unpaid leave to employees who are active volunteer firefighters to respond to fire calls during regular hours of employment. Additionally, employees who are active volunteer firefighters and who worked for more than four (4) hours the prior day or night as a volunteer firefighter in an emergency may

be permitted to take off the next scheduled work period within 12 hours following such emergency as a vacation day or sick leave day without the loss of pay. If the employee is not entitled to a vacation day or sick leave day, then the employee may be permitted to take off such work period without pay.

Employees must notify a Corporate Human Resources Representative as soon as possible of the need to respond to a fire call.

The Company may require employees to submit a written statement from the chief of the volunteer fire department verifying that the time off was used to respond to a fire or serve in an on-call capacity.

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

Volunteer Rescue Squad Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer rescue squad workers to respond to a qualified emergency.

Employees must notify a Corporate Human Resources Representative at least one hour prior to their scheduled shift of the call to respond to a qualified emergency. Upon return, employees should provide appropriate certification from a supervisor or acting supervisor of the rescue squad of the date and time of service and confirming that the volunteer was active and necessary for the emergency response.

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

TEXAS ADDENDUM

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

Civic Duties

Voting

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

Leave for Attendance at State or Local Political Conventions

The Company provides reasonable and necessary unpaid leave for employees to attend state or local political or precinct conventions for employees who are delegates or otherwise authorized to attend. Employees are expected to provide a Corporate Human Resources Representative with as much notice as possible of the need to take leave under this policy, including providing appropriate written documentation to support a leave request.

Juvenile Court Proceedings Leave

The Company provides unpaid leave for employees to attend juvenile court proceedings when required as a parent or legal guardian. Employees are expected to provide the Company with as much notice as possible of the need to take witness leave. Employees must notify a **Corporate Human Resources Representative** as soon as practical following court attendance that they intend to return to work.

Texas Family Medical Leave

If you work at a Texas location with 15 or more employees, the Company's leave policies that allow employees to take personal leave to care for or otherwise assist a sick biological or adopted minor child are also available to use for with an employee's foster child, who resides in the same household as the employee and is under the conservatorship of the Texas Department of Family and Protective Services.

Social Security Number Privacy and Protection of Personal Information

To the extent practicable, The Company protects the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information. Thus,

no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except as needed to conduct legitimate Company business. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited except as required by law. Internal access to employee SSNs, driver's license numbers, or financial account numbers must be authorized by a Corporate Human Resources Representative, and is restricted to employees with a legitimate business need for the information.

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

Emergency Evacuation Volunteers

The Company provides reasonable and necessary unpaid leave to employees who are designated emergency service personnel to participate in a general public evacuation ordered by an emergency evacuation order as defined by state law. Emergency services personnel include fire fighters, police officers and other peace officers, emergency medical technicians, and other individuals who are required, in the course and scope of their employment, to provide services for the benefit of the general public during emergency situations. The employee should provide a Corporate Human Resources Representative with as much advance notice as possible of the need for leave.

UTAH ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Employee Handbook, and in accordance with Utah law, the Company is committed to providing equal employment opportunities to all employees without regard to tobacco usage during nonworking hours; and for employees working in the health care industry, refusal to participate in specified acts (as identified in Utah's Freedom of Conscience Act) that are objectionable to an individual's religious observance or practice; genetic testing; or any other protected status in accordance with applicable federal, state, or local laws.

Civic Duties

Voting Leave

In circumstances where employees' work schedule does not provide three (3) hours of continuous off-duty time during the time polls are open on an election day, the Company will provide a reasonable amount of paid time off during scheduled work time, up to two (2) hours, for employees to vote. Employees who need time off to vote should notify a Corporate Human Resources Representative prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.

Reasonable Accommodation for Pregnancy, Childbirth, Breastfeeding, and Related Medical Conditions

If you work at a Utah location with 15 or more employees, the Company will provide a reasonable accommodation upon request of an employee for reasons related to pregnancy, childbirth, breastfeeding or any related medical condition, to the extent an accommodation can be provided without imposing an undue hardship on the Company's business operations. Employees should promptly notify a Corporate Human Resources Representative of the need for an accommodation under this policy as soon as reasonably possible.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing a reasonable accommodation, which may include, without limitation:

- allowing more frequent breaks or periodic rest;
- assistance with manual labor;
- modifying job duties;
- modifying work hours/schedules;

- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The Company may require the employee to provide a medical certification from a health care provider in connection with a request for reasonable accommodation that includes the following:

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

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by federal, state, or local laws. For more information, or if you require an accommodation, please contact a Corporate Human Resources Representative.

VERMONT ADDENDUM

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

Equal Employment Opportunity

The Company is committed to providing equal employment opportunities to all employees and applicants without regard to age [18 or older]; place of birth; gender identity; marital status; HIV status; credit history; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

If you work at a Vermont location, this policy supplements, but does not replace, the Policy Against Discrimination, Harassment, and Retaliation in the Company's Employee Handbook. In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Vermont law, the Company strictly prohibits all forms of unlawful harassment, which include harassment based on age [18 or older]; place of birth; gender identity; marital status; HIV status; credit history; or any other protected status in accordance with applicable federal, state, and local laws.

At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's protected class;
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's protected class;
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

The Vermont Human Rights Commission defines sexual harassment to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- 2) submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- 3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In addition to the examples of sexual harassment that are described in the Policy Against Discrimination, Harassment, and Retaliation, in the Company Employee Handbook, other examples include the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an employee's body;
- touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an employee to socialize on or off-duty when that person has indicated they are not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of their sex or sexual orientation;
- off-duty conduct which falls within the above definition and affects the work environment.

The Company's supervisors and managers are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy.

Additionally, the conduct of persons who are not employed by the Company, but with whom employees may come into contact while at work or while engaged in work-related activities is covered by this policy. The Company prohibits harassment, discrimination, or retaliation of employees in connection with their work by non-employees.

Employees who have any concerns that the Company's Policy Against Unlawful Harassment may have been violated must immediately report the matter.

In accordance with state law, the Company conducts training regarding this harassment policy.

Employees are encouraged to report concerns or complaints regarding conduct that may violate this policy to a Corporate Human Resources Representative. Additionally, employee who are dissatisfied with the resolution of their complaints or concerns under this policy may file a complaint by writing or calling the following agencies:

- Vermont Attorney General's office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, (802) 828-3171 (voice), (802) 828-3665 (TTY). Complaints should be filed within 300 days of the adverse action.
- Equal Employment Opportunity Commission, New York District Office: 33 Whitehall Street, 5th Floor, New York, NY 10004, (800) 669-4000. Complaints must be filed within 300 days of the adverse action.

Town Meeting Leave

The Company provides reasonable and necessary unpaid leave for the purpose of attending annual town hall meetings. Employees requesting leave under this policy should provide at least seven days' advanced notice to a Corporate Human Resources Representative. The Company reserves the right to deny a leave request, if in its sole discretion the requesting employee's absence would unduly disrupt the essential operations of the Company.

Meal Periods

The Company provides employees reasonable opportunities during work periods to eat and to use toilet facilities to protect the health and hygiene of the employees. Managers and supervisors are not authorized to instruct an employee, or approve an employee's request, to forego such reasonable opportunities to eat or use toilet facilities. Employees should immediately report a manager's or supervisor's instruction to skip or forego a reasonable opportunity to eat or use toilet facilities to a Corporate Human Resources Representative.

Paid Sick Leave

The Company provides paid sick leave in accordance with applicable law. Eligible employees work 18 hours or more per week, on average. Eligible employees will accrue one hour of paid sick and safe leave time for every 52 regular hours worked.

The Company defines a 12-month period for purposes of this policy only as based on the the employee's anniversary date. After successfully completing 90 days of employment, eligible employees may begin to use sick leave for the purposes described below. Accrued, unused time will carry forward from year to year, but will be subject to the maximum annual usage of 40 hours. Unused time under this policy has no monetary value and is not paid out at the time of separation from employment.

Leave under this policy may be used in connection with the following:

- 1) to care for or assist the employee's family member (as defined below); or
- 2) to care for the employee's own physical or mental illness, injury, or health condition that requires home care, professional medical diagnosis or care, therapeutic or preventative medical care; or
- 3) to attend the employee's routine medical appointment or a routine medical appointment for the employee's family member; or
- 4) to address the psychological, physical or legal effects of domestic violence, sexual assault, or stalking, or for relocation efforts necessitated by domestic violence, sexual assault, or stalking; or
- 5) closure of the employee's place of business, or the employee's family member's school or place of care, by order of a public official due to a public health emergency.

A "family member" for purposes of this policy includes an employee's child, grandchild, foster child, grandparent, spouse, sibling, parent, or parent of a spouse, or domestic partner.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, employees must provide notice as soon as practicable.

The Company may require appropriate certification of leave under this policy when a leave under this policy exceeds 3 consecutive work days. However, the Company will not delay or deny additional leave or delay or deny pay for leave taken under this policy if appropriate certification is not provided.

In many instances, the Company's Sick/PTO policy may be more generous than what is required under Vermont law, and therefore fulfill the requirements of this policy. Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the Family and Medical Leave Act.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact their BBSI Representative.

Flexible Working Arrangements

The Company will consider a request from an employee for a flexible working arrangement that meets the needs of the Company and the employee. The Company will consider a request for a flexible working arrangement at least twice per calendar year.

A "flexible working arrangement" for purposes of this policy means an intermediate or long-term change in an employee's regular working arrangements, and may include changes

in the number of days or hours worked; changes in the time the employee arrives at, or departs from, work; work from home arrangements; or job-sharing. A flexible working arrangement does not include vacation or another form of employee leave.

Employees requesting a flexible working arrangement should contact a Corporate Human Resources Representative. The Company will engage in an interactive discussion and work with the requesting employee to attempt to develop a flexible working arrangement that is not inconsistent with business operations and does not impose an undue burden on the Company. Flexible working arrangements may be modified or terminated consistent with applicable laws.

Lactation Break/Accommodation

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

Pregnancy Accommodation and Leave

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

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

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

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

The Company prohibits retaliation against an employee for requesting or using leave or an accommodation under this policy. For more information about this policy please contact a Corporate Human Resources Representative.

Family and Parental Leave Law

If you work at a Vermont location with 10 or more employees, the Company provides eligible employees with up to 12 weeks of unpaid leave under the Vermont Family and Parental Leave law ("VFPL") during a 12-month period for specified family and medical reasons.

Employee Eligibility

To be eligible for VFPL leave, employees must have worked at least one year for the Company; and averaged at least 30 hours per week.

Conditions Triggering Leave

VFPL leave may be taken for the following reasons:

- The serious illness of the employee or the employee's child, foster child, parent, spouse, spouse's parent, or stepchild or ward who lives with the employee;
- The birth of the employee's child or the adoption of a child age 16 or younger

Duration of Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date any VPFL leave would commence. VPFL leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Employees may take VPFL leave intermittently, or by reducing their normal weekly or daily work schedule, when medically necessary for their own, or an immediate family member's, serious health condition. Bonding leave should be taken in at least 2 week increments, and may be subject to additional restrictions. Employees who require intermittent leave or reduced-schedule leave should try to schedule their leave so that it will not unduly disrupt the Company's operations.

Benefits During Leave

Whenever permissible, the Company will require employees to use accrued paid leave, up to six (6) weeks, if available, concurrently with some or all of the VPFL leave. Additionally, employees will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of VPFL leave.

Maintenance of Health Benefits

For employees or their family members who participate in our group health plan, the Company will maintain coverage under the plan during the first twelve weeks of VPFL leave on the same terms as if the employee had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on

leave, and failure to pay the employee portion, if any, of the premium may result in loss of coverage. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for an employee and/or the employee's family.

When employees' VPFL leave is longer than 12 weeks, employees will generally be required to pay the full premiums if they wish to maintain their health insurance as dictated by the Plan itself. Employees will be notified by the Company of their COBRA options. It is important that employees respond promptly to a COBRA letter, if they receive one, to continue health insurance without interruption.

Job Restoration

Upon returning from VPFL leave, employees will normally be restored to their same position, or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, employees taking VPFL leave have no greater right to job restoration than if they had been actively working.

Notice and Medical Certification

When seeking VPFL leave, employees must provide:

- Written notice of their intent to take family or parental leave within a reasonable time of when the leave is to begin;
- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member must be returned before the leave begins, or if not possible, within 15 days of the Company's request to provide the certification. A failure to timely provide requested medical certification may result in delay of the commencement of VPFL leave or the withdrawal of any designation of VPFL leave. Additional medical opinions and periodic recertifications may also be required;
- Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work; and
- Medical certification of fitness for duty before returning to work, if the leave was due to the employee's serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

Failure to Return After VPFL Leave

A failure to return to work as scheduled after VPFL leave may result in termination of employment.

Limited Nature of This Policy

This policy is intended to provide only those leave benefits and protection required by VPFL.

Short-Term Leave

In addition to the above, eligible employees may take unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period for any of the following purposes:

1. To participate in pre-school or school activities directly related to academic advancement of the employee's child, stepchild, foster child or ward who lives with the employee; or
2. To attend or accompany the employee's child, stepchild, foster child or ward who lives with the employee, or the employee's parent, spouse, or parent-in-law to routine medical or dental appointments; or
3. To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or
4. To respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the employee, or the employee's parent, spouse, or parent-in-law.

The Company may require that such leave be taken in a minimum of two-hour increments. Employees should make a reasonable attempt to schedule such appointments outside of regular working hours. If that is not possible, employees must provide the Company with at least seven days' advance notice, except in the case of an emergency.

National Guard or Reserve Training Leave

The Company provides up to 15 days of unpaid leave during each calendar year to employees who serve in the reserve components of the armed forces, of the ready reserve, or an organized unit of the National for the purpose of engaging in military drill, training, or other temporary duty under military authority. Employees requesting leave under this policy should provide the Company with as much advance notice as possible of the need for leave.

VIRGINIA ADDENDUM

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

Equal Employment Opportunity

If you work at a Virginia location with 15 or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Virginia law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), marital status, religion (including any outward expression or religious faith, including adherence to religious dressing and grooming practices and the carrying or display of religious items or symbols), or any other protected status in accordance with applicable federal, state and local laws.

Policy Against Unlawful Harassment and Discrimination

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Virginia law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), marital status, religion (including any outward expression or religious faith, including adherence to religious dressing and grooming practices and the carrying or display of religious items or symbols), or any other protected status in accordance with applicable federal, state and local laws.

Civic Duties

Officer of Election

The Company will provide reasonable and necessary unpaid leave to employees to serve as Officer of Election, as that term is defined under state law. Employees requesting leave under this policy should provide a Corporate Human Resources Representative with reasonable advanced notice of the intent to take leave.

An employee who serves as an Officer of Election for four or more hours, including travel time, on the day of election service will not be required to start any work shift that begins on or after 5:00 p.m. on the day of service or begins before 3:00 a.m. on the day following the day of service.

Bone Marrow and Organ Donor Leave

If the Company employs 50 or more employees, we provide up to sixty days to serve as an organ donor, and up to thirty days to serve as a bone marrow donor in a 12-month period of unpaid leave to eligible employees. Leave may only be taken for the period

necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from such procedure. Eligible employees have been employed for at least a twelve-month period and have worked for at least 1,250 hours during the twelve-month period preceding the request for leave under this policy.

Employees requesting leave under this policy should make reasonable effort to schedule the procedure such that it does not unduly disrupt the Company's operations, subject to the approval of the health care provider of the bone marrow or organ donor, and with reasonable advance notice of the need for leave.

Employees requesting leave may be required to provide certification issued by a health care provider that there is a medical necessity for the bone marrow donation or organ transplant, that the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donee and the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

To the extent an employee or a member of the employee's family is covered under a group health insurance policy provided by the Company, we will maintain coverage during the employee's leave on the same terms as if the employee had continued to work. If applicable, the employee will need to make arrangements to pay their share of health plan premiums while on leave. Taking of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave.

Employees may use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the leave taken under this policy. In order to substitute paid leave for leave under this policy, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy.

Pregnancy Accommodation and Leave

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

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

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

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

The Company prohibits retaliation against an employee for requesting or using leave or an accommodation under this policy. For more information about this policy please contact a Corporate Human Resources Representative.

Personnel File

The Company will provide employees with a copy of their personnel file after receiving a written request from the employee or the employee's representative. The Company will endeavor to provide the requested file within thirty (30) days of receipt of the written request, and in circumstances in which the personnel file cannot be provided within thirty (30) days of receipt of the written request, the Company will notify the employee in writing and thereafter provide the file within thirty (30) days after the notice date.

Social Security Number Privacy Protection

To protect the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) the Company will not (i) use an employee's SSN or any derivative thereof as an employee's identification number; or (ii) include an employee's SSN or any number derived thereof, on any identification card or badge, any access card or badge, or any other similar card or badge issued to such employee.

Military Leave

In addition to the military leave provisions in the Company's Employee Handbook, employees who work at a location in Virginia may take military leave for required service if they are members of another state's National Guard.

WASHINGTON ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company's Employee Handbook, and in accordance with Washington law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status; creed; disability (including use of a service animal by a person with a disability, sensory, mental or physical disability, or the results of HIV and/or Hepatitis C tests); honorably discharged veteran status, legal off-duty marijuana use, or any other protected status in accordance with applicable federal, state and local laws.

Policy Against Unlawful Harassment

The following supplements the Policy Against Unlawful Harassment, Discrimination, and Retaliation found in the Company Employee Handbook.

The Company is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. The Company's policy on sexual harassment is part of its overall efforts to provide a workplace free from discrimination and retaliation, pursuant to local, state and federal laws prohibiting discrimination based on age, race, color, creed/religion, national origin, honorably discharged veteran and military status, marital status, disability, gender identity or expression, and sex, or any other characteristic that is protected by law ("Protected Classifications"). This policy is also part of the Company's commitment to diversity and inclusion, and a workplace that is free from harassment, disrespect, and divisiveness.

Harassment, discrimination, and retaliation, because of Protected Classification, are prohibited by the Civil Rights Act of 1964, as amended in 1991, and/or the Washington State Law Against Discrimination, RCW 49.60.

Policy General Provisions

- This policy applies to all employees, applicants for employment, executives, owners, board members, managers, supervisors, interns and volunteers (whether paid or unpaid), contractors, vendors, customers and all persons conducting business with the Company. This policy applies to all persons regardless of their immigration status. In the remainder of this document, the term "covered persons" refers to this collective group.
- Harassment, discrimination, or retaliation, because of Protected Classification will not be tolerated. Sexual harassment includes harassment on the basis of sex (including pregnancy, related medical conditions, and breastfeeding, gender identity or expression, sexual orientation, or any other category protected by applicable local, state or federal laws). Any person covered by this policy who engages in sexual

harassment or retaliation will be subject to corrective action, up to and including termination from employment.

- Harassment, discrimination, or retaliation, because of Protected Classification is offensive, is a violation of our policies, can be unlawful, and may subject the Company to legal liability. Harassers may also be individually subject to liability, as can supervisors and managers who fail to take action. Covered persons who engage in harassment, discrimination, or retaliation, because of Protected Classification, including owners, executives, managers, and supervisors, will be subject to corrective action for such misconduct. Owners, executives, managers, and supervisors will be subject to corrective action if they fail to take appropriate action when they receive a complaint of, observe, or otherwise become aware of sexual harassment.
- The Company has an obligation to investigate and conduct a prompt and thorough investigation that ensures a fair process for all parties, whenever the Company receives a complaint about harassment, discrimination, or retaliation, because of Protected Classification, or otherwise becomes aware of possible harassment, discrimination, or retaliation, because of Protected Classification. The Company will keep the complaint and investigation confidential to the extent possible. When there is a determination that it is likely that harassment, discrimination, or retaliation, because of Protected Classification occurred, effective corrective action will be taken. All covered persons are required to cooperate with any internal investigation of harassment, discrimination, or retaliation, because of Protected Classification.
- Harassing behavior does not need to be illegal harassment in order for the Company to take corrective action. The Company will strive to create a workplace free from disrespect, divisiveness, incivility, and inappropriate behavior. Therefore, behavior that could create a harassing environment should the behavior continue or escalate will not be tolerated and will lead to corrective action.
- Retaliation is prohibited: The Company will not tolerate retaliation against anyone who reports or provides information about possible harassment, discrimination, or retaliation, because of Protected Classification. Any owner, executive, manager or supervisor who takes retaliatory action against anyone who has reported harassment, discrimination, or retaliation, because of Protected Classification or who has provided information about possible harassment will be subject to corrective action. Anyone covered by this policy who engages in retaliatory harassment will be subject to corrective action.

Harassment Definition

Sexual harassment is defined as unwelcome language or conduct of a sexual nature or language or conduct that is because of someone's sex or gender. Harassment based on other Protected Classifications is unwelcome language or conduct related to Protected Classifications.

- Such language or conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment (this can happen even if the complaining party 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.

Harassment because of Protected Classification includes, but is not limited to, derogatory comments, jokes, or statements; sexual advances; sexually explicit language or stories; or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person even when the harassment is not sexual in nature, but rather is because of the person's gender. Sexual harassment can include language or conduct against a person of the same sex as the harasser.

Any sexually harassing conduct or language or harassment based on other Protected Classification will be addressed under this policy, even if it is not a violation of the law. The list below gives examples of harassing behavior; however, it does not cover every type of harassment that will be considered to be a violation of this policy.

Examples of Language and Conduct that is Considered Prohibited Harassment

- Physical conduct including but not limited to: sexual assault; grabbing, poking, pressing or intentionally brushing up against another person's body; blocking someone's movement or invading their personal space; touching someone's breast, buttocks, or between their legs; or any other unwanted and intentional physical contact.
- Visual conduct including but not limited to: leering; sexual gestures; displaying of sexually suggestive objects, pictures, cartoons, posters, screen-savers, or websites.
- Verbal conduct including but not limited to: sexually derogatory comments, epithets, slurs and jokes; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; derogatory comments related to gender or stereotypical gender roles; subtle or obvious pressure for unwelcome sexual activities; sexually suggestive or obscene letters, notes, emails, or texts; conversations, stories, comments or jokes about a person's sexuality or sexual experience; unwelcome questions about a person's sexuality or gender identity or expression.
- Asking a co-worker on a date multiple times if the request was unwelcome.
- Verbal abuse or joking concerning a person's gender characteristics such as vocal pitch, facial hair or the size or shape of a person's body.
- Offering an employment benefit (such as a raise, bonus, promotion, assistance with one's career or better working conditions) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, worse working conditions, or disciplinary action) when a person refuses to engage in sexual activity.
- Sending sexually related, sexually derogatory, or sexually suggestive text messages, videos or messages via social media.
- Physical or verbal abuse concerning an individual's gender or the perception of the individual's gender.
- Making or threatening retaliatory action after receiving a negative response to sexual advances.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or expression, or the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's work, workstation, tools or

- equipment, personal belongings (e.g., lunch, vehicle) or other interference with the individual's ability to perform the job.
 - Ignoring or ostracizing them;
 - Yelling or name-calling.
- Degrading comments in the form of stereotypes based on someone's gender, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how persons of a specific sex or gender should act or look.
- Other actions not listed above could constitute sexual harassment and/or a violation of this policy and be subject to corrective action.
- Conduct similar to that described above but related to other Protected Classifications such as race, religion, or age.

Location and Timing of Behavior

Harassment, discrimination, or retaliation, because of Protected Classification is not limited to the physical workplace. It can occur during travel, at events sponsored by the Company, or via phone, email, text, or social media. Such behavior can also occur outside of scheduled work time. Covered persons who engage in harassment, discrimination, or retaliation because of Protected Classification conduct outside of the workplace or outside of work hours will be subject to corrective action.

Responsibilities of Persons Covered by this Policy

- Each covered person has the responsibility to refrain from sexual harassment that impacts the workplace. The harasser will be subject to corrective action up to and including termination from employment in accordance with the Company's disciplinary policy.
- Any covered person who believes they have been the target of sexual harassment or witnesses sexual harassment, is encouraged to follow the Company's Reporting Procedure to report the sexual harassment.
- The covered person does not need to confront the harasser in order for a complaint, investigation, and corrective action to take place. A covered person who experiences sexual harassment may, if they choose to and can do so safely, inform the harassing person that such conduct is unwelcome and offensive and must stop.
- Employees shall familiarize themselves with this Policy and the Reporting Procedure and attend all required sexual harassment trainings.

The Company's Responsibilities

- The Company and its owners, executives, managers, HR and supervisors, are ultimately responsible for maintaining a workplace free from harassment, discrimination, or retaliation because of Protected Classification.
- Owners, executives, managers and supervisors must take harassment, discrimination, or retaliation because of Protected Classification seriously, and take prompt and effective action when they receive a complaint, observe harassment, or otherwise become aware of possible harassment. All management and supervisory personnel will follow the Company's Investigation Procedures, and all management and supervisory personnel will cooperate with an investigation.

- Managers and supervisors are required to follow the Company's Investigation Procedures when they receive a complaint, see possible harassment, or otherwise become aware of possible harassing behavior. In such circumstances where a person discloses sexual harassment but does not want to make a formal complaint, or when the complaining party changes their mind and retracts the complaint, the manager or supervisor is still obligated to act upon the information and follow the Investigative Procedures.
- Retaliation against those who report harassment, discrimination, or retaliation because of Protected Classification or who participate as a witness to a complaint is prohibited. If a supervisor or manager sees any retaliation or retaliatory harassment toward an employee, they must report this conduct to human resources. If an owner, executive, supervisor, or manager engages in retaliation, they will be subject to corrective action.
- Owners, executives, managers, and supervisors shall familiarize themselves with this Policy and the Reporting Procedure and attend all harassment, discrimination, or retaliation because of Protected Classification training for managers and supervisors. Owners, executives, managers, and supervisors shall be able to understand and recognize harassment, discrimination, or retaliation because of Protected Classification and should be able to provide information and direction to employees regarding harassment, discrimination, or retaliation because of Protected Classification, the Policy, and the Reporting Procedure.

External Process

Reporting harassment to the Company does not stop you from also making a complaint in a different forum. Everyone has the right to file a discrimination, harassment, and/or retaliation complaints with outside agencies, such as the Washington State Human Rights Commission (WSHRC) and the United States Equal Employment Opportunity Commission (EEOC). There may also be applicable local laws preventing harassment and county or city agencies that can investigate claims of harassment.

WSHRC www.hum.wa.gov 1-800-233-3247

EEOC www.eeoc.gov 1-800-669-4000, 1-844-234-5122 (ASL Video Phone)

Retaliation

Retaliation is unlawful under federal, state and applicable local laws. The Washington State Law Against Discrimination (RCW 49.60) protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- Made a complaint of harassment, discrimination, or retaliation because of Protected Classification, either internally, with an administrative antidiscrimination agency, or filed a lawsuit about harassment;
- Provided information, testified or assisted in a proceeding involving harassment, discrimination, or retaliation because of Protected Classification;
- Opposed harassment, discrimination, or retaliation because of Protected Classification by making an oral or informal complaint to management, or by simply informing a supervisor or management of harassment; or
- Reported that another employee has been harassed, discriminated against, or retaliated against.

Employees are protected from retaliation and retaliatory harassment from all persons covered by this Policy. Even if the alleged harassment does not rise to the level of a violation of law or of this Policy, the individual is protected from retaliation if the person who engaged in protected activity believed that the behavior was unlawful or a policy violation. However, someone who makes a complaint of harassment that they know is false may be subject to discipline.

Retaliation is any action that could discourage an employee from coming forward to make or support a sexual harassment claim. The action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence for reporting sent via social media or outside of work hours).

Examples of retaliation include but are not limited to:

- Termination or demotion;
- A decrease in hours, removing work, or denying a promotion;
- Being given more work, more difficult work, or undesirable tasks;
- Isolation or transfer to a less desirable location;
- Hyper scrutiny by a supervisor or manager or poor performance reviews;
- Threatening messages sent via social media or text;
- Retaliatory harassment by supervisors or managers, or by co-workers when the harassment is reported to or witnessed by a supervisor or manager. Examples are:
 - o Leaving the person out of meetings or work-related events;
 - o Refusing to communicate with the person;
 - o Spreading rumors about the person;
 - o Interacting with the person in a hostile manner that is different from interactions prior to the complaint;
- Disciplinary action based on pretextual reasons, such as claiming that misconduct has occurred when it has not;
- Threatening the safety or livelihood of the complaining party's family members;
- Taking a purposefully unreasonable amount of time to investigate the complaint;
- Giving a negative reference.

Harassment Reporting Procedure

To ensure a workplace free from harassment, discrimination, or retaliation because of Protected Classification, everyone should take collective responsibility for ending harassment, discrimination, or retaliation because of Protected Classification in the workplace and is encouraged to report sexual harassment. The Company will not be able to prevent or correct sexual harassment unless it is aware of what is happening.

Please review the Policy and definition of harassment found within it. All references to "harassment, discrimination, or retaliation because of Protected Classification" below are based on that definition.

Reporting Methods

If an employee feels that they are being harassed, discriminated against, or retaliated against because of Protected Classification or witnesses of such conduct by another

employee, owner, executive, manager, supervisor, or any other person covered by this Policy, they are encouraged to immediately contact one of the following to make a complaint:

- a. Any supervisor;
- b. Any owner, executive, or member of the Company's executive or management team; or a Corporate Human Resources Representative

An employee can make an anonymous report. Anonymous reports will be investigated with the same procedure and timeliness as other reports. However, the Company's ability to investigate and respond to allegations and to provide feedback may be limited in a situation involving an anonymous complaint. If you prefer to leave an anonymous report, please follow the procedure detailed in the Employee Handbook.

All complaints of harassment, discrimination, or retaliation because of Protected Classification, including an oral complaint, or a complaint in a language other than English, will be investigated. The Company will make a complaint form available for employees to report and file complaints. However, a complaint will still be investigated when the form is not used.

Any complaining party or witness who believes that they are being retaliated against for making a complaint or participating in an investigation is encouraged to follow the Reporting Procedure set forth above to make a complaint of retaliation.

Meal and Rest Breaks

The Company will provide non-exempt employees with a thirty (30) minute duty free meal period when the work period is greater than five hours, which should begin between the second and fifth hour of work. Employees who are scheduled to work three or more hours beyond their normal work day will be provided an additional thirty (30) minute meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to confirm that they have taken all of their daily meal periods during the pertinent pay period. Meal periods may not be waived without prior approval and your execution of a voluntary meal period waiver.

The Company will provide employees with a ten (10) minute paid rest period for every four (4) hours worked. Rest breaks should be taken as near to the middle of the work period as possible, and no later than the end of the third hour worked. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Employees may elect to take several "mini" breaks in each four hours of working time, so long as those mini breaks total ten minutes.

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

period. If you believe that you are not receiving meal periods or rest breaks under this policy, please contact a Corporate Human Resources Representative.

Lactation Breaks and Breast-Feeding

All staff (exempt and non-exempt) who are breast-feeding children up to 24 months old may take reasonable breaks during the work day to express milk. These breaks are optional.

- **Non-Exempt Staff Members:** Whenever possible, non-exempt staff members should take lactation breaks concurrently with other available breaks. Lactation breaks are unpaid and should be accounted for appropriately. For example, if an employee takes a 30-minute lactation break that overlaps with a paid rest break, the 10-minute rest break is paid and the remaining 20 minutes is unpaid. If the employee takes the lactation break separately, the entire time used is unpaid. Lactation breaks may also overlap with unpaid meal breaks.
- **Exempt Staff Members:** Exempt staff members should use good judgment to choose appropriate times for lactation breaks that balance the employees' lactation needs and the demands of work.

If you need to take these breaks, please talk to your manager or BBSI Representative.

Civic Duties

Jury Duty

The Company will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to your BBSI Representative to verify the need for such leave. Jury duty leave is unpaid.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty.

Voting

When employees are informed of their work schedule after the date on which they could obtain an absentee ballot, and the employees' work schedule does not provide two hours of continuous off-duty time during which the polls are open on an election day, the Company will provide a reasonable amount of paid time off, up to two (2) hours, during scheduled work time for employees to vote. Employees who need time off to vote should notify a Corporate Human Resources Representative prior to an election day. The Company may specify a time period during which the polls are open for employees to leave work to vote. Upon return, employees may be required to present a voter's receipt to a Corporate Human Resources Representative.

Crime Victim and Domestic Violence Leave

The Company provides reasonable and necessary unpaid leave time to employees who are victims of domestic violence, sexual assault, or stalking or who have family members who are victims of such crimes to:

- Obtain legal assistance or remedies to ensure their own or their family members' health and safety, including participation in legal proceedings;
- Seek medical treatment or mental health counseling for related physical or mental injuries to themselves or their family members;
- Obtain or assist family members in obtaining services from social services programs, such as a domestic violence shelter or rape crisis center; or
- Participate in safety planning or other activities, including temporary or permanent relocation, to guard against future incidents of domestic violence, sexual assault, or stalking.

Covered family members, for purposes of this policy, include employees' children, spouse, parents, parents-in-law, grandparents, or persons with whom employees have a dating relationship, and domestic partners.

Employees may take leave under this policy intermittently or as a reduced work schedule. Employees must provide the Company with as much advanced notice as practicable of their need to for leave. If advance notice is not possible, employees must notify the Company of the need for leave no later than the end of the first day of leave. Additionally, the Company may require written documentation to support an employee's request for leave under this policy, however, such request will not include information that might compromise the employee's safety or the safety of their family members.

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

Paid Sick and Safe Leave

Eligibility

All Washington employees are eligible for Paid Sick Leave ("PSL") under this policy, as required by Seattle's Paid Sick and Safe Time Ordinance, SMC 14.16 and Washington's Paid Sick Leave law, Chapter 49.46 RCW.

For purposes of this Policy, the 12-month period commences at the start of the employee's employment with the Company.

Accrual Amount

All eligible employees other than those working in Seattle, will accrue PSL at a rate of one (1) hour for every forty (40) hours worked. PSL does not accrue for hours not worked, such as periods of approved leave or vacation. Employees working in Seattle will be provided safe and sick time as required by Seattle ordinance.

Tracking Available Time

Employees will be notified each time wages are paid, either on their paystub or by other means, of their amount of PSL accrued since the last notification, PSL reductions since the last notification, and any unused PSL available for use.

Waiting Period for Use

Employees are unable to use available PSL until they have reached the 90th calendar day of their employment.

Carryover

Employees, other than those working in Seattle, may carry over up to 40 hours of any available, unused PSL hours to the following benefit year. Employees working in Seattle may carry over the number of hours specified by the Seattle ordinance. All other unused hours are forfeited.

Increments of Use

Eligible employees may use sick leave in increments of time consistent with the Company's payroll system and practices, not to exceed one hour. Since the Company's normal practice is to track increments of work for the purposes of compensation in fifteen-minute increments, this means an eligible employee may use paid sick leave in fifteen-minute increments. Employees will be notified each time wages are paid, either on their paystub or by other means, of their amount of paid sick leave accrued since the last notification, paid sick leave reductions since the last notification, and any unused paid sick leave available for use.

Reasons for Use

Employees can use sick or safe leave for the following reasons:

- The employee's mental or physical illness, injury, health condition; the Associate's need for medical diagnosis care or treatment of a mental or physical illness, injury or health condition; or the Associate's need for preventive medical care.
- To allow the employee to provide care for a covered 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; or care of a covered family member who needs preventive medical care.
- The employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material.
- The employee needs to care for a child whose school or place of care has been closed by order of a public health official to limit exposure to an infectious agent, biological toxin or hazardous material.
- For certain reasons related to domestic violence, sexual assault or stalking that affect the employee or the employee's family member or household member.
- PSL may not be used for any other purpose, such as vacation.

For purposes of this Policy, "family member" includes the employee's child, grandchild, spouse, registered domestic partner, sibling, grandparent, parent, step-parent, and parent-in-law as these terms are defined in Washington's Paid Sick Leave Law, RCW 49.46.210.

How to Request PSL

If your need for PSL is foreseeable, you must submit a written request at least 10 days in advance of using the PSL, or as early as possible. Employees should provide the written request to their direct supervisor or to the Director of Human Resources. When possible, the request should include the expected duration of the absence. When the use of PSL is foreseeable, the employee must make a reasonable effort to schedule the use of PSL in a manner that does not unduly disrupt the Company's operations.

If your need for PSL is unforeseeable (e.g., emergency illness), you must notify your manager or the Director of Human Resources as soon as you know you will be absent. Absent emergency or other exigent circumstances, employees are required to call in before their regularly scheduled starting time. If you are unable to provide notice personally, notice may be provided by your spokesperson (e.g., spouse, domestic partner, adult family member, or other responsible party).

For PSL use related to domestic violence, sexual assault, or stalking, employees must provide oral or written notice to a direct supervisor or to the Director of Human Resources no later than the end of the first day of use of this leave.

Documentation

Employees who are absent for more than three consecutively scheduled full or partial workdays will be required to provide reasonable documentation to verify the need for PSL. This may include documentation signed by the appropriate health care provider indicating that the PSL was necessary or, in the case of time off for reasons related to domestic violence, sexual assault, or stalking that affects the employee or the employee's covered family or household member, a police report, a court order, documentation that the employee or the employee's family or household member is experiencing domestic violence, sexual assault, or stalking, or an employee's written statement. However, to protect the employee's (and family member's) privacy, employees generally do not need not disclose the underlying reason for a medical or dental appointment, any specific diagnosis related to a medical condition, or details regarding domestic violence, sexual assault, or stalking.

If providing the verification for the need for PSL would result in an unreasonable burden or expense, please contact the Director of Human Resources.

PSL Rate of Pay

An employee's PSL pay is calculated at the employee's normal hourly compensation. Please consult the Director of Human Resources for detailed information on how the rate of your PSL pay is calculated and the amount you are entitled to receive.

Concurrent Leave

Some circumstances that allow an employee to use PSL also may qualify for leave under applicable federal, state or other local laws (e.g., Washington's domestic violence leave law, leave taken due to an employee's disability, etc.). All applicable leaves will run concurrently to the fullest extent permitted by law. Please refer to the Company's other leave policies for more information.

PSL Upon Re-Hire

If an employee separates from the Company and is rehired within twelve months, the Company will notify the employee of their previously accrued, unused PSL that will be reinstated and available for use upon rehire. If an employee separates from the Company and is rehired more than twelve months later, then previously accrued unused PSL is not reinstated, and the employee is treated as a new hire under this policy.

No Cash-Out of PSL

Unused PSL has no monetary value. It is not cashed out at any time during employment or upon separation of employment. Employees who are terminated, resign, retire or are otherwise separated from employment will not receive any pay-out for any unused PSL.

No Retaliation/Discrimination

We strictly prohibit any retaliation for an employee's lawful use of PSL, and we will not take any adverse action against an employee because the employee has exercised their rights provided under Seattle or Washington's paid sick leave laws. However, employees who misuse or abuse this policy, e.g., misrepresent the reason for use of PSL or use PSL hours for vacation, may be disciplined. Please immediately report any concerns to your manager or the Director of Human Resources.

Family Care Act

In accordance with the Washington State Family Care Act, employees who are eligible for paid time off, including time allowed under certain disability policies may use the time for family care leave.

Family care leave may be used to care for a child with a health condition that requires supervision or treatment, or to care for a spouse, parent, parent in-law, or grandparent with a serious health or emergency condition.

Employees taking family care leave may use any accrued paid leave. The amount of leave that an employee may use is limited to actual accrued leave; employees cannot take advances on paid leave to use under this policy.

Parental Leave

The Company provides employees who are adoptive parents or stepparents the same leave under the same terms as the Company grants to biological parents.

Washington Military Family Leave

The Company provides up to fifteen (15) days of unpaid leave to employees who work on average at least 20 hours per week and who are the spouse or registered domestic partner of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed during a period of military conflict. This leave is limited to fifteen (15) days per deployment and is

available only after the military spouse has been notified of an impending call or order to active duty and is limited to the time before deployment or when the military spouse is on leave from deployment.

Employees requesting leave under this policy should notify a Corporate Human Resources Representative within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

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

Paid Family Medical Leave

Paid Family and Medical Leave (PFML) is a statewide insurance program available to eligible Washington employees that provides paid time off to give or receive care for Qualifying Events defined by the PFML law. The program is funded by premiums paid by employees and employers, generally those with over 50 Washington-based employees. It is administered by the Employment Security Department (ESD). Employers collect your share of the premiums as a paycheck deduction and sends them to ESD.

Eligibility

To qualify, employees need to have worked in Washington at least 820 hours in the qualifying period (e.g., 16 hours/week for a year). The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year for any employer counts toward the 820 hours, including part-time, seasonal and temporary work.

Qualifying Events. If you qualify, this program will allow you to take up to 12 weeks, as needed, for Qualifying Events. Here are some examples of events that may qualify:

- You welcome a child into your family, through birth, adoption, or foster placement.
- You experience a qualifying serious health condition.
- You must care for a qualifying family member because of their own serious health condition.
- You need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military-connected paid leave, visit www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

If you face multiple Qualifying Events in a year, you may be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity.

Benefit

While on leave, you are entitled to partial wage replacement. That means you will receive a portion of your average weekly pay from ESD. The benefit is generally up to 90 percent

of your weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. You will be paid by ESD directly. To calculate your available benefit, please visit: <https://paidleave.wa.gov/estimate-your-weekly-pay/>.

Except in situations where you welcome a new child into your family, there is a seven-day waiting period before you can begin receiving any PFML benefit. During this waiting period, you can use paid sick days if you have them available and you choose to do so. (Please refer to our Paid Sick Leave policy for information on that benefit.)

You must use PFML in eight hour increments. For full-time employees, this is typically one day of work, but it may be more than one day if you work part time. ESD will determine the duration of your leave based on your “typical workweek hours.” This is your average number of hours worked per week since the beginning of the qualifying period. Salaried, full-time employees are always calculated at 40 hours per week. ESD will next multiple your typical workweek hours by the maximum number of weeks allowable for the event, usually 12 weeks, to determine the bank of hours you can draw from while on PFML.

You may choose to use available PTO under the Company’s policy to supplement your PFML benefits up to 100% of your normal hourly wages.

If the Company employs 50 or more employees in Washington state, when you return from your leave under this law, you will be restored to the same or equivalent position if you have worked for the Company for at least the past 12 months and have worked 1250 hours in the 12 months before taking leave (about 24 hours/week on average).

Health Insurance

Where your PFML runs concurrently with FMLA leave, the Company will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. You also can keep your health insurance while on PFML 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.

Requesting PFML

ESD determines your eligibility and qualification for this leave. You must file your claim with ESD. However, you should give as much notice to us as soon as possible. If your need for leave is foreseeable, you must provide the Company with written notice at least thirty (30) days before your first day of leave. Example of foreseeable reasons include the birth of a child, placement of a child, or planned medical treatment. If the need for leave is unforeseeable, you must provide the Company with notice as soon as is practicable. If you are unable to contact the Company, you may have your designate, such as a spouse, parent or neighbor contact us. Employees should notify a Corporate Human Resources Representative.

No Discrimination or Retaliation

The Company prohibits discrimination or retaliation against employees who take or request PFML.

If you have questions or would like more information regarding this leave, please contact a Corporate Human Resources Representative or visit paidleave.wa.gov

Pregnancy Accommodation and Leave

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

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

Additionally, the Company will provide unpaid leave for employees for the time during which they are sick or disabled because of pregnancy, childbirth, or related medical conditions. Employees taking leave under this policy may take (or the Company may require that they take) any available paid time off.

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

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

The Company prohibits retaliation against an employee for requesting or using leave or an accommodation under this policy. For more information about this policy please contact a Corporate Human Resources Representative.

Emergency Volunteer Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, reserve officers, or civil air patrol members engaged in an emergency service operation.

Employees must provide advanced notification of the need for leave to a Corporate Human Resources Representative if possible. If advanced notification is not possible, upon return, employees should provide appropriate certification from a supervisor or acting supervisor of the emergency unit to which the employee belongs, including of the date and time of service and confirming that the volunteer was active and necessary for the emergency response.

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

Personal Vehicle Rights

Washington employees may also possess any of their own personal property within the employee's privately-owned vehicle, unless the possession of such property is otherwise prohibited by law. Washington law also regulates employer searches of employee-owned personal vehicles located on the Company's parking lots or garages or located on access roads to those parking lots or garages. No employees or prospective employees are required to waive these rights as a condition of employment.

The Company may nonetheless find it necessary to search, or allow others to search, such privately-owned vehicles from time to time. Specifically, Washington employees' privately-owned vehicles are subject to search when:

- The vehicle is owned or leased by the employer;
- There is a lawful search by a law enforcement officer;
- The Company requires or authorizes the employee to use the personal vehicle for work-related activities and the Company needs to inspect the vehicle to ensure it is suited to conduct the work-related activities;
- Reasonably necessary to prevent an immediate threat to human health, life, or safety;
- The employee consents to a search by the Company or its agent based on probable cause that the employee unlawfully possesses:
 - The Company's property; or
 - A controlled substance in violation of both federal law and the Company's written policies;
- Subject to security inspections of vehicles on state and federal military installations and facilities;

- Vehicles are located on the premises of a state correctional institution; or
- Subject to search under state or federal law in specific employer areas.

For searches by the Company based on the employee's consent, the employee may choose to have a witness present for the search. The Company will not take or threaten to take any adverse action against Employees who exercise their vehicle rights under this chapter.

Personnel Files

Once a year, an employee may request to review the information in the employee's personnel files. The Company will make the personnel file available locally within a reasonable period of time after the request is made. Employees may place a statement in their personnel file if they disagree with a document contained in the file.

WEST VIRGINIA ADDENDUM

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

Equal Employment Opportunity

If you work at a West Virginia location with twelve or more employees, in addition to the protected statuses listed in the Company's Employee Handbook, and in accordance with West Virginia law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, familial status, tobacco usage during nonworking hours, certified medical marijuana patient status, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with West Virginia law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on ancestry, familial status, tobacco usage during nonworking hours, certified medical marijuana patient status, or any other protected status in accordance with applicable federal, state, and local laws.

Meal Periods

The Company provides employees who work six (6) or more hours in a day with at least a 20-minute, unpaid meal break, to be taken at times reasonably designated by the Company. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Civic Duties

Voting Leave

In circumstances where employees' work schedule does not provide three hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to three (3) hours, for employees to vote. Employees who need time off to vote should notify a Corporate Human Resources Representative prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.

Pregnancy Accommodation

If you work at a West Virginia location with twelve or more employees, the Company provides reasonable accommodations to employees who are birthing parents when requested for reasons related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business. Reasonable accommodations may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assistance with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a temporary leave of absence.

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

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

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

For more information about this policy please contact a Corporate Human Resources Representative.

Emergency Volunteer Leave

If you work at a West Virginia location with twenty or more employees, the Company provides reasonable and necessary unpaid leave to employees who are active volunteer firefighters, reserve officers, or civil air patrol members to respond to a bona fide emergency during regular hours of employment. Employees requesting leave under this policy must provide as much advanced notice as possible. If advanced notice is not possible, employees may be asked to submit a written statement from the chief of the volunteer fire department verifying that the time off was used to respond to a bona fide emergency.

WISCONSIN ADDENDUM

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

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with state and federal law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to creed, ancestry, marital status, arrest and conviction records, military service, the off-hours use or nonuse of lawful products off employers' premises, declining to attend meetings or participate in communications about religious or political matters, or any other protected status in accordance with applicable federal, state and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with state and federal law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on creed, ancestry, marital status, arrest and conviction records, military service, the off-hours use or nonuse of lawful products off employers' premises, declining to attend meetings or participate in communications about religious or political matters, or any other protected status in accordance with applicable federal, state and local laws.

Civic Duties

Voting

In circumstances where employees find that their hours of employment make it impracticable to vote before or after work on an election day, the Company will provide the employee a sufficient amount of time to vote. Employees may be entitled to up to a three-hour unpaid leave in which to vote. Employees requesting leave under this policy should notify a Corporate Human Resources Representative prior to an election day. The Company may specify any time period, during which the polls are open, for the employee to leave work in order to vote.

Election Officials

Additionally, the Company provides a one-day leave of absence to employees who serve as qualified election officials. Employees requesting leave under this policy should provide a Corporate Human Resources Representative at least seven (7) days' notice, and must submit appropriate written documentation in support of a request for leave.

Bone Marrow and Organ Donor Leave

If the Company employs 50 or more employees, we provide up to six weeks in a 12-month period of unpaid leave to eligible employees to serve as bone marrow or organ donors.

Leave may only be taken for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from such procedure. Eligible employees have been employed for more than 52 consecutive weeks and have worked for at least 1,000 hours during the 52-week period preceding the request for leave under this policy.

Employees requesting leave under this policy should make reasonable effort to schedule the procedure such that it does not unduly disrupt the Company's operations, subject to the approval of the health care provider of the bone marrow or organ donor, and with reasonable advance notice of the need for leave.

Employees requesting leave may be required to provide certification issued by a health care provider that the donee has a serious health condition that necessitates a bone marrow or organ transplant, that the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donee and the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

To the extent an employee or a member of the employee's family is covered under a group health insurance policy provided by the Company, we will maintain coverage during the employee's leave on the same terms as if the employee had continued to work. If applicable, the employee will need to make arrangements to pay their share of health plan premiums while on leave. Taking of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave.

Employees may use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the leave taken under this policy. In order to substitute paid leave for leave under this policy, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (i.e., call-in procedures, advance notice).

Wisconsin Family and Medical Leave

If the Company employs 50 or more employees, in conjunction with the leave provided in the Company's Employee Handbook under the Family and Medical Leave Act, the Company provides additional leave to employees who have worked 1,000 hours or more during the 52 weeks preceding a request for leave under this policy, as described below.

If you do not qualify for the twelve (12) week leave provided to employees who have worked 1,250 hours in one year, but you have been employed for at least fifty-two (52) weeks and have worked at least 1,000 hours during the immediately preceding fifty-two (52) weeks, the Company offers medical, family or childbirth/adoption leave for the time periods described below. Accrued sick and vacation benefits, short-term disability (STD), workers' compensation and/or paid time off must be used as part of this leave as well, if applicable. Employees who expect to take leave for childbirth or adoption or for planned medical treatment or supervision of their own or a family member's serious illness must give a Corporate Human Resources Representative reasonable and practicable advance notice of the need for leave.

When an employee returns from this leave, the Company will generally place the employee back into their previous position, provided that the position is vacant. If the previous position is not vacant, the Company will place the employee in an equivalent position. The Company will maintain the employee's health insurance during the leave, although employees may be required to continue contributing to their insurance during their leave. Employees should contact a Corporate Human Resources Representative or for further information regarding employee benefits during leave.

Medical Leave

In any twelve (12) month period, an eligible employee may take up to two (2) weeks of unpaid leave for their own serious health condition that makes the employee unable to perform their duties. The leave may be scheduled as medically necessary. The Company reserves the right to require certification from a health care provider or to require a second opinion regarding the information in the certification at its own expense.

Family Leave

In any twelve (12) month period, an eligible employee may take up to two (2) weeks of unpaid leave to care for a parent, child, or spouse with a serious health condition. The Company and the employee must reasonably consider the Company's needs before scheduling the leave. Additionally, the employee must provide the Company with notice of the leave and schedule any medical treatment so as to not unduly disrupt the Company's operations. The leave may be taken as a partial absence where it does not disrupt the Company's operations. The Company reserves the right to require a certification from a health care provider and may also require a second opinion concerning the information in the certification.

Childbirth or Adoption Leave

In any twelve (12) month period, an eligible employee may take up to six (6) weeks of unpaid leave for the birth or adoption of a child. The leave must begin within sixteen (16) weeks of the birth or placement of the child. The employee must provide the Company with notice of the expected birth or child placement, and the Company and the employee must reasonably consider the Company's needs before scheduling the leave. The leave may be taken as a partial absence where it does not unduly disrupt operations.

Use of Accrued Paid Leave

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

Concurrent Leave

Leave taken under this policy and the Company's FMLA policy may run concurrently. For further information regarding leave under this policy, please contact a Corporate Human Resources Representative.

Emergency Responder Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, emergency medical technicians, first responders, or ambulance drivers for a volunteer fire department or fire company engaged in a qualified emergency.

A qualified emergency includes responding to a fire, hazardous substance release, medical condition, or any other situation that poses a clear and immediate danger to life or health or a significant loss of property.

Employees who anticipate taking leave under this policy must submit documentation to a Corporate Human Resources Representative within 30 days of becoming an emergency responder, including a written statement signed by the chief of the volunteer fire department or by the person in charge of the ambulance service provider confirming that the employee is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver.

When requesting leave under this policy, employees must provide advanced notification of the need for leave to a Corporate Human Resources Representative if possible. If advanced notification is not possible, upon return, employees should provide appropriate certification from a supervisor or acting supervisor of the emergency unit to which the employee belongs, including of the date and time of service and confirming that the volunteer was active and necessary for the emergency response.

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

Personnel Files

Up to two times per year, an employee may request to review the information in the employee's personnel files. The Company will make the personnel file available for inspection during working hours and reasonably near the employee's assigned work location. If an employee disagrees with any information contained in their personnel file, and no revision can be agreed upon by the employee and the Company, the employee may submit an explanatory statement that will be included with the disputed information. Additionally, employees may request a copy of their personnel file, and the Company may charge reasonable fees for making the requested copies.

WYOMING ADDENDUM

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

Equal Employment Opportunity

If you work at a Wyoming location with two or more employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Wyoming law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, ancestry, tobacco usage during nonworking hours, or any other protected status in accordance with applicable federal, state, and local laws.

Civic Duties

Voting Leave

In circumstances where employees' work schedule does not provide three (3) hours of continuous off-duty time during the time polls are open on an election day, the Company will provide a reasonable amount of paid time off during scheduled work time, up to one (1) hour, for employees to vote. Employees who need time off to vote should notify a Corporate Human Resources Representative prior to an election day, and the Company requires such employees to submit proof of voting. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for employees to leave work to vote.