

Arizona Supplement

The following policies apply to employees located in Arizona. 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.

Notification of Constructive Discharge

An employee is encouraged to communicate to the Company by contacting the Human Resources Department whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify the Company in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait 15 calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the Company. An employee may be entitled to a paid or unpaid leave of absence of up to 15 calendar days while waiting for the Company to respond to the employee's written communication about the employee's working condition.

If employees have any questions regarding this policy, they should contact the Human Resources Department.

Arizona Earned Paid Sick Time

Eligibility. The Company provides earned paid sick time to employees who work in Arizona. For employees who work in Arizona who are eligible for sick time under the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance, 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 and/or any other applicable sick time/leave law or ordinance.

Accrual. Employees begin accruing earned paid sick time pursuant to this policy at the start of employment. Employees accrue one (1) hour for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may use earned paid sick time on the 90th calendar day of employment. Earned paid sick time may be used in increments of two hours or more. An employee may not use more than forty (40) hours of earned paid sick time in any calendar year.

Employees may use earned paid sick time for absences due to:

- 1) An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- 2) Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member 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
- 4) A covered purpose relating to domestic violence, sexual violence, abuse or stalking, to allow the employee to obtain (for himself/herself or for a family member), such as medical attention; services from a victims' organization; counseling; relocation; and legal services.

For purposes of this policy, family member includes (regardless of age): a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; spouse or domestic partner; a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

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

The Company will assume, subject to applicable law, that employees want to use available earned paid sick time for absences for reasons set forth above and employees will be paid for such absences to the extent they have earned paid sick time available.

Employees will be advised of their earned paid sick time balance information on their itemized wage statement.

Notice & Documentation. Employees are required to make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the Company's operations. Requests to use earned paid sick time may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of earned paid sick time is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their supervisor in advance of the use of the earned paid sick time. When the use of earned sick time is not foreseeable, the employee is required to provide notice to their supervisor at least one (1) hour prior to the start of the employee's workday or as soon as possible under the circumstances.

For earned paid sick time of three (3) or more consecutive work days, the Company requires reasonable documentation that the earned paid sick time has been used for a covered purpose.

For reason #1 and #2 above, documentation signed by a health care professional indicating that earned paid sick time is necessary is reasonable. For reason #4 above, any of the following types of documentation selected by the employee are reasonable:

- 1) A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse or stalking;
- 2) A protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking;
- 3) A signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse, or stalking;
- 4) A signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization;
- 5) A signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking; or
- 6) An employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking, and that the leave was taken for one of the purposes described above.

Documentation provided to the Company should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking.

Payment. Earned paid sick time will be paid at the same hourly rate the employee earns from the employee's employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of earned paid sick time 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 earned paid sick time to the following calendar year. Unused earned paid sick time will not be paid at separation.

Enforcement & Retaliation. Retaliation against an employee who requests or uses earned paid sick time is prohibited. An employee has the right to file a complaint if earned paid sick time as required by law is denied by an employer or if the employee is subjected to retaliation for requesting or taking earned paid sick time. The Arizona Industrial Commission's contact information is as follows: 800 W. Washington Street, Phoenix, AZ 85007 / 602-542-4515 / www.azica.gov.

Questions about rights and responsibilities under the law can be answered by Human Resources.

Voting Time

Registered voters are entitled to time off for voting. The law requires that registered voters be given at least three consecutive hours to vote between the opening of the polls and beginning of the regular work shift or between the end of the work shift and the closing of the polls. If your schedule conflicts with this right, you must notify your supervisor at least one day before the election so that adjustments can be made to allow time to vote. You will not lose wages, salary, or benefits due to an absence required for voting.

Victims' Leave

The Company does not discriminate against any employee who is the victim of a crime. An employee who is the victim of a crime may take unpaid time off work to be present at certain criminal proceedings or to obtain an order of protection or an injunction for the health, safety, or welfare of the employee or the employee's child.

Employees will not be paid and will be required to use any accrued paid time off for this leave. Employees who take this leave will retain all seniority rights and other standing. Before taking this leave, employees must provide the following:

- A notice of each scheduled proceeding, if applicable; and

- Either the form received from law enforcement of victims' rights and information, an applicable court order, or other supporting documentation.

The Company will maintain records of an employee's leave in a confidential manner.

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.

New York Supplement

The following policies apply to employees located in New York. 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.

Sexual Harassment (Addendum to Harassment Policy)

The Company does not tolerate and prohibits sexual harassment of or against our employees, applicants, and interns by another employee, supervisor, vendor, customer, or any third party. The policy also protects contractors, subcontractors, vendors, consultants, or anyone else providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the Company.

Bystander Intervention. Any employee witnessing harassment as a bystander is encouraged to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Written complaints can be submitted internally using the form provided with this policy. Use of this written complaint form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Legal Protections and External Remedies. An employee or covered individual who prefers not to report harassment to their manager or employer may choose to pursue external legal remedies. Complaints may be made to both the employer and a government agency. Aside from the internal complaint process at the Company, employees may choose to pursue external legal remedies with the following governmental entities based on the noted federal, state and local protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. Complaints of sexual harassment may be filed in either forum any time within three years from the time of the incident(s) that give rise to the claim. 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 three years is counted from date of the most recent incident of harassment.

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

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

The New York State Division of Human Rights has established a toll-free confidential hotline to provide counsel and assistance to individuals who believe they are experiencing workplace sexual harassment. Employees can call the toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 AM to 5:00 PM.

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 digital complaint process that can be completed on your computer or mobile device from start to finish. The website also has a complaint form that can be downloaded, filled out, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.

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 sexual harassment and discrimination. An individual should contact the county, city or town in which they work to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 3rd Floor, New York, New York 10007; 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 if you wish to pursue criminal charges.

New York City Supplemental Gender Discrimination Policy

In accordance with New York City law, the company prohibits discrimination in employment on the basis of gender. For purposes of this policy, gender is an individual's 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 individual at birth. The company is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, accommodation requests, access to programs and facilities, employee activities, and general treatment during employment.

In furtherance of this policy:

- The company gives employees the option of indicating their preferred name, pronoun and gender title regardless of the individual's sex assigned at birth, anatomy, gender, medical history, appearance, or the sex indicated on the individual's identification except in limited circumstances where federal, state, or local law requires otherwise (e.g., for purposes of employment eligibility verification with the federal government). This also applies to the company's systems which do not limit such identifications to male and female only.
- All employees and other individuals are permitted to use single-gender toilet facilities – such as bathrooms and locker rooms – and participate in single-gender programs consistent with their gender identity, regardless of their sex assigned at birth, anatomy, medical history, appearance, or the sex indicated on their identification. To the extent possible, the company provides single-occupancy restrooms and provides private space within multi-user facilities for individuals with privacy concerns, but will not require use of a single-occupancy bathroom because an individual is transgender or gender non-conforming.
- The company's dress code and grooming standards are gender neutral, and therefore do not differentiate or impose restrictions or requirements based on gender.
- The Company's benefit plans apply equally to all employees regardless of gender and do not provide health benefit plans that exclude coverage for transgender care, also known as transition-related care or gender-affirming care.
- The Company evaluates all requests for accommodations for disability or other request for changes to the terms and conditions of an individual's employment, or participation in a program offered by the Company, which may include additional medical or personal leave or schedule changes in a fair and non-discriminatory manner without regard to gender. To that end, the Company will treat leave requests to address medical or health care needs related to an individual's gender identity in the same manner as requests for all other medical conditions and will provide reasonable accommodations to individuals undergoing gender transition, including medical leave for medical and counseling appointments, surgery and recovery from gender affirming procedures, surgeries and treatments as they would for any other medical condition. Employees who engage with the public as part of their job duties are required to do so in a respectful, non-discriminatory manner by respecting gender diversity and ensuring that members of the public are not subject to discrimination (including discrimination with respect to single-sex programs and facilities).

Employees with issues or concerns regarding gender discrimination or who feel they have been subjected to such discrimination can contact Human Resources. The company prohibits and does not tolerate retaliation against employees who report issues or concerns of gender discrimination pursuant to this policy in good faith.

New York City Reasonable Accommodations & Cooperative Dialogue Policy

The Company is committed to complying with applicable federal, state and local laws governing reasonable accommodations of individuals. To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom the Company has notice may require such an accommodation, without regard to any protected classifications, related to an individual's: (i) disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment; (ii) sincerely held religious beliefs and practices; (iii) needs as a victim of domestic violence, sex offenses or stalking; (iv) needs related to pregnancy, childbirth or related medical conditions; and/or (v) any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact the Human Resources Department. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the individual should contact the _____.

After receiving a request for an accommodation or learning indirectly that an individual may require such an accommodation, the Company will engage in a cooperative dialogue with the individual. Even if an individual has not formally requested an accommodation, the Company may initiate a cooperative dialogue under certain circumstances, such as when the Company has knowledge that an individual's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event the Company initiates a cooperative dialogue with an individual, it should not be construed as the Company's belief an individual requires an accommodation, but will serve as an invitation for the individual to share with the Company any information the individual desires to share, or to request an accommodation.

The cooperative dialogue may take place in person, by telephone, or by electronic means. As part of the cooperative dialogue, the Company will communicate openly and in good faith with the individual in a timely manner in order to determine whether and how the Company may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, the Company will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the individual. The Company is not required to provide the specific accommodation sought

by an individual, provided the alternatives are reasonable and either meet the specific needs of the individual or specifically address the individual's limitations.

As part of the cooperative dialogue, the Company reserves the right to request medical documentation from an individual where the reason for the accommodation is due to a physical or mental disability or needs related to pregnancy, childbirth or related medical conditions, to the maximum extent permitted by applicable law. Specifically, where the reason for the accommodation is due to needs related to pregnancy, childbirth or related medical conditions requests for medical documentation will be limited to the following circumstances:

1) when an individual requests time away from work, including for medical appointments, other than time off requested during the six (6) to eight (8) week period following childbirth (for recovery from childbirth); or

2) when an individual requests to work from home, either on an intermittent basis or a longer-term basis.

If the Company believes that the provided documentation is insufficient, and before denying the request based on insufficient documentation, the Company will request additional documentation from the individual or, upon the individual's consent, speak with the health care provider who provided the documentation. As applicable, an employee whose time off is covered by the Family Medical Leave Act (FMLA) may also be required to provide medical documentation, depending on the circumstances of the leave request, pursuant to federal law.

At the conclusion of the cooperative dialogue, the Company will provide written notice to the individual in a timely manner indicating that the Company is granting or denying a reasonable accommodation.

Where a reasonable accommodation is being granted, written notice to the individual will indicate that either the Company:

1) will be able to offer and provide a reasonable accommodation as requested;

or

2) will be able to offer and provide an alternative reasonable accommodation.

Where a reasonable accommodation is being denied, written notice to the individual will indicate one or more of the following:

- 1) an accommodation would not meet the requested need,
- 2) an accommodation would cause an undue hardship on the Company's operations,
- 3) documentation of the need for the accommodation was inadequate,
- 4) an accommodation would require removal of an essential requisite of the job,
- 5) an accommodation would pose a direct threat, and/or
- 6) any other basis for denying an accommodation

The Company will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding an individual's underlying reason for needing an accommodation.

We will not allow any form of retaliation against individuals who have requested an accommodation, for who the Company has notice may require such an accommodation or who otherwise engage in the cooperative dialogue process.

Individuals with questions regarding this policy should contact Human Resources.

New York City Temporary Schedule Change

Employees who work eighty (80) or more hours in New York City in a calendar year and have been employed by the Company for one hundred twenty (120) or more days are eligible for two (2) temporary changes to their work schedules each calendar year for certain "personal events."

A temporary schedule change may last up to one (1) business day on two (2) separate occasions or up to two (2) business days on one (1) occasion each calendar year. A business day is any twenty four (24) hour period during which an employee is required to work any amount of time.

A temporary change means an adjustment to an employee's usual schedule including in the hours, times or locations an employee is expected to work. The change can include using short-term unpaid leave, paid time off, working remotely, or swapping or shifting working hours with a co-worker. The Company has the option of granting unpaid leave in lieu of the temporary change requested by the employee.

A "personal event" includes the following:

- The need to care for a child under the age of 18 for whom the employee provides direct and ongoing care;
- The need to care for an individual ("care recipient") with a disability who is a family member or who resides in the caregiver's household for whom the employee provides direct and ongoing care to meet the needs of daily living;
- The need to attend a legal proceeding or hearing for public benefits to which the employee, a family member, or the employee's minor child or care recipient is a party; and
- Any other reason for which the employee may use leave under NYC's Paid Safe and Sick Leave Law.

For purposes of this policy a "family member" includes: a child (biological, adopted, or foster child; legal ward; child of an employee standing in loco parentis); a grandchild; a spouse (current or former regardless of whether they reside together); a domestic partner (current or former regardless of whether they reside together); a parent; a grandparent; a child or parent of an employee's spouse or domestic partner; a sibling (including a half,

adopted, or step sibling); any other individual related by blood to the employee; and any individual whose close association with the employee is the equivalent of family.

Request for a temporary schedule change must be made orally or in writing to the Company or the employee's direct supervisor as soon as practicable after the employee becomes aware of the need for the change. The request should include:

- The date of the temporary schedule change;
- That the change is due to a personal event; and
- Proposed type of temporary schedule change (unless the employee would like to use leave without pay).

The Company will respond immediately to such requests. Assuming the employee has not exceeded the number of allowable requests and the request is for a qualifying reason, the Company will either approve the proposed type of temporary schedule change or provide leave without pay. The Company also may offer employees the ability to elect to use paid time off. Employees will not be required to use leave under NYC's Paid Safe and Sick Leave Law for a temporary schedule change.

If the employee requested the schedule change orally (for example, in person or by phone), the employee must submit a written request no later than the second business day after the employee returns to work. The employee should include in the written request the date of the temporary schedule change and that the change was due to a personal event.

The Company will provide a written response to any written request for temporary schedule change within fourteen (14) days. The response will include:

- If the request was granted or denied
- How the request was accommodated (if granted) or the reason for denial (if denied)
- Number of requests the employee has made for temporary schedule changes
- How many days the employee has left in the year for temporary schedule changes

Employees have the right to temporary schedule changes and may file a complaint for alleged violations of this policy and applicable law with the New York City Department of Consumer and Workforce Protection. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy and applicable law, or interference with any investigation, proceeding or hearing related to or arising out of the employee's rights pursuant to this policy and applicable law.

Employees with questions concerning this policy should contact the Human Resources Department.

New York City Lactation Accommodation Policy

Pursuant to New York City, New York State and federal law, employees have a right to express breast milk in the workplace and the right to request access to a lactation room for purposes of expressing breast milk.

Employees who are nursing are provided with reasonable unpaid break time or permitted to use paid break time or meal time to express breast milk for the employee's nursing child each time such employee has a reasonable need to express break milk for up to three (3) years after the birth of a child.

The Company will provide a lactation room to such employees. For purposes of this policy, the term lactation room means a sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion and that includes at minimum an electrical outlet, a chair, a surface on which to place a breast pump and other personal items, and nearby access to running water. Unless doing so poses an undue hardship and such undue hardship exception is permitted by applicable law, the Company will provide (i) a lactation room in reasonable proximity to the employee's work area and (ii) a refrigerator suitable for breast milk storage in reasonable proximity to such employee's work area. If the room designated by the Company to serve as a lactation room is also used for another purpose, the sole function of the room will be as a lactation room while an employee is using the room to express breast milk. While an employee is using the room to express milk, the Company will provide notice to other employees that the room is given preference for use as a lactation room.

An employee may submit a request for a lactation room by contacting _____ .

Where compliance with the lactation room requirements set forth above is impracticable because it would impose an undue hardship on the Company by causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the Company's business and such undue hardship exception is permitted by applicable law, the Company will make reasonable efforts to provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in privacy and otherwise engage in a cooperative dialogue with the employee to discuss reasonable alternatives with the employee in an attempt to accommodate the employee's needs.

If the workplace has access to refrigeration, the Company will extend such access to refrigeration for the purposes of storing the expressed milk.

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 Human Resources.

Please refer to the New York State Department of Labor's Policy on the Rights of Employees to Express Breast Milk in the Workplace which was separately issued for additional details.

Employees also can contact the Human Resources Department with questions.

Lactation Accommodation

Employees have the right to express breast milk in the workplace pursuant to federal and New York law.

Employees who are nursing are provided with reasonable unpaid break time or permitted to use paid break time or meal time to express breast milk for the employee's nursing child each time such employee has a reasonable need to express breast milk for up to three (3) years after the birth of a child.

Upon request of an employee who chooses to express breast milk in the workplace, the Company will designate a room or other location which will be made available for use by such employee to express breast milk. Such room or other location will be a place that is:

(i) in close proximity to the work area; (ii) well lit; (iii) shielded from view; and (iv) free from intrusion from other persons in the workplace or the public. Such room or other location will provide, at minimum, a chair, a working surface, nearby access to clean running water and, if the workplace is supplied with electricity, an electrical outlet. The room or location provided by the Company for this purpose will not be a restroom or toilet stall.

If the sole purpose or function of such room or other location is not dedicated for use by employees to express breast milk, such room or other location will be made available to such an employee when needed and will not be used for any other purpose or function while in use by such employee. The Company will provide notice to all employees as soon as practicable when such room or other location has been designated for use by employees to express breast milk.

Where compliance with the lactation room requirements set forth above is impracticable because it would impose an undue hardship on the Company by causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the Company's business, the Company will make reasonable efforts to provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in privacy.

If the workplace has access to refrigeration, the Company will extend such access to refrigeration for the purposes of storing the expressed milk.

An employee may submit a request for a room or other location for use by employees to express

breast milk by contacting Human Resources. The Company will respond to such requests within five (5) business days.

Employees will not be discharged, threatened, penalized, or in any other manner discriminated against or retaliated against for exercising their rights under this policy and applicable law.

New York Paid Sick Leave

Eligibility. The Company provides paid sick leave to employees who work in New York. For employees who work in New York who are eligible for sick leave under the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance, 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 and/or any other applicable sick time/leave law or ordinance.

Accrual. Employees begin accruing paid sick leave pursuant to this policy at the start of employment. Employees will accrue one (1) hour of paid sick leave for every thirty (30) hours worked, up to a maximum accrual of fifty-six (56) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick leave accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick leave immediately. Paid sick leave may be used in a minimum increment of four (4) hours. An employee may not use more than fifty-six (56) hours of accrued paid sick leave in any calendar year.

Employees may use accrued paid sick leave:

1) For a mental or physical illness, injury, or health condition of such employee or such employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;

2) For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition of, or need for medical diagnosis of, or preventive care for, such employee or such employee's family member; or

3) For an absence from work due to any of the following reasons when the employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking:

a. to obtain services from a domestic violence shelter, rape crisis center, or other 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 services 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 any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who work with the employee.

A person who has committed such domestic violence, family offense, sexual offense, stalking, or human trafficking will not be eligible for paid sick leave for situations in which the person committed such offense and was not a victim, notwithstanding any family relationship.

For purposes of this policy, "family member" means an employee's child (biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step, adoptive, legal guardian, or person who stood in loco parentis when the employee was a minor child), sibling, grandchild, or grandparent; and the child or parent of an employee's spouse or domestic partner.

Unless the employee advises the Company otherwise, we will assume, subject to applicable law, that employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

Notice and Documentation. Employees must make requests to use paid sick leave orally or in writing to their supervisor .

The Company may require supporting documentation for the use of paid sick leave where the employee uses sick leave for three or more consecutive or previously scheduled work days or shifts, to the extent permitted by applicable law. Requests for documentation should not specify the reason for leave but should be limited to: (i) an attestation from a licensed medical provider supporting the existence of a need for sick leave, the amount of leave needed, and a date that the employee may return to work; or (ii) an attestation from an employee of their eligibility to leave. The Company will not require the disclosure of confidential information relating to a mental or physical illness, injury, or health condition of such employee or such employee's family member, or information relating to absence from work due to domestic violence, a sexual offense, stalking, or human trafficking, as a condition of providing paid sick leave. The Company will not require an employee to pay any costs or fees employed with obtaining medical or other verification of eligibility for use of sick leave.

Payment. Paid sick leave will be paid at the employee's regular rate of pay or the applicable state minimum wage, whichever is greater. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over accrued, unused paid sick leave under this policy to the following calendar year. Accrued but unused paid sick leave under this policy will not be paid at separation.

Enforcement & Retaliation. Employees will not be discharged, threatened, penalized or in any other manner discriminated or retaliated against because such employee has exercised their rights to paid sick leave under this policy and applicable law including, but not limited to, requesting paid sick leave and using paid sick leave, consistent with this policy and applicable law.

If employees have any questions regarding this policy, they should contact Human Resources.

New York City Earned Safe and Sick Time (For Employees Also Covered under the New York Paid Sick Leave Law)

Eligibility. The Company provides paid safe/sick time to employees who work in New York City. For employees who work in New York City who are eligible for safe and sick time 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 accruing paid safe/sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid safe/sick time for every thirty (30) hours worked, up to a maximum accrual of fifty-six (56) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid safe/sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid safe/sick time immediately. Paid safe/sick time may be used in a minimum increment of four (4) hours, provided this is reasonable under the circumstances. An employee may not use more than fifty-six (56) hours of accrued paid safe/sick time in any calendar year.

Employees may use accrued paid safe/sick time for absences due to:

- 1) The employee's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care;
- 2) The care of the employee's 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;

3) Closure of the employee's place of business by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency; or

4) The employee or a family member of the employee being the victim of domestic violence, family offense matters, sexual offenses, stalking, or human trafficking:

a. To obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from domestic violence, a family offense matter, sexual offense, stalking, or human trafficking;

b. To participate in safety planning, temporarily relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, family offense matters, sexual offenses, stalking, or human trafficking;

c. To meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to domestic violence, a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;

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 employee's family member or to protect those who work with the employee.

For purposes of this policy, family member means a child (biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step, adoptive, legal guardian, or person who currently stands in loco parentis to another person or stood in loco parentis when an employee was a minor child), sibling (including half siblings, step siblings, or siblings related through adoption), grandchild, grandparent, the child or parent of the employee's spouse or domestic partner, any other individual related by blood to the employee, and any other individual whose close association with the employee is the equivalent of a family relationship.

An employee's use of safe/sick time will not be conditioned upon searching for or finding a replacement worker.

Unless the employee advises the Company otherwise, we will assume, subject to applicable law, that employees want to use available safe/sick time for absences for reasons set forth above and employees will be paid for such absences to the extent they have safe/sick time available.

Employees will be advised of the amount of safe/sick time accrued and used during a pay period and total balance of accrued safe/sick time on the employee's pay statement or other form of written documentation provided each pay period.

Notice and Documentation. Employees must make requests to use paid safe/sick time orally or in writing to their supervisor.

The Company may require supporting documentation if the employee uses accrued paid safe/sick time for more than three (3) consecutive work days, to the maximum extent permitted by applicable law. Requests for documentation should not specify the reason for leave but should be limited to: (i) an attestation from a licensed medical provider supporting the existence of a need for the amount of safe/sick time taken; or (ii) an attestation from an employee of their eligibility for safe/sick time. The Company will not require an employee to pay any costs or fees employed with obtaining medical or other verification of eligibility for use of safe/sick time and will reimburse the employee to the extent the employee is charged a fee for providing supporting documentation requested by the Company. The Company will not require the disclosure of confidential information relating to a mental or physical illness, injury, or health condition of such employee or such employee's family member, or information relating to absence from work due to domestic violence, a sexual offense, stalking, or human trafficking, as a condition of providing safe/sick time. Moreover, the Company cannot require that employees or a health care or service provider disclose personal health information or the details of the matter for which an employee requests safe leave under the New York City Paid Safe and Sick Leave Law. The Company must keep information about an employee or an employee's family member obtained solely because of the Paid Safe and Sick Leave law confidential unless the employee consents to disclosure in writing or disclosure is required by law.

The Company may take disciplinary action, up to and including termination, against an employee who uses safe/sick time provided under this policy for purposes other than those described above, to the maximum extent permitted by applicable law. Indications of abuse of safe/sick time may include, but are not limited to, a pattern of: (1) use of unscheduled safe/sick time on or adjacent to weekends, regularly scheduled days off, holidays, vacation or pay day, (2) taking scheduled safe/sick time on days when other leave has been denied, or (3) taking safe/sick time on days when the employee is scheduled to work a shift or perform duties perceived as undesirable.

Payment. Paid safe/sick time will be paid at the same rate as the employee earns from the employee's employment at the time the employee uses such time, unless otherwise required by applicable law, but no less than the applicable minimum wage. Safe/Sick time will be paid no later than the payday for the next regular payroll period beginning after the safe/sick time was used by the employee. Use of paid safe/sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over accrued, unused paid safe/sick time under this policy to the following calendar year. Accrued but unused paid safe/sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid safe/sick time and may file a complaint for alleged violations of this policy with the New York City Department of Consumer and Workforce Protection or the New York State Department of Labor. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions concerning this policy should contact the Human Resources Department.

Blood Donation

In accordance with New York Labor Law, the Company will provide employees who work in New York at least twenty (20) hours per week up to three (3) hours of unpaid leave in any calendar year for donating blood.

Employees must provide advance notice to their supervisor of at least three working days of their intention to participate in a blood drive. If the blood drive is at an offsite location, employees must provide at least three (3) days advance notice. If the blood drive is onsite, employees must provide at least two (2) days advance notice.

The company fully supports the use of this leave to make a blood donation. We will not tolerate any form of retaliation against an employee for requesting or using leave to donate blood.

New York State Family Leave

Eligibility Requirements

Employees who have a regular work schedule of 20 or more hours per week and have been employed at least 26 consecutive weeks prior to the date paid family leave ("PFL") begins (or who have a regular work schedule of less than 20 hours per week and have worked at least 175 days prior to the date PFL begins) are eligible for PFL. Paid time off can be counted toward an employee's eligibility determination. Employees are eligible for PFL regardless of citizenship and/or immigration status. An employee has the option to file a waiver of PFL and therefore not be subject to deductions when their regular employment schedule is: (i) 20 or more hours per week but the employee will not work 26 consecutive weeks; or (ii) less than 20 hours per week and the employee will not work 175 days in a 52 consecutive week period.

Entitlement

PFL is available to eligible employees for up to twelve (12) weeks within any 52 consecutive week period: (a) to participate in providing care, including physical or psychological care, for the employee's family member (child, spouse, domestic partner, parent, grandchild, grandparent or sibling as each of such family members are defined under applicable law) with a serious health condition; or (b) to bond with the employee's child during the first twelve months after the child's birth, adoption or foster care placement; or (c) for qualifying exigencies, as interpreted by the Family and Medical Leave Act (FMLA), arising out of the fact that the employee's spouse, domestic partner, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States. The 52 consecutive week period is determined retroactively with respect to each day for which PFL benefits are currently being claimed.

PFL benefits are financed solely through employee contributions via payroll deductions. The weekly monetary benefit will be 67% of the employee's average weekly wage or 67% of the state average weekly wage, whichever is less.

The company and an employee may agree to allow the employee to supplement PFL benefits up to their full salary with paid time off, to the maximum extent permitted by applicable law.

An employee who is eligible for both statutory short- term disability benefits and PFL during the same period of 52 consecutive calendar weeks may not receive more than 26 total weeks of disability and PFL benefits during that period of time. Statutory short-term disability benefits and PFL benefits may not be used concurrently. If an employee is unable to work and qualifies for workers' compensation benefits, the employee may not use PFL benefits at the same time the employee is receiving workers' compensation benefits. An employee receiving reduced earnings may be eligible for PFL.

Leave may not be taken for any one, or for a combination of, the following reasons: (i) for a birth mother's pregnancy or prenatal conditions; (ii) for an employee's own health condition; and/or; (iii) for an employee's own qualifying military event.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition, including transplantation, preparation and recovery from a surgery related to organ or tissue donation, that involves: (a) inpatient care in a hospital, hospice or residential health care facility; or (b) continuing treatment or continuing supervision by a health care provider.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently in daily increments. Leave taken on an intermittent basis will not result in a reduction of the total amount of leave to which an employee is entitled beyond the amount of leave actually taken.

Employee Responsibilities

An employee must provide thirty (30) days' advance notice before the date leave is to begin if the qualifying event is foreseeable. When thirty (30) days' notice is not practicable for reasons such as lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, the employee must provide notice as soon as practicable and generally must comply with the company's normal call-in procedures. Failure by the employee to provide thirty (30) days' advance notice of a foreseeable event may result in partial denial of the employee's benefits for a period of up to thirty (30) days from the date notice is provided.

Employees must provide sufficient information to make the company aware of the qualifying event and the anticipated timing and duration of the leave. Employees must specifically identify the type of family leave requested. Employees also must provide medical certifications and periodic recertification or other supporting documentation or certifications supporting the need for leave. An employee requesting paid family leave must submit a completed Request for Paid Family Leave or PFL-1 form and additional certification form(s) as follows to the Human Resources Department at corporate: (1) Bonding Certification: PFL-2 Form plus documentation; (2) Health Care Provider Certification: PFL-4 Form plus Personal Health Information (PHI) Release (PFL-3 Form); or (3) Military Qualifying Event: PFL-5 Form plus documentation. _

To submit a request for PFL, employees must populate the employee's portion of Carrier's PFL-1 Form, and submit it to the Company at [insert specific Company contact information]. The Company will populate its section of the form, and will return it to employees within 3 business days. If the Company fails to respond, employees may submit all materials directly to Human Resources. Depending on the type of PFL leave employees are seeking, employees will be required to complete additional PFL forms as described in the notice employees will receive from Human Resources. Employees must submit the completed PFL forms to Human Resources before or within 30 days after the start of their leave.

Job Benefits and Protection

During any PFL taken pursuant to this policy, the company will maintain coverage under any existing group health insurance benefits plan as if the employee had continued to work. The employee must make arrangements with HR prior to taking leave to pay their portion of any applicable health insurance premiums each month.

The company's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

Any employee who exercises their right to PFL will receive job protection. This means that upon the expiration of that leave, the employee will be entitled to be restored to the position held by the employee when the leave commenced, or to a comparable position

with comparable benefits, pay, and other terms and conditions of employment. The taking of leave covered by PFL will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. While on PFL, employees [will or will not] continue to accrue sick or vacation time.

Leave Concurrent with FMLA

The company will require an employee who is entitled to leave under both the FMLA and PFL, to take PFL concurrently with any leave taken pursuant to the FMLA. When the total hours taken for FMLA in less than full-day increments reaches the number of hours in an employee's usual workday, the company may deduct one day of PFL from an employee's annual available PFL.

Questions and/or Complaints about PFL

If employees have any questions regarding this policy, they should contact Human Resources. For additional information concerning leave entitlements and obligations that might arise when PFL is either not available or exhausted, please consult the Company's other leave policies or contact [Insert Company Contact Information]. The Company is committed to complying with the PFL and shall interpret and apply this policy in a manner consistent with the PFL. Employees who disagree with a denial of their claim for PFL may submit their dispute to arbitration. Employees will be provided with information about how to request arbitration.

Employees are protected from discrimination and retaliation for requesting or taking PFL. If employees believe their rights have been violated and/or denied job restoration as a result of requesting and/or taking PFL, they must send [insert specific Company contact info] a formal request for job reinstatement using the Formal Request For Reinstatement Regarding Paid Family Leave (Form PFL-DC-119), which can be found in the forms section of <https://www.ny.gov/PaidFamilyLeave>. Employees must file the completed form with the Company and send a copy to: Paid Family Leave, P.O. Box 9030, Endicott, NY 13761-9030. If the Company does not comply with an employee's request for reinstatement within 30 days, the employee may file a PFL discrimination complaint with the Workers' Compensation Board using the Paid Family Leave Discrimination Complaint (Form PFL-DC-120), which is also available on the New York Paid Family Leave website. Once an employee's complaint is received, the Board will assemble the employee's case and schedule a preliminary hearing in front of a Workers' Compensation Law Judge.

Paid Prenatal Leave

The Company provides employees with 20 hours of paid leave time per year to be used for prenatal healthcare service appointments during their pregnancy or related to their pregnancy.

Paid Prenatal Leave is a separate employee benefit from NYS Sick Leave (paid or unpaid). Prenatal health care appointments may be covered by NYS Sick Leave, Paid Prenatal Leave, or an existing employer's leave policy.

However, the Company will not require an employee to choose one leave type over another or require an employee to exhaust one type of leave before using Paid Prenatal Leave. Paid Prenatal Leave is a stand-alone benefit available to employees seeking prenatal healthcare services.

This is a new legal requirement that provides a separate benefit from other leave policies and laws. Employees are entitled to 20 hours of Paid Prenatal Leave in addition to any other available leave options.

State Paid Family Leave

Eligibility Requirements

Employees who have a regular work schedule of 20 or more hours per week and have been employed at least 26 consecutive weeks before the date Paid Family Leave (PFL) begins (or who have a regular work schedule of less than 20 hours per week and have worked at least 175 days to the date PFL begins) are eligible for PFL. Paid time off can be counted toward the employee's eligibility determination. Employees are eligible for PFL regardless of citizenship and/or immigration status. Employees have the option to file a waiver of PFL and therefore not be subject to deductions when their regular employment schedule is:

- 20 or more hours per week but the employee will not work 26 consecutive weeks; or
- fewer than 20 hours per week and the employee will not work 175 days in a 52-consecutive-week period

Entitlement

PFL is available to eligible employees for up to 12 weeks within any 52-consecutive-week period. PFL is available for any of the following reasons:

- to participate in providing care, including physical or psychological care, for the employee's family member (child or step-child or anyone for whom the employee has legal custody, spouse, domestic partner, parent, step-parent, parent-in-law, grandchild or grandparent) with a serious health condition;
- to bond with the employee's child during the first 12 months after the child's birth, adoption or foster care placement; or
- for qualifying exigencies, as interpreted by the Family and Medical Leave Act (FMLA), arising out of the fact that the employee's spouse, domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

The 52-consecutive-week period is determined retroactively with respect to each day for which PFL benefits are currently being claimed.

PFL benefits are financed solely through employee contributions via payroll deductions. The weekly monetary benefit will be 67 percent of the employee's average weekly wage up to 67 percent of the state average weekly wage.

The Company and the employee may agree to allow the employee to supplement PFL benefits up to their full salary with paid time off, to the maximum extent permitted by applicable law.

The employee who is eligible for both statutory short-term disability benefits and PFL during the same period of 52-consecutive-calendar weeks may not receive more than 26 total weeks of disability and PFL benefits during that period of time. Statutory short-term disability benefits and PFL benefits may not be used concurrently. If the employee is unable to work and qualifies for workers' compensation benefits, the employee may not use PFL benefits at the same time the employee is receiving workers' compensation benefits. The employee receiving reduced earnings may be eligible for PFL.

PFL may not be taken for any one of, or for a combination of, the following reasons:

- for a birth mother's pregnancy or prenatal conditions;
- for the employee's own health condition; and/or
- for the employee's own qualifying military event.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential health care facility; or continuing treatment or continuing supervision by a health care provider.

Use of Leave

The employee does not need to use this leave entitlement in one (1) block. Leave can be taken intermittently in daily increments. Leave taken on an intermittent basis will not result in a reduction of the total amount of leave to which the employee is entitled beyond the amount of leave actually taken.

Employee Responsibilities

The employee must provide 30 days' advance notice before the date leave is to begin if the qualifying event is foreseeable. When 30 days' notice is not practicable for reasons such as a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. Failure by the employee to give 30 days' advance notice of a foreseeable event may result in partial denial of the employee's benefits for a period of up to 30 days from the date notice is provided.

Employees must provide sufficient information to make the Company aware of the qualifying event and the anticipated timing and duration of the leave. Employees must specifically identify the type of family leave requested. Employees also must provide

medical certifications and periodic recertification or other supporting documentation or certifications supporting the need for leave. The employee requesting PFL must submit a completed Request for Paid Family Leave or PFL-1 form and additional certification form(s) as follows to the Company's insurance carrier: 1) Bonding Certification: PFL-2 Form plus documentation; 2) Health Care Provider Certification: PFL-4 Form plus Personal Health Information (PHI) Release (PFL-3 Form); or 3) Military Qualifying Event: PFL-5 Form plus documentation. These documents are available from the Head of Human Resources.

The Company's insurance carrier is Carrier Name.

To submit a request for PFL, employees must complete the employee's portion of the insurance carrier's PFL-1 Form, and submit it to Human Resources. The Company will complete its section of the form and will return it to the employee within three (3) business days. If the Company fails to respond, employees may submit all materials directly to the insurance carrier. Depending on the type of PFL leave employees are seeking, employees will be required to complete additional PFL forms as described in the communication that employees will receive from the insurance carrier. Employees must submit the completed PFL forms before or within 30 days after the start of their leave. The insurance carrier must pay or deny leave requests within 18 calendar days of receiving the employee's completed forms.

Job Benefits and Protection

During any PFL taken pursuant to this policy, the Company will maintain coverage under any existing group health insurance benefits plan as if the employee had continued to work. The employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month.

The Company's obligation to maintain health insurance coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

Employees who exercise their right to PFL will, upon the expiration of that leave, be entitled to be restored to the position they held when the leave commenced, or to a comparable position with comparable benefits, pay and other terms and conditions of employment. The taking of leave covered by PFL will not result in the loss of any employment benefit accrued before the date on which the leave commenced. While on PFL, employees will not continue to accrue sick or vacation time.

Leave Concurrent with FMLA

The Company will require the employee, who is entitled to leave under both the Family & Medical Leave Act (FMLA) and PFL, to take PFL concurrently with any leave taken pursuant to the FMLA. When the total hours taken for FMLA in less than full-day

increments reaches the number of hours in the employee's usual workday, the Company may deduct one (1) day of PFL from the employee's annual available PFL.

Questions and/or Complaints About PFL

If employees have any questions regarding this policy, they should contact the Head of Human Resources. For additional information concerning leave entitlements and obligations that might arise when PFL is either not available or exhausted, employees should consult the Company's other leave policies or contact Human Resources. The Company is committed to complying with the PFL and will interpret and apply this policy in a manner consistent with the PFL. Employees who disagree with a denial of their claim for PFL may submit their dispute to arbitration. Employees will be provided with information about how to request arbitration.

Employees are protected from discrimination and retaliation for requesting or taking PFL. If employees believe their rights have been violated and/or they have been denied job restoration as a result of requesting and/or taking PFL, they must send the Head of Human Resources a formal request for job reinstatement using the Formal Request for Reinstatement Regarding Paid Family Leave (Form PFL-DC-119), which can be found in the forms section of <https://www.ny.gov/PaidFamilyLeave>. Employees must file the completed form with the Company and send a copy to: Paid Family Leave, P.O. Box 9030, Endicott, NY 13761-9030.

If the Company does not comply with the employee's request for reinstatement within 30 days, the employee may file a PFL discrimination complaint with the Workers' Compensation Board using the Paid Family Leave Discrimination Complaint (Form PFL-DC-120), which is also available on the New York PFL website. Once the employee's complaint is received, the Board will assemble the employee's case and schedule a preliminary hearing in front of a workers' compensation law judge.

Communications Policies Supplement

In accordance with New York law, the Company is required to specifically notify employees that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage, by/via any electronic device or system (including but not limited to computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems) are subject to monitoring by the Company at any and all times by any lawful means.

Bone Marrow Leave

Employees who work an average of 20 or more hours per week are eligible for unpaid leave to donate bone marrow, including time for recovery and follow-up medical care. Leave taken under this policy may not exceed 24 work hours per bone marrow donation.

Employees must request leave under this policy from their supervisor or human resources representative. Requests for leave must be made in writing at least 24 hours in advance of a scheduled donation or as soon as possible after receipt of a request for an unscheduled donation.

The Company may require employees taking this leave to provide a written physician verification of the purpose and length of the leave.

The Company expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting or taking leave under this policy.

Crime Victims Leave

The Company acknowledges that, on occasion, employees may have an obligation to participate in criminal legal proceedings either as a witness or because the employee or a close family member was victimized by a criminal act. The Company authorizes leave to attend those proceedings under the circumstances described in this policy.

If an employee is required to attend a criminal proceeding either as a witness or as a crime victim or a close family member of a crime victim, the employee must inform their supervisor or human resources representative as soon as possible and at least one day before taking leave to make arrangements for a leave of absence. The Company may require employees to provide proof of the need to attend the proceedings to the extent authorized by law.

Employees are expected to return to work if they are excused from the proceedings during regular working hours or released from the criminal proceeding earlier than expected.

This policy does not extend leave to employees seeking leave because they have committed or are alleged to have committed a criminal act.

Retaliation for an employee's taking leave permitted under this policy is strictly prohibited.

New York State Military Leave

Non-temporary employees performing military service for any branch of the U.S. Armed Forces or any state organized militia, including participating in initial training or initial active duty for training, drill, or other equivalent training, reserve duty training, instruction or duties, annual full-time training, active duty for training, or training other than initial training, may be eligible for reemployment following the period of service under the New York Military Law. To be eligible an employee must: (1) receive a certification of military service duty executed by an officer of the applicable branch of the U.S. Armed Forces or organized militia; and (2) be qualified to perform the duties of the position.

An employee must also apply for reemployment as follows:

- Within 10 days following participation in drill assemblies, reserve duty training, instruction or duties, annual full-time training, active duty for training, training other than initial training, or to attend U.S. Armed Forces service schools.
- Within 60 days following completion of initial full-time training duty or initial active duty for training with the U.S. Armed Forces.
- Within 90 days of being relieved from service in all other cases.

If an employee meets these eligibility requirements, the employee will be restored to their position without loss of seniority or to a position of equivalent seniority, status, and pay unless the Company's circumstances have so changed that reinstatement is impossible or unreasonable. An employee's period of absence will be designated a furlough or leave of absence and the employee will be entitled to participate in insurance and all other benefits according to the laws and policies applicable to any employee on furlough or leave of absence.

Notice of leave must be provided to an employee's supervisor or human resources representative as far in advance as possible. Failure to return to work on the scheduled date will be considered a resignation of employment effective as of the last date of the approved leave.

Where New York local military service leave laws offer more protections or benefits to employees, the protections or benefits that are most favorable to the employee, as provided by such laws, will apply.

Military Spouse Leave

The Company provides up to ten days of unpaid leave to employees whose spouse is a member of the U.S. Armed Forces, National Guard, or Reserves who has been deployed to a combat theater or combat zone operations during a period of military conflict. Employees are only eligible to take military spouse leave when their spouse is on leave from that deployment.

For purposes of this policy, a period of military conflict means a period of war declared by the U.S. Congress or a period during which a member of the Reserves is ordered to active duty under federal authority.

To be eligible for military spouse leave, an employee must work an average of 20 hours or more per week.

Employees must provide notice of leave under this policy to their supervisor as far in advance as possible. The Company reserves the right to ask for documentation supporting any leave taken under this policy.

Failure to return to work on the scheduled date may be considered a resignation of employment effective as of the last date of the approved leave. Nothing in this policy

requires the Company to reemploy individuals who are not eligible for reemployment rights under applicable law.

Volunteer Emergency Responder Leave

The Company provides emergency response leave to employees who serve as volunteer firefighters or volunteer ambulance personnel in the event of a declared local or state emergency. The leave may be granted for as long as the employee is engaged in the actual performance of emergency response duties.

Leave under this policy will be unpaid, except exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Employees may choose to use available accrued vacation in lieu of unpaid leave.

Employees seeking to take this leave must provide advance written documentation from the head of their volunteer fire department or ambulance service notifying the Company of their status as a volunteer emergency responder.

Upon return from this leave, the Company may request a notarized statement from the head of the employee's volunteer fire department or ambulance service certifying the period of time that the employee responded to the emergency.

Adoptive Parents Leave

Pursuant to New York law, the Company will provide employees who adopt a child the same leave benefits as those provided to employees for the birth of a child if the adopted child is either (1) younger than school age or (2) hard-to-place or handicapped and under 18 years of age.

Texas Supplement

The following policies apply to employees located in Texas. 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.

Jury Duty and Court Attendance Leave

All employees are eligible for unpaid leave to serve as a juror or comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.

Military Leave

Covered Employers. Employers with 15 or more employees for each working day, in each of 20 or more calendar weeks in the current or preceding year.

Eligible Employees. All employees who are members of the military forces of Texas or any other state.

Reasons for Leave. For service in the military forces of Texas or any state if the employee is ordered to authorized training or duty by a proper authority.

Amount of Leave. The length of the covered activity.

Notice of Return. Employees must give written or actual notice as soon as practicable after release from duty of their intent to return to employment.

Voting Leave

Eligible Employees. All employees who are eligible voters in Texas are eligible for paid leave.

Reasons for Leave. Employees may take time off to vote on election day or while early voting is in progress unless the employee's work hours either start at least 2 hours after the polls open or end at least 2 hours before the polls close.

Emergency Evacuation Employment Discrimination

Employers may not discriminate against an employee who leaves work to participate in a general public evacuation ordered under an emergency evacuation order.

Discriminatory Leave Policy Regarding Foster Children

If an employer provides leave for an employee to care for or otherwise assist the employee's sick biological or adopted child, the employer must provide leave on the same terms for any foster child who resides in the same household as the employee and is under the conservatorship of the Department of Family and Protective Services.

Wisconsin

The following policies apply to employees located in Wisconsin. 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.

Wisconsin Family and Medical Leave

Like the Family and Medical Leave Act (“FMLA”) Policy described elsewhere in this handbook, the Wisconsin Family and Medical Leave Act (“WFMLA”) may require employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, any leave taken will be counted under both laws at the same time. This policy will be interpreted to comply with the law(s) that apply to a particular leave. This policy provides employees information concerning any WFMLA entitlements and obligations that differ from the FMLA entitlements and obligations that are set forth elsewhere in this handbook. If employees have any questions concerning WFMLA leave, they should contact HR.

Eligibility

WFMLA leave is available to “WFMLA eligible employees”. To be a WFMLA eligible employee, an employee must be employed by the company: (1) have worked for more at least fifty-two (52) consecutive weeks; and (2) have worked at least 1,000 hours during the fifty-two (52) week period preceding the commencement of the leave; and (3) be employed by an employer that has fifty (50) or more employees.

Basic Family and Medical Leave Entitlement

The FMLA provides eligible employees up to twelve (12) workweeks of unpaid leave for certain family and medical reasons during a 12 month period. The WFMLA provides eligible employees up to six (6) workweeks of unpaid leave in a 12 month period for the birth or adoption of a child and up to two (2) workweeks in a 12 month period of leave for an employee’s own serious health condition or to care for a covered family member with a serious health condition. For FMLA purposes, the 12 month period is determined based on a rolling 12-month period measured backwards from the date the employee’s leave will be taken. For WFMLA the 12 month period is measured by a calendar year from January 1st to December 31st. The total leave shall not exceed 12 weeks in any 12 month period (FMLA) or 10 weeks in any 12 month period (WFMLA) except for leave to care for an injured Service member which shall not exceed twenty-six (26) weeks of leave during a single 12 month period as described in more detail below. It is the company’s policy to provide the greater leave benefit provided under the FMLA or WFMLA and to run leave under concurrently under the FMLA and WFMLA whenever possible.

In addition to the entitlements outlined in the FMLA policy, under the WFMLA, leave also may be taken to care for the employee's domestic partner or parent-in- law who has a serious health condition. Unlike FMLA, WFMLA does not cover leave for certain qualifying exigencies or to care for the employee's child after placement for foster care.

The WFMLA has special rules that impact the amount of leave an eligible employee may take for a particular reason in the applicable 12 month period. Eligible employees under the WFMLA may take (1) six (6) workweeks of leave for birth or adoption of a child; (2) two (2) workweeks of leave for an employee's own serious health condition; and (3) two (2) workweeks of leave to care for a covered family member with a serious health condition.

Spouses Employed by the Same Company

Unlike the FMLA which provides that spouses employed by the same company are limited to a combined total of twelve (12) workweeks in a 12-month period if the leave is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition, no such limitation applies to WFMLA.

Leave Because of The Birth or Placement of a Child

Under the WFMLA, leave because the birth of a child or placement of a child with the employee for adoption must commence within sixteen (16) weeks before or after the birth or adoption. Under the FMLA, leave because of the birth of a child or placement of a child with the employee for adoption (or foster care) must be concluded within the 12 month period beginning on the date of birth or placement.

Restoration of Employment and Benefits

As with FMLA leave, at the end of WFMLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under WFMLA.

Substitute Paid Leave for Unpaid FMLA and WFMLA Leave

Employees must use any accrued sick time while taking unpaid FMLA leave and may elect to use any accrued vacation time while taking unpaid FMLA. Employees may elect to use any accrued paid vacation and sick time while taking unpaid WFMLA leave. The substitution of paid time for unpaid FMLA and/or WFMLA leave time does not extend the length of FMLA and/or WFMLA leaves and the paid time will run concurrently with an employee's FMLA and/or WFMLA entitlement.

Leave for Emergency Responders

Eligible employees who are volunteer firefighters, emergency medical technicians, first responders or ambulance drivers for a volunteer fire department, a public agency or a nonprofit corporation ("volunteer provider") are eligible for unpaid leave to respond to an emergency prior to the time they are to report to work.

Employees who become a member of a volunteer provider must notify the Company in writing within 30 days that they are a volunteer firefighter, emergency medical technician, first responder or ambulance driver. Additionally, if the employee's status changes, including termination of that status, the employee must notify the Company of the change in status.

Employees who are going to be late or absent from work due to an emergency that involves their service as a volunteer firefighter, emergency medical technician, first responder or ambulance driver, must make every effort to notify the Company that they may be late or absent from work due to the emergency. If prior notification is not possible, the employee must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service explaining why prior notification was not possible. Following being late or absent from work due to responding to an emergency, employees must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service certifying that they were responding to an emergency and indicating the date and time of the response to the emergency.

Civil Air Patrol Leave

The Company will provide eligible employees with unpaid Civil Air Patrol leave to participate in an "emergency service operation" of the Civil Air Patrol, as defined under applicable law.

Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be a member of the Civil Air Patrol; and
- Prior to the emergency service operation, notify the Company in writing that you are a member of the Civil Air Patrol.

Use of Leave

You may take no more than five consecutive workdays of leave and no more than 15 total workdays of leave in any year.

Leave must not unduly disrupt the Company's operations.

Notice

If the emergency service operation begins before you are required to report to work, the Company may require you to provide a written statement from your commander, or the

designated representative of your commander, certifying that you were participating in an emergency service operation at the time of your absence from work.

If the emergency service operation begins after you have reported to work, you must also secure permission from the Company to leave work before responding to the emergency service operation.

Restoration

Upon return from leave, you will be restored to your previous position or a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

Retaliation

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

Witness Leave

The Company will provide leave to employees who are subpoenaed to testify in court. You must provide notice of your need for leave under this policy on the first business day after receiving the subpoena.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Leave under this policy is generally unpaid; however, leave will be paid if you are subpoenaed to testify:

- Against the Company; or
- Concerning a work-related incident.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Wisconsin Organ Donation Policy

Employees may use unpaid leave to donate an organ or bone marrow. Eligible employees may take up to 6 weeks in a 12-month period.