

Nevada Supplement

The following policies apply to employees located in Nevada. Employees are also subject to the policies in the 2025 Employee Handbook. In the event of a conflict, the policies in this Addendum govern. Employees with questions about the policies contained in this Addendum or any other matter should contact their Human Resources representative.

Nevada Pregnant Workers' Fairness Act

Pursuant to Nevada Revised Statute § 613.335 and sections 2 to 8, inclusive, of the Nevada Pregnant Workers' Fairness Act (effective October 1, 2017)(the "Act"), employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth, or a related medical condition.

The Company will not:

- Deny a reasonable accommodation to female employees and applicants, upon request, for a condition related to pregnancy, childbirth, or a related medical condition, unless an accommodation would impose an undue hardship on the business of the company.
- Take adverse employment actions against a female employee or applicant based on a need for a reasonable accommodation.
- Deny an employment opportunity to a qualified female employee or applicant based on a need for a reasonable accommodation.
- Require a female employee or applicant to accept an accommodation that the employee or applicant did not request or chooses not to accept or to take leave from employment if an accommodation is unavailable (except for construction employees whose primary duties involve performing manual labor).

Under the Act, the company may:

- Require a female employee to submit written medical certification from the employee's physician substantiating the need for an accommodation because of pregnancy, childbirth, or related medical conditions, and the specific accommodation recommended by the physician.

The Company and the employee will:

- Engage in a timely, good faith interactive process to determine an effective, reasonable accommodation, subject to the terms of the policy and law stated above.

Examples of potential reasonable accommodations include, but are not limited to:

- Modifying equipment or providing different seating
- Revising break schedules (e.g., frequency and duration of breaks)
- Providing space reasonable space for expressing breast milk
- Providing assistance with manual labor that is NOT part of the primary work duties
- Light duty work assignment
- Transfer temporarily to a less strenuous or hazardous position

- Restructuring a position (but NOT creating a new position that would not be created for other employees with medical limitations)
- Modifying a work schedule.

For further information regarding the Act, contact the Nevada Equal Rights Commission.

Equal Rights Commission
Las Vegas
1820 East Sahara Avenue
Suite 314
Las Vegas, NV 89104
Phone (702) 486-7161

Equal Rights Commission
Northern Nevada
1325 Corporate Blvd.
Room 115
Reno, NV 89502
Phone (775) 823-6690

Nevada Paid Leave

Eligibility. The Company provides paid leave to employees in Nevada other than temporary, seasonal and on-call employees. For employees who work in Nevada who are eligible for paid leave under the general Paid Sick Time policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Time policy.

Accrual. Employees begin to accrue paid leave pursuant to this policy at the start of employment. Employees accrue paid leave at a rate of 0.01923 hours for each hour of work performed. For purposes of this policy, the year is the 365-day period beginning January 1st and ending on December 31st.

Usage. Accrued paid leave may be used beginning on the 90th calendar day of employment. Paid leave may be used in a minimum increment of four hours. An employee may not use more than forty (40) hours of accrued paid leave in a year.

An employee may use paid leave for any reason.

An employee's use of paid leave will not be conditioned upon searching for or finding a replacement worker.

Employees will be advised of their paid leave balance information on their itemized wage statement.

Notice and Documentation. Employees must provide notice of the need for the leave to their supervisor as soon as practicable. Employees are not required to provide a reason for use of leave.

Payment. Employees will receive payment for paid leave at the same rate of pay at which the employee is compensated at the time such leave is taken, unless otherwise required by applicable law, on the same payday as the hours taken are normally paid. Use of paid leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over up to forty (40) hours of accrued, unused paid leave under this policy to the following year. Accrued but unused paid leave under this policy will not be paid at separation.

Enforcement & Retaliation. The Company will not retaliate against an employee for requesting or using paid leave for which the employee is eligible.

Employees with questions regarding this policy can contact the Human Resources Department.

School Visitation Leave

Employees may take unpaid time off if requested by an administrator of the school attended by the employee's child, or if notified during employee's work day by a school employee of an emergency regarding the child.

Employees that are the parent, guardian or custodian of a child who is enrolled in a public school may take unpaid leave for four (4) hours per school year per child, which must be taken in increments of at least 1 hour, to: (a) Attend parent-teacher conferences; (b) Attend school-related activities during regular school hours; (c) Volunteer or otherwise be involved at the school in which the employee's child is enrolled during regular school hours; and (d) Attend school-sponsored events. The leave must be taken at a time mutually agreed upon by the company and the employee. Employees must provide a written request for the leave at least five (5) school days before the leave is taken and must provide documentation that during the time of the leave, the employee attended or was otherwise involved at the school or school-related activity for one of the reasons permitted. Employees may use accrued paid time off for this purpose.

Employees who are the parent, guardian, or custodian of a child enrolled in school are eligible for unpaid leave to attend a conference requested by a school administrator or handle an emergency relating to the child after notification by a school official.

Leave and Accommodation for Victims of Domestic Violence

Employees who have worked for the Company for at least 90 days, and who are the victims of domestic violence or whose family or household member is a victim of domestic

violence, may take time off work for up to 160 hours in one 12-month period, beginning on the date when the act of domestic violence occurred (and the employee is NOT the alleged perpetrator of the domestic violence).

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

- For the diagnosis, care, or treatment of a health condition related to an act of domestic violence committed against the employee or the employee's family or household member;
- To obtain counseling or assistance related to an act of domestic violence committed against the employee or the employee's family or household member;
- To participate in court proceedings related to an act of domestic violence committed against the employee or the employee's family or household member; or
- To establish a safety plan, including any action to increase the safety of the employee or the employee's family or household member from a future act of domestic violence.

For purposes of this policy, a "family or household member" means a spouse, domestic partner, minor child, or parent or another adult 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 the act of domestic violence was committed.

For purposes of this policy, "domestic violence" occurs when a person commits one of the following acts against or upon the person's spouse, former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person is or was actually residing, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person's minor child or any other person who has been appointed the custodian or legal guardian for the person's minor child:

- (a) A battery.
- (b) An assault.
- (c) Compelling the other person by force or threat of force to perform an act from which the other person has the right to refrain or to refrain from an act which the other person has the right to perform.
- (d) A sexual assault.
- (e) A knowing, purposeful or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to:
 - (1) Stalking.
 - (2) Arson.
 - (3) Trespassing.
 - (4) Larceny.
 - (5) Destruction of private property.
 - (6) Carrying a concealed weapon without a permit.
 - (7) Injuring or killing an animal.
- (f) A false imprisonment.

(g) Unlawful entry of the other person's residence, or forcible entry against the other person's will if there is a reasonably foreseeable risk of harm to the other person from the entry.

Nevada law provides that leave may be unpaid or paid at the discretion of the employer. The Company will permit employees to use any accrued, unused paid time off while taking domestic violence leave under this policy.

Leave under this policy may be used in a single block of time or intermittently. Leave under this policy also will run concurrently (at the same time) with FMLA leave, if leave is otherwise FMLA-qualifying. Leave under this policy does not extend the time allowable under the "Family and Medical Leave Act" Policy in this Handbook.

After taking any time off due to an act of domestic violence, an employee must provide their supervisor at least 48 hours advance notice before taking any additional time off under this policy.

The Company may require documentation of an employee's participation in these activities that confirms or supports the reason the employee provided for requesting leave. For example, the Company may require:

- A police report;
- Copy of an application for an order for protection
- Affidavit from an organization which provides services to victims of domestic violence;
- Documentation from a physician.

Any documentation requested or received by the employer will be kept confidential in a private medical file (and will not be contained in the general personnel file).

An employee who is the victim of domestic violence (or whose family or household member is such a victim) may request reasonable accommodation with respect to the employee's safety while at work. Reasonable accommodation may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, or any other reasonable accommodation that does not create an undue hardship deemed necessary to ensure the safety of the employee, the workplace, the employer, and other employees.

Eligible employees desiring an accommodation should notify the Human Resources Department. The Human Resources Department will then engage in an interactive process with the employee to determine possible effective reasonable accommodations. As part of the interactive process, the Human Resources Department may require the employee to provide appropriate certification. An employee who no longer needs an accommodation must notify the Human Resources Department of any change in circumstance. Similarly, an employee who has been provided an accommodation must notify the Human Resources Department if the employee requires a new accommodation.

The Company also will not discipline, discriminate or retaliate against an employee because the employee is a known victim of domestic violence; because the employee requested and took leave and/or requested accommodation under this policy; or because the employee participated as a witness or interested party in a court proceeding related to domestic violence that relates to the use of leave under this policy. The Company also will not require the employee to find a replacement or substitute to cover the employee's position or work, as a condition of using domestic violence leave under this policy.

Nevada Military Leave

Employees who require time off from work to fulfill military duties, including members of the National Guard of Nevada or any other state, will be treated in accordance with the applicable requirements of state and federal law. You are expected to notify the Company of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible.

Legislative Leave

Any employee who is a legislator will be given unpaid time off for the employee's attendance during the legislative interim at:

- A meeting of the legislative commission or subcommittee of the legislative commission where the employee is a member.
- A meeting of the Interim Finance Committee, other legislative committee, or other subcommittee created by statute where the employee is a member.
- A meeting of an interim committee which conducts a study or investigation or any other legislatively established committee which conducts an interim legislative study where the employee is a member.
- A meeting of a non-legislative committee, if the employee's membership in the committee is in the employee's official capacity as a legislator.

Court Attendance with a Child

Pursuant to Nevada law, the Company will not terminate or take other adverse action against employees that attend a juvenile court hearing relating to a juvenile if the employee provides the Company with a copy of the certificate of attendance or notice provided by the court.

Emergency Worker Leave

Employees who volunteer as ambulance drivers and attendants, firefighters, search and rescue team members, reserve unit members of the sheriff's department, or members of a Civil Air Patrol unit will be provided with unpaid time off to perform emergency worker services as consistent with Nevada law. Employees must provide as much advance notice of the need for time off as possible. The Company may require supporting documentation verifying the need for time off under this policy.

Kin Care Law

Employees may use any accrued sick leave for the purpose of assisting an immediate family member with a medical need due to an illness, injury, medical appointment, or another authorized medical need under the same terms and conditions as the leave is made available to the employee. For the purposes of this policy, an "immediate family" member includes the employee's child, foster child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, or any person for whom the employee is the legal guardian.

Meal and Rest Periods

Rest Periods

The Company authorizes and permits non-exempt employees to take paid rest period for every 4 hours or major fraction thereof. Employees working at least three and one-half hours in a day to take a net ten-minute, off-duty, uninterrupted paid rest period for each four hours worked or major fraction thereof. The 10 minutes do not include the reasonable time it takes to walk to and from a break area and/or don and doff their protective work gear. Employees who work more than six hours in a day may take a second off-duty, uninterrupted rest period. Employees who work more than 10 hours in a day may take a third off-duty, uninterrupted rest period. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so, and not combine them with meal periods or skip them to leave work early. Employees may leave the premises for rest or meal periods.

Employees who feel they were not provided the opportunity to take all rest periods authorized and permitted under this policy should inform their supervisor or manager immediately, and (if not corrected) a Human Resources representative immediately.

Meal Periods

The Company provides non-exempt employees who work more than eight (8) continuous hours in a day with an unpaid 30-minute, uninterrupted meal period. Non-exempt employees are required to clock out and remain clocked out for at least 30 minutes during their meal break. Failure to properly clock out could subject the employee to discipline. All meal break times do not include the reasonable time it takes to walk to and from a break area and/or don and doff protective work gear. Meal periods may not be combined with rest periods. Employees may leave the premises during meal periods.

Meal and Rest Periods Are Required

Employees are required to take all meal periods provided under this policy and not waived, and all rest periods provided under this policy. During meal periods and rest periods, the Company will relieve employees of all duty and will not exercise control over employees' activities. Employees are free to spend their meal period and rest period time as they choose, and are not required to remain on-premises or "on-call" during off-duty

meal periods and rest periods. Employees who have work-issued radios, pagers or phones should turn those devices off while taking meal periods and rest periods.

If for any reason you are not able to take your rest breaks or meal period, you must advise a Human Resources representative in writing within the same or next payroll period; it will otherwise be presumed that you have taken your required breaks.

No Company manager or supervisor may impede or discourage employees from taking meal periods and rest periods provided under this policy.