THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES

CALIFORNIA SUPPLEMENT

I. DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY (ADDENDUM TO DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY)

Training. All employees of the Organization are required to undergo harassment prevention training as required by applicable law. For more information on this training requirement, employees can visit https://www.dfeh.ca.gov/shpt/

Sexual Harassment Prevention

California Fair Employment and Housing Act (FEHA)

Sexual harassment is a form of discrimination and a clear violation of Equal Employment Opportunity. The California Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. Harassment based on any other protected characteristic, including sex, race, national origin, color, ancestry, age, disability, religion, military status, veteran status, genetic information, medical condition, marital status, gender, gender identity, gender expression, sexual orientation, or any other characteristic protected by law is also strictly prohibited.

The law prohibits sexual harassment by coworkers, supervisors and managers, and non-employees, (such as vendors and customers), whether the person is the same or a different gender as the harasser. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser and harassment of a Company employee by a non-employee. These behaviors include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes, including racial, ethnic or religious jokes, slurs or remarks
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive, discriminatory, or obscene letters, notes, or invitations, including sending harassing emails or text messages and messages on social media
- Physical harassment including touching or assault, as well as impeding or blocking movements

Department of Fair Employment and Housing (DFEH)

Employees who believe that they have been sexually harassed may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH is part of the State of California and serves as a neutral factfinder, attempting to help parties resolve such disputes.

If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, DFEH may file a formal accusation. This will lead to either a public hearing or a lawsuit filed

by DFEH on behalf of the complainant. If DFEH finds that harassment has occurred, it may order certain remedies to the complainant. Contact DFEH toll free at (800) 884-1684, TTY (800) 700-2320 or visit their website at www.dfeh.ca.gov.
TSC Alliance expressly prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment. Any questions or concerns regarding this policy can be directed to the human resources department.

Mandatory Sexual Harassment Training
TSC Alliance is required to provide training and education on sexual harassment prevention to all employees. Supervisors must complete two hours of training and nonsupervisory employees must complete one hour. Training will take place within six months of hire or promotion, and all employees will be retrained every two years thereafter. Seasonal and temporary employees or employees hired to work less than six months will be trained within 30 calendar days after hire or within 100 hours worked, whichever is earlier.

II. LACTATION ACCOMMODATION

The Organization supports the legal right and necessity of employees who choose to express milk in the workplace. This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at the Organization for as long as they desire to express breastmilk.

The Organization will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has need to express milk, in accordance with applicable local, state, and federal law. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. Break time that cannot run concurrently with rest and meal periods already provided to the employee is unpaid, to the extent permitted by applicable law.

The Organization will provide breastfeeding employees with space in close proximity to the employee's work area that is shielded from view and free from intrusion from co-workers and the public, to express breastmilk. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space. Restrooms are prohibited from being utilized for lactation purposes.

An employee who believes they need a lactation accommodation should submit a request for possible accommodation by email to the CFO. Upon receiving an accommodation request, the Organization will respond to the employee within 5 business days. The Organization and the employee shall engage in an interactive process to determine the appropriate accommodations.

The Organization may not be able to provide an accommodation if doing so would impose an undue hardship by causing significant difficulty or expense when considered in relation to the size,

financial resources, nature, or structure of the employer's business. If the Organization is unable to provide an accommodation because doing so would impose an undue hardship, the Organization will provide the employee with a written response that identifies the basis upon which the Organization is denying the request for accommodation.

California law and the San Francisco Lactation in the Workplace Ordinance expressly prohibits discrimination or retaliation against lactating employees for exercising their rights granted by the ordinance. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations.

Employees have the right to file a complaint with the Labor Commissioner for any violation of the rights underlying this policy.

Employees can contact the CEO with questions regarding this policy.

III. SAN FRANCISCO FAMILY FRIENDLY WORKPLACE POLICY

San Francisco employees who have been employed for at least six (6) months and who regularly work at least eight (8) hours per week may request, in writing, either a Flexible Working Arrangement or a Predictable Working Arrangement to assist with caregiving responsibilities for either a child or children under the age of 18; a person or persons with a serious health condition in a family relationship with the employee; or a parent of the employee, age 65 or older.

"Flexible Working Arrangement" means a change in the employee's terms and conditions of employment that provides flexibility to assist the employee with caregiving responsibilities. A Flexible Working Arrangement may include but is not limited to a modified work schedule, changes in start and/or end times for work, part-time employment, job sharing arrangements, working from home, telecommuting, reduction or change in work duties, or part-year employment. "Predictable Working Arrangement" means a change in the employee's terms and conditions of employment that provides scheduling predictability to assist that employee with caregiving responsibilities.

Employees who wish to request a Flexible Working Arrangement or a Predictable Working Arrangement should contact the CEO to obtain the necessary form to submit the request in writing. Within twenty-one (21) days of an employee's request, the Organization will meet with the employee regarding the request. Within twenty-one (21) days of that meeting, the Organization will issue a written response to the request either granting or denying the request. If the Organization denies the request, the written response to the employee will include a bona fide business reason for denial and will advise the employee of the right to request reconsideration.

The Organization will not discharge, threaten to discharge, demote, suspend, or otherwise take adverse employment action against any person on the basis of caregiver status, in retaliation for requesting flexible or predictable working arrangements, or for cooperating with the City in enforcement of any such request or related denial.

IV. BREAKS & MEAL PERIODS

Rest Breaks. Non-exempt employees who work at least three and one half (3½) hours per workday are authorized and permitted to take one (1) 10-minute rest break for every four hours or major fraction thereof worked. For purposes of this policy, "major fraction" means any time greater than two (2) hours. For example, if a non-exempt employee works more than six (6) hours, but no more than ten (10) hours in a workday, the employee is authorized and permitted to take two (2) 10-minute rest breaks: one during the first half of the shift and a second rest break during the second half of the shift. If a non-exempt employee works more than ten (10) hours but no more than fourteen (14) hours in a day, the employee is authorized and permitted to take three (3) 10-minute rest breaks, and so on.

Rest breaks should be taken as close to the middle of each work period of four hours or major fraction thereof as is practical. Non-exempt employees do not need to obtain approval from or notify their supervisor when taking a rest break. Non-exempt employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Non-exempt employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with each other or with the meal period. In addition, rest breaks may not be taken at the beginning or end of the work day to arrive late or leave early. Each rest break must be a separate break, meeting the requirements described above. If any work is performed during a rest break, or if the rest break is interrupted for any work-related reason, the employee is entitled to another uninterrupted paid rest break.

The Organization also provides cool down rest and recovery periods as needed to prevent heat illness for employees that perform work outdoors as required under applicable state law.

Meal Periods. Employees who work more than five (5) hours in a workday are provided an unpaid, off-duty and uninterrupted meal period of at least thirty (30) minutes. Employees are responsible for scheduling their own meal period, but should confirm them with their supervisor(s). Meal periods must begin no later than before the end of the fifth hour of work. For example, employees who start working at 8 a.m. must begin their meal period no later than 12:59 p.m.

Employees who work more than ten (10) hours in a day are entitled to a second unpaid, off-duty and uninterrupted 30-minute meal period. Employees entitled to a second meal period should schedule their second meal period so it begins no later than before the end of their tenth hour of work, meaning the meal period should begin after working no more than 9 hours, 59 minutes.

When scheduling meal periods, employees should try to anticipate their work flow and deadlines. During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least thirty (30) minutes. Employees are prohibited from working "off the clock" during their meal period.

Those employees who use a time clock must clock out for their meal periods. Employees are required to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Unless otherwise directed by their supervisor in writing, employees are not required to get approval from or notify their supervisor when taking a meal period. Employees are to immediately notify the CEO and/or their supervisor if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

Meal Period Waiver. If no more than six (6) hours of work will complete the day's work, employees may voluntarily waive their meal period in writing. See the CEO to obtain this waiver form. If an employee works no more than twelve (12) hours, the employee can voluntarily waive the second meal period, but only if the first meal period was received and not waived in any manner. Any waiver of the second meal period must be in writing and submitted before the second meal period. See the CEO to obtain a second meal period waiver form. Employees who work more than twelve (12) hours may not waive, and should take, their second unpaid, off-duty and uninterrupted 30-minute meal period.

No Working During Rest Breaks and Meal Periods. Employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside employees' work areas, such as in a break room. Employees may leave the premises during rest breaks and meal periods. Employees should not visit or socialize with employees who are working while taking their rest break or meal period. Employees are not expected to remain "on call" or available to respond to messages, monitor radios, telephones, email or other devices during meal periods and rest breaks -- even those who are in a sensitive position like security or information technology. Employees are required to notify the CEO immediately if they believe they are being pressured or coerced by any manager, supervisor, or other employee to forego any portion of a provided rest break or meal period.

Summary Chart. Below is a chart that generally summarizes the number of rest breaks and meal periods provided to employees who work up to 14 hours under this policy. If an employee works more than 14 hours, the employee will be provided rest breaks and meal periods consistent with this policy and applicable law:

Hours of Work	Rest Breaks and/or Meal Periods
0 to 3 hours, 29 minutes	No paid rest break and no meal period
3 hours, 30 minutes up to 5.0 hours	One 10-minute paid rest break
More than 5.0 hours up to 6.0	One 10-minute paid rest break and one 30 minute unpaid meal period (unless first meal period is mutually waived pursuant to this policy)
More than 6.0 hours up to 10.0 hours	Two 10-minute paid rest breaks and one 30 minute unpaid meal period

More than 10.0 hours up to 12.0 hours	Three 10-minute paid rest breaks and two 30 minute unpaid meal periods (unless second meal period is mutually waived pursuant to this policy)
More than 12.0 hours up to 14.0 hours	Three 10-minute paid rest breaks and two 30 minute unpaid meal periods

V. OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be required to work overtime assignments. All overtime work must receive prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Any non-exempt employee who works overtime will be compensated in accordance with state and federal overtime requirements. For all hours worked in excess of eight (8) hours in one day or forty (40) hours in one week, or for the first eight (8) hours on the seventh consecutive day worked in the same workweek, employees will be paid at one and one-half (1½) times their regular rate of pay. Employees will be paid double-time for hours worked in excess of twelve (12) in any workday or in excess of eight (8) on the seventh consecutive day worked in the same workweek. There may be exceptions to these standards where allowed by law.

Overtime pay is based on actual hours worked. Vacations, holidays, sick days or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the CEO may result in disciplinary action, up to and including possible termination of employment.

VI. PAID TIME OFF (ADDENDUM TO PAID TIME OFF POLICY)

The Organization provides eligible employees with paid time off in the form of PTO. Despite any general Handbook policy to the contrary, all accrued, unused PTO may be carried over from year to year, but an employee may only accrue up to a maximum of 1.75 times the then-applicable maximum annual accrual. Once an employee reaches this overall accrual cap, no additional time will be accrued until an employee uses some of the already accrued time at which point accrual will continue subject to the annual accrual maximum and overall accrual cap. Accrued, unused PTO will be paid upon separation of employment.

VII. SAN FRANCISCO PAID SICK LEAVE (FOR EMPLOYEES ALSO COVERED UNDER THE CALIFORNIA HEALTHY WORKPLACES, HEALTHY FAMILIES ACT)

Eligibility. The Organization provides paid sick leave to employees who perform 56 or more hours of work within a calendar year in the City and County of San Francisco. For employees who work in the City and County of San Francisco who are eligible for sick leave under the general Paid

Time Off policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Time Off policy.

Accrual. Employees begin accruing paid sick leave at the start of employment. Paid sick leave accrues at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum accrual of seventy-two (72) hours. Employees who are exempt from overtime pursuant to the California executive, administrative, and professional exemptions are assumed to work a 40-hour workweek unless their regular workweek is less than forty (40) hours, in which case, paid sick leave accrues based upon that regular workweek.

Usage. Employees can use accrued paid sick leave beginning on the 90th day of employment. Paid sick leave must be used in a minimum increment of one (1) hour.

Paid sick leave may be used for the following reasons:

1) For the employee or a family member to receive preventative care (such as annual physicals or flu shots);
2) For the employee's or a family member's illness, injury, or for medical care, treatment, or diagnosis;
3) For the employee, who is a victim of domestic violence, sexual assault, or stalking:
    a) To obtain or attempt to obtain a temporary restraining order, restraining order, or other injunctive relief;
    b) To help ensure the health, safety, or welfare of the victim or the victim's child;
    c) To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
    d) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
    e) To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
    f) To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
4) For purposes related to donating the employee's bone marrow or an organ of the employee to another purpose, or to care for or assist a family member donating bone marrow or an organ; or
5) Any other reason required by applicable law.

For purposes of this policy, "family member" includes any of the following: parent, child (including a biological child, a registered domestic partner's child, and a child of a person standing *in loco parentis*), spouse or registered domestic partner, grandparent, grandchild, sibling, and any other individual deemed a family member under applicable law. It applies not only to biological relationships, but also applies to those resulting from adoption, step-relationships and foster care relationships. Employees who do not have a spouse or registered domestic partner may designate, in writing and in advance, one person for whom the employee may use paid sick leave when providing aid or care for the person consistent with policy as outlined above. Employees without

a spouse or registered domestic partner have up to ten (10) work days following their hire date to designate such person. Thereafter, employees will have the opportunity to make such designation or change an existing designation on an annual basis, commencing each November and extending for a period of ten (10) work days. The Chief Financial Officer will provide to each employee a form for this purpose.

Unless the employee advises the Organization 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.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice & Documentation. Notice may be given orally or in writing. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. In most cases, "reasonable" generally means notifying the CEO at least one (1) week in advance of the foreseeable absence. If the need for paid sick leave is unforeseeable, the employee must provide notice as soon as practicable. In most cases, "as soon as practicable" generally means notifying the CEO at least two (2) hours prior to the start of a work shift, if possible. In cases of accidents or sudden illnesses when an employee is not able to provide such notice under the circumstances, notice should be provided as soon as possible.

To the maximum extent permitted by applicable law, an employee who is absent from work on paid sick leave for more than three (3) consecutive work days or twenty-four (24) consecutively scheduled work hours, whichever is greater, must present a certificate from the employee's medical practitioner stating the leave was necessitated by an illness or injury, releasing the employee's return to work, and setting forth any restrictions or limitations on the ability to perform the job. Similarly, when an employee uses paid sick leave for more than three (3) consecutive work days or twenty-four (24) consecutively scheduled work hours, whichever is greater, to care for a family member must also present a certificate from that person's medical practitioner stating leave was necessitated by that person's illness.

Payment. Eligible employees will receive payment for paid sick leave at the same rate of pay as the employee normally earns during regular work hours by the next regular payroll period after the leave was taken unless otherwise required by applicable law, and in no event will the rate of pay be less than the San Francisco or California minimum wage, whichever is higher. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. Accrued paid sick leave carries over from year to year, but is subject to the maximum accrual (accrual cap) of seventy-two (72) hours. Once the accrual cap is reached, paid sick leave will stop accruing until some paid sick leave is used. Accrued but unused paid sick leave under this policy will not be paid at separation.

Enforcement & Retaliation. The Organization prohibits discrimination and retaliation against employees who assert their rights to receive and use paid sick leave under this policy, file a complaint or allege a violation of their rights with respect to paid sick leave, cooperate in an

investigation or prosecution, or oppose a policy of practice prohibited by applicable state or local law. Employees may file a complaint with the California Labor Commissioner or the San Francisco Office of Labor Standards Enforcement.

Questions regarding this policy may be directed to the CEO.

VIII. PAID FAMILY LEAVE BENEFITS

An employee who is off work: (i) to care for a child, parent, spouse, registered domestic partner, parent-in-law, grandparent, grandchild, or sibling, with a serious health condition; (ii) to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption; or (iii) to participate in a qualifying exigency related to the covered active duty or call to covered active duty of the employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, may be eligible to receive benefits through the California "Paid Family Leave" ("PFL") program, which is administered by the Employment Development Department ("EDD").

These benefits are financed solely through employee contributions to the PFL program. That program is solely responsible for determining if an employee is eligible for such benefits.

Employees who need to take time off work for any of the reasons set forth above may contact the CEO for information about the EDD's PFL program and how to apply for benefits. Employees also may contact their local EDD office for further information. Employees should maintain regular contact with their immediate supervisor or the CEO while absent from work so we may monitor employees' return-to-work status. In addition, employees should contact the CEO when ready to return to work so we may determine what positions, if any, are open.

When an employee applies for PFL benefits, the CEO will determine if the employee has any accrued but unused paid time off, other than sick leave, available. If the employee has accrued but unused paid time off, other than sick leave, available, then the employee may be required to use up to two (2) weeks of such time before becoming eligible for PFL benefits.

Employees taking time off work for any of the reasons set forth above are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or California family and medical leave laws. Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave/California Family Rights Act Leave, if applicable. Please see the "Family and Medical Leave/California Family Rights Act" policies for eligibility requirements.

IX. SAN FRANCISCO PAID PARENTAL LEAVE BENEFITS

In accordance with the San Francisco Paid Parental Leave Ordinance, the Organization provides partial wage replacement benefits ("Supplemental Compensation") to eligible employees who are on an approved leave of absence to bond with a new child through birth, adoption, or foster care placement. Eligible employees may receive up to eight (8) weeks of Supplemental Compensation

in a 12-month period.

Eligible Employees. To be eligible to receive benefits under this policy, an employee must meet all of the following criteria:

1) Be absent from work due to an approved leave of absence for the purpose of bonding with a new child during the first year after birth of the child or placement of the child with the employee through foster care or adoption;
2) Have worked at least 180 calendar days for the Organization before beginning any parental leave;
3) Perform at least eight (8) hours of work per week for the Organization within the geographic boundaries of the City and County of San Francisco;
4) Perform at least 40% of their total weekly hours within the geographic boundaries of the City and County of San Francisco;
5) Be receiving wage replacement benefits from the State of California's Paid Family Leave ("PFL") program for the purpose of bonding with a new child;
6) Agree to allow the Organization to deduct up to two weeks of accrued PTO from the employee's leave bank to offset the cost of any Supplemental Compensation benefits as allowed under the ordinance; and
7) Comply with the procedures for requesting Supplemental Compensation benefits described below.

Employees who ***do not*** meet all of the above criteria are not eligible to receive Supplemental Compensation under this policy, but may still be eligible for benefits in accordance with the State of California PFL program.

Supplemental Compensation Benefit. The weekly Supplemental Compensation benefit is calculated based on an employee's wages and will be calculated in accordance with the San Francisco Paid Parental Leave Ordinance. Unless otherwise provided by law, an employee's weekly Supplement Compensation benefit will be equal to the difference between the weekly benefit received by the employee from the State of California PFL program and the weekly wage associated with that PFL benefit amount. Supplemental Compensation is only available during the period the employee is eligible for and is receiving weekly PFL benefits for the purpose of bonding with a new child. Employees can receive up to eight (8) weeks of Supplemental Compensation benefits.

Procedure for Receiving Supplemental Compensation. In order to receive Supplemental Compensation, an employee must comply with the following procedures:

1) Send an email to the CEO stating that the employee understands and agrees that up to two (2) weeks of PTO will be deducted from the employee's leave bank to offset the Organization's costs in providing Supplemental Compensation, except that the employee will be allowed to maintain a balance of at least 72 hours of PTO after any deduction.
2) Provide the Organization with a copy of the employee's Notice of Computation of California Paid Family Leave Benefits ("Notice") from California's Employment Development Department (EDD) and provide EDD with permission to share the employee's California PFL weekly benefit amount with the Organization;

3) Complete and sign the San Francisco Paid Parental Leave Employee Form ("PPL Form"). The Notice and PPL Form must be submitted within a reasonable time following the Covered Employee's receipt of the Notice from EDD;
4) Notify the Organization in writing when the employee receives the first payment from EDD; and
5) Submit a copy of the Notice of Payment from EDD to confirm the Covered Employee's receipt of PFL benefits.

Employees who do not fully comply with this procedure may be denied Supplemental Compensation benefits, or receipt of these benefits may be delayed. If an employee completes the above procedures for receiving Supplemental Compensation prior to or during the period in which the employee is also receiving PFL benefits, the Organization will make a good faith effort to make the first Supplemental Compensation benefit payment on the payday associated with the next full pay period following an employee's satisfaction of the above procedures. If an employee completes the above procedures after the period in which the employee received PFL benefits has been completed, the employee will receive the total Supplemental Compensation no later than thirty (30) days after satisfaction of the above procedures.

Employees may be required to reimburse the Organization for any Supplemental Compensation benefits provided under this policy if they: (1) do not return to work from a leave of absence during which they received Supplemental Compensation benefits, or (2) voluntarily resign from employment within ninety (90) days of the end of any leave during which they received Supplemental Compensation benefits.

Employees with questions regarding this benefit can contact the CEO.

X. ORGAN DONATION LEAVE

An employee who has been employed for at least 90 days may request a paid leave of absence for up to thirty (30) business days in any one-year period to undergo a medical procedure to donate an organ to another person. An employee can request an additional 30 days of unpaid leave in any one-year period for this same purpose. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. The one-year period is measured from the start of the leave.

For an initial request for organ donation leave, an employee must use up to two weeks of accrued PTO during the leave, but the use of PTO accrual does not extend the term of the leave. If accrued PTO is not available, the paid time off will be for up to thirty (30) days. Organ donation leave will not be designated as FMLA or CFRA leave time. Employees will continue to receive health benefits for the duration of their organ donation leave as if they were working. Upon returning from such leave, employees will have a right to return to the same or equivalent positions they held before such leave. Absences due to organ donation leave do not count as a break in service for the purpose of the employee's right to salary adjustments, sick leave, vacation and paid time off or seniority.

XI. BONE MARROW DONATION LEAVE

An employee who has been employed for at least 90 days may request a leave of absence for up to five (5) business days in any one-year period to undergo a medical procedure to donate bone marrow. The one-year period is measured from the start of the leave. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. An employee must use any accrued PTO for this leave, but the use of PTO accrual does not extend the term of this leave. If accrued PTO is not available, the time off for such procedure shall be paid, but the paid time off shall not exceed five days. Bone marrow donation leave will not be designated as FMLA or CFRA leave time. Employees will receive health benefits for the duration of their Bone Marrow Donation Leave as if they were working. Upon returning from such leave, employees will have a right to return to the same or equivalent positions they held before such leave. Absences due to bone marrow donation leave do not count as a break in service for the purpose of the employee's right to salary adjustments, sick leave, vacation and paid time off or seniority.

COURT PROCEEDING LEAVE FOR CRIME VICTIMS

An employee may be entitled to leave if the employee, or their covered family member, is a victim of a serious or violent felony, or a felony related to theft or embezzlement. This leave may be taken to attend legal and court proceedings related to the crime. For purposes of this policy, covered family members are a spouse, registered domestic partner, child, child of registered domestic partner, stepchild, sibling, stepbrother, stepsister, parent, and stepparent.

Upon expiration of the leave, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The employee must provide TSC Alliance with a copy of the notice of each scheduled proceeding that is provided to the victim, unless advance notice is not feasible. When advance notice is not feasible, the employee must be prepared to provide TSC Alliance with certification of the judicial proceeding from the proper authority within a reasonable time following the leave. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

VOTING LEAVE

The Company requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for up to two hours of paid time off to vote on Election Day.

TSC Alliance may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift, whichever allows the most time for voting

and the least time off from a regular working shift, unless otherwise mutually agreed.

To the extent possible, employees must provide at least two working days' notice of their need for leave under this policy. Employees must be prepared to provide TSC Alliance with certification, such as a voter's receipt, to prove that he or she voted.

XII. PREGNANCY DISABILITY LEAVE

Employees who are disabled by pregnancy, childbirth or related medical conditions are eligible to take a pregnancy disability leave ("PDL"). If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable to take intermittent leave or work a reduced leave schedule, the Organization may require a temporary transfer to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

Reasons for Leave. PDL is for any period(s) of actual disability caused by the employee's pregnancy, childbirth, or related medical condition. Time off needed for prenatal or postnatal care; severe morning sickness; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth or loss or end of pregnancy are all covered by this PDL policy.

Duration of Leave. An employee is entitled to up to four (4) months of PDL, per pregnancy, while disabled by pregnancy, childbirth or a related medical condition. PDL does not need to be taken in one continuous period of time, but can be taken on an intermittent basis pursuant to the law. For purposes of this policy, "four months" means time off for the number of days the employee would normally work within the four calendar months (one-third of a year, or 17.3 weeks or 122 days) following the commencement date of taking a pregnancy disability leave. For a full time employee who works five (5) 8-hour days per week (forty hours per week), "four months" means 88 working and/or paid 8-hour days (693 hours of leave entitlement), based on an average of 22 working days per month for 17.3 weeks in four months times forty hours per week. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis.

Employee Notice Requirements. To receive a reasonable accommodation, obtain a transfer, or take a PDL, employees must provide sufficient notice so the Organization can make appropriate plans – thirty (30) days advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable.

Medical Certification. Employees are required to obtain a certification from their health care provider regarding their need for PDL or the medical advisability of an accommodation or a transfer. The certification should include:

1) a description of the requested reasonable accommodation or transfer;
2) a statement describing the medical advisability of the reasonable accommodation or

transfer because of pregnancy; and
3) the date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

A medical certification indicating disability necessitating a leave is sufficient if it contains:
1) a statement that the employee needs to take pregnancy disability leave because the employee is disabled by pregnancy, childbirth or a related medical condition;
2) the date on which the employee became disabled because of pregnancy; and
3) the estimated duration of the leave.

Upon request, the CEO will provide a medical certification form that can be taken to a health care professional.

Leave is Unpaid. PDL is unpaid by the Organization, but employees may use any accrued paid time off as part of PDL before taking the remainder of leave on an unpaid basis. We require, however, the use of any available PTO leave during PDL. The use of any paid leave will not extend the duration of PDL. We encourage employees to contact the EDD regarding eligibility for state disability insurance for the unpaid portion of leave.

Leave Concurrent with Family and Medical Leave. For employees who are eligible for leave under the federal Family and Medical Leave Act, PDL will also be designated as time off under the Family and Medical Leave Act. Please refer to the "Family and Medical Leave" policy in this Handbook for additional information.

Continuation of Health Insurance Benefits. Employees who participate in the Organization's group health insurance plan will continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Employees should make arrangements with the CEO for payment of their share of the insurance premiums.

Return to Work. Employees who do not return to work on the originally scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation may be deemed to have voluntarily terminated employment with the Organization. Failure to notify the Organization of (1) the ability to return to work when it occurs or (2) continued absence from work because leave must extend beyond the maximum time allowed may be deemed a voluntary termination of employment with the Organization, unless you are entitled to Family and Medical Leave or other leave pursuant to applicable law. Upon returning from PDL, employees will be reinstated to their same position, in most instances.

Taking PDL may impact certain of your benefits and your seniority date. For more information regarding eligibility for a leave and the impact of the leave on seniority and benefits, please contact the CEO.

Request for Additional Time Off. Any request for leave after a disability has ended will be

treated as a request for Family and Medical Leave under the California Family Rights Act and/or the federal Family and Medical Leave Act, if eligible for such leave. Please refer to the "Family and Medical Leave" policy in this Handbook for additional information. Employees who are not eligible for leave under the CFRA and/or FMLA will have a request for additional leave treated as a request for disability accommodation.

REHABILITATION LEAVE

An employee may be entitled to rehabilitation leave if the employee voluntarily enters and participates in an alcohol or drug rehabilitation program. Such leave may be taken as an adjusted work schedule, or a leave of absence provided the leave does not impose undue hardship on the Company.

An employee requesting rehabilitation leave must inform his or her supervisor as soon as practicable of the need for such leave. Rehabilitation leave is unpaid; however, employees may use accrued paid time off for this purpose.

Employees must be prepared to provide his or her supervisor with certification to verify the employee's participation in such a program. COMPANY will attempt to safeguard the privacy of an employee's participation in the rehabilitation program.

SCHOOL-RELATED ACTIVITIES LEAVE

Employees may be eligible to take leave for up to 8 hours per calendar month, and 40 hours in one calendar year, to find or enroll their child in school or with a licensed childcare provider and to attend their child's school activities. Additionally, employees may take a reasonable amount of time off to appear at their child's school following their child's suspension. Employees may also be eligible to take leave when their child cannot remain at school due to behavioral or discipline problems, closures, or attendance issues.

To be eligible for such leave, the employee must be the parent, guardian, stepparent, foster parent, grandparent, or person who stands in place of a parent to a child. To the extent possible, employees must provide reasonable advance notice of their need for such leave under this policy. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt operations. Employees may be required to provide documentation from the school or licensed childcare provider that they participated in the school-related activity during leave.

This leave is unpaid; however, employees may use accrued paid time off for this purpose. For questions related to this policy, please contact the human resources department.

XIII. CALIFORNIA FAMILY RIGHTS ACT

As an employee, you may be entitled to a leave of absence under the California Family Rights Act ("CFRA"). This policy is intended to provide you with information concerning CFRA entitlements and obligations you may have during such leaves. If you have any questions concerning CFRA leave, please contact the CEO.

Eligibility

The CFRA provides eligible employees with a right to leave, health insurance benefits, and, with some limited exceptions, job restoration. To be an "eligible employee", you must (1) have been employed by the Organization for at least 12 months (which need not be consecutive); (2) have worked for at least 1250 hours during the 12 month period immediately preceding the commencement of the leave.

Employee Entitlements for CFRA Leave

Basic CFRA Leave Entitlement

The CFRA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12 month period. The 12-month period is determined by a "rolling" 12-month period measured backwards from when an employee first uses CFRA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- Bonding and/or caring for a newborn child;
- For placement with the employee of a child for adoption or foster care and to care for the newly placed child;
- To care for the employee's spouse, registered domestic partner, child, parent , grandparent, grandchild, or sibling with a **serious health condition**;
- For the employee's own **serious health condition** (excluding pregnancy) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, registered domestic partner, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty status) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity; or continuing treatment by a health care provider, including but not limited to treatment for substance abuse. The CFRA defines "inpatient care" broadly and includes a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with inpatient care, or any period of incapacity. A person will be considered an "inpatient" when the person is formally admitted to a health care facility with the expectation that the person will remain at least overnight and occupy a bed, even if the person is ultimately discharged or transferred to another facility and does not actually remain overnight. The CFRA defines "incapacity" as the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

For purposes of CFRA leave, "child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. "Grandchild" means a child of the employee's child. "Grandparent" means a parent of the employee's parent. "Parent" means a biological, foster, or adoptive parent, parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

A leave of absence in connection with a workers' compensation injury/illness or for which an employee receives disability or State of California Paid Family Leave benefits shall run concurrently with CFRA leave.

Intermittent Leave and Reduced Leave Schedules

CFRA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees are also entitled to take CFRA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member. Intermittent leave can also be taken for any qualifying exigency. Intermittent or reduced work schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition, even if the person does not receive treatment by a health care provider.

Employees are also eligible for intermittent leave for bonding with a child following birth or placement. Intermittent leave for bonding purposes generally must be taken in two-week increments, but the Organization permits two occasions where the leave may be for less than two weeks.

Health Insurance Benefits

During CFRA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued work.

Restoration of Employment and Benefits

At the end of CFRA leave, employees generally have a right to return to the same or comparable positions they held before the CFRA leave. Use of CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's CFRA leave.

Notice of Eligibility for, and Designation of, CFRA Leave

Employees requesting CFRA leave are entitled to receive written notice from the Organization telling them whether they are eligible for CFRA leave and, if not eligible, the reasons why they are not eligible. When eligible for CFRA leave, employees are entitled to receive written notice

of: 1) their rights and responsibilities in connection with such leave; 2) the Organization's designation of leave as CFRA-qualifying or non-qualifying, if not CFRA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Organization will respond to a leave request within 5 business days. Once given, approval shall be deemed retroactive to the date of the first day of the leave. The Organization may designate CFRA leave retroactively with appropriate notice and provided that doing so does not cause harm or injury to the employee. In other cases, the Organization and employee can mutually agree that leave is retroactively designated as CFRA leave.

Employee Obligations for CFRA Leave

Provide Notice of the Need for Leave

Employees who take CFRA leave must timely notify the Organization of their need for CFRA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice

To trigger CFRA leave protections, employees must inform the Organization's CEO of the need for CFRA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting CFRA leave specifically or explaining the reasons for leave so as to allow the Organization to determine that the leave is CFRA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they have been hospitalized overnight;
- they expect the birth of a child;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency cause by a military member being on covered active duty or called to covered active duty status; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for CFRA leave under this policy. Employees must respond to the Organization's lawful questions to determine if absences are potentially CFRA-qualifying.

If employees fail to explain the reasons for CFRA leave, the leave may be denied. When employees seek leave due to CFRA-qualifying reasons for which the Organization has previously provided CFRA protected leave, they must specifically reference the qualifying reason for the leave or the need for CFRA leave.

Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take CFRA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Organization notice of the need for leave as

soon as practicable under the circumstances. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy CFRA notice obligations, may have CFRA leave delayed or denied.

Cooperating in the Scheduling of Leave

When planning medical treatment for the employee or family member or requesting to take leave on an intermittent or reduced schedule work basis, employees must consult with the Organization and make a reasonable effort to schedule treatment so as not to unduly disrupt the Organization's operations. Employees must consult with the Organization prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the Organization and the employees, subject to the approval of the applicable health care provider. To the extent permitted by applicable law, when employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including a period of recovery from a serious health condition, the Organization may temporarily transfer employees to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

Submit Initial Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of CFRA leave sought, employees may be required to submit medical certifications supporting their need for CFRA-qualifying leave. As described below, there generally are three types of CFRA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Organization with timely, complete, and sufficient medical certifications. Whenever the Organization requests employees to provide CFRA medical certifications, employees must provide the requested certifications within 15 calendar days after the Organization's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Organization will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Organization will delay or deny CFRA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

Whenever the Organization deems it appropriate to do so, it may waive its right to receive timely, complete, and/or sufficient CFRA medical certifications.

Initial Medical Certifications

Employees requesting leave because of their own, or a covered family member's serious health condition, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

If the Organization has reason to doubt the validity of an initial medical certification regarding an employee's own serious health condition, it may require the employee to obtain a second opinion

at the Organization's expense. If the opinions of the initial and second health care providers differ, the Organization may, at its expense, require employees to obtain a third, final, and binding certification from a health care provider designated or approved jointly by the Organization and the employee. The Organization will reimburse employees for any reasonable "out of pocket" travel expenses incurred to obtain second or third medical opinions. Except in very rare circumstances, the Organization will not require employees to travel outside normal commuting distance for purposes of obtaining second or third medical opinions.

Medical Recertifications

Depending on the circumstances and duration of CFRA leave, the Organization may require employees to provide recertification of medical conditions giving rise to the need for leave. The Organization will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification. Recertification will be requested only when the original certification has expired, and additional leave is requested.

Return to Work Release

Unless notified that providing such certifications is not necessary, employees returning to work from CFRA leaves that were taken because of their own serious health conditions must provide the Organization with a release to return to work from the employee's healthcare provider stating the employee is able to resume work. An employee taking intermittent leave may be required to provide a return to work release for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform the employee's duties. The Organization may delay and/or deny job restoration until employees provide return to work releases.

Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Organization may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active duty status and the dates of the military member's covered active duty service and, 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

Reporting Changes to Anticipated Return Date

If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Organization with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If employees give the Organization unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Organization's obligation to maintain health benefits (subject to COBRA requirements) and to

restore their positions will cease.

Substitute Paid Leave for Unpaid CFRA Leave
Employees are required to substitute accrued paid time while taking an unpaid CFRA leave as follows:

- If an employee requests CFRA leave because of their own serious health condition (excluding absences for which employees are receiving workers' compensation or short-term disability benefits), they must first substitute any accrued PTO for unpaid family/medical leave.

For purposes of this substitution requirement, leave is not "unpaid" during any time for which an employee is receiving compensation from the State of California under its State Disability Insurance or Paid Family Leave programs or when receiving compensation from worker's compensation. Employees will not be required to use accrued paid leave hours during any time off under this policy for which they are receiving compensation under these programs. However, where applicable and permitted by law, employees will be required to use paid leave accruals during any waiting periods applicable to these programs. Upon written request, the Organization will allow employees to use accrued paid time off to supplement any paid workers' compensation, disability or Paid Family Leave benefits.

The substitution of paid time off for unpaid family/medical leave time does not extend the length of any CFRA leave and the paid time off runs concurrently with any CFRA entitlement.

Pay Employee's Share of Health Insurance Premiums
As noted above, during CFRA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. If paid leave is substituted for unpaid family/medical leave, the Organization will deduct employees' shares of the health plan premium as a regular payroll deduction. If CFRA leave is unpaid, employees must pay their portion of the premium through ***check or electronic transfer.*** The Organization's obligation to maintain health care 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 Organization 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.

If employees do not return to work for at least 30 calendar days after the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control) they will be required to reimburse the Organization for the cost of the premiums the Organization paid for maintaining coverage during their unpaid CFRA leave.

Coordination of CFRA Leave with Other Leave Policies
The CFRA does not affect any federal, state, or local law prohibiting discrimination, or supersede any federal, State, or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when CFRA

leave is either not available or exhausted, please consult the Organization's other leave policies located in the Employee handbook or contact the CEO.

Questions About CFRA Leave

If you have questions regarding this policy, please contact Human Resources. The Organization is committed to complying with the CFRA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the CFRA.

DISTRICT OF COLUMBIA SUPPLEMENT

I. ACCOMMODATIONS FOR PREGNANCY, CHILDBIRTH AND BREASTFEEDING

The Organization will endeavor to provide reasonable accommodations to employees working in the District of Columbia whose ability to perform job functions is limited by pregnancy, childbirth, related medical conditions, or breastfeeding as required by law, unless such accommodations would result in an undue hardship to the Organization. We will engage in a good faith and timely interactive process to determine whether a reasonable accommodation can be provided for such employees. We may request necessary medical certification. Reasonable accommodations may include: more frequent or longer breaks, time off to recover from childbirth, equipment modification, seating, temporary transfer to a less strenuous job, job restructuring or light duty, and having the employee refrain from heavy lifting, relocating the employee's work area, as well as accommodations for lactation such as providing private (non-bathroom) space for expressing breast milk as described in more detailed below.

In accordance with D.C. law, the Organization will provide reasonable daily break periods to accommodate an employee who is a nursing mother desiring to express breast milk for the employee's child. The break time, if possible, will run concurrently with any rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid. The Organization must provide a sanitary location so that breastfeeding mothers are able to express breast milk for their children. This location may be the employee's private office, if applicable

We will not interfere with, restrain or deny an employee's right to request or receive an accommodation under this policy including reasonable break time for lactation purposes under this policy. Employees will be protected from retaliation for requesting or receiving an accommodation under this policy including reasonable break time for lactation purposes, raising a complaint or concern about this policy, or filing or cooperating in the investigation of a complaint under this policy.

If employees have questions regarding this policy, would like to request a reasonable accommodation pursuant to this policy or believe they have been retaliated against in violation of this policy, they should contact the CEO.

II. D.C. ACCRUED SICK AND SAFE LEAVE

Eligibility. The Organization provides paid leave to all D.C. employees pursuant to the D.C. Accrued Sick and Safe Leave Act, as amended. For employees who work in D.C. who are eligible for sick and safe leave under the general Paid Time Off policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Time Off policy.

Accrual. Employees begin to accrue paid leave at the start of employment. Employees accrue

paid leave at a rate of one (1) hour for every 87 hours worked, up to a maximum of 3 days per calendar year. Exempt employees do not accrue paid leave for hours worked beyond a forty (40) hour 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 paid leave under this policy after the 90th day of employment. Paid leave may be used in minimum increments of one (1) hour. An employee may not use more than 3 days of accrued paid leave per calendar year.

An employee may use paid leave under this policy for the following reasons:

1) An absence resulting from a physical or mental illness, injury, or medical condition of the employee;
2) An absence resulting from obtaining professional medical diagnosis or care or preventive medical care for the employee; or
3) An absence for the purpose of caring for a family member who has any of the conditions or needs for diagnosis or care described in (1) and (2) above.

An employee may also use paid leave for an absence if the employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse and the absence is directly related to medical, social, or legal services pertaining to the stalking, domestic violence, or sexual abuse for the purposes of:

1) Seeking medical attention for the employee or the employee's family member to treat or recover from physical or psychological injury or disability caused by the stalking, domestic violence, or sexual abuse;
2) Obtaining services for the employee or the employee's family member from a victim services organization;
3) Obtaining psychological or other counseling services for the employee or the employee's family member;
4) Temporary or permanent relocation of the employee or the employee's family member;
5) Taking legal action, including preparing for or participating in a criminal or civil proceeding related to or resulting from stalking, domestic violence, or sexual abuse; or
6) Taking other actions that could be reasonably determined to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or the safety of those who work or associate with the employee.

For purposes of this policy, family member includes a child; parent; spouse; domestic partner; the parents of a spouse; children (including foster children and grandchildren); spouses of children; parents; siblings; spouses of siblings; a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility; and a person with whom the employee shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the employee maintains a committed relationship, as defined in D.C. Code § 32-701(1)).

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

Notice & Documentation. Employees are required to make a reasonable effort to schedule paid leave in a manner that does not unduly disrupt the Organization's operations. If paid leave is requested in a non-emergency situation, the employee must consult with the Organization regarding the date and time of the paid leave to be taken. If possible, employees must provide at least ten (10) days prior notice of the planned use of paid leave under this policy. Where the need is unforeseeable (i.e., ten (10) days prior notice is not possible), the employee must provide notice prior to the start of the workday/shift for which the paid leave is requested, ideally in writing (but oral notice is permitted). In the case of an emergency, employees must notify the Organization of need to use paid leave prior to the start of the employee's *next* workday/shift or within twenty-four (24) hours of the onset of the emergency, whichever occurs sooner.

When the requested leave under this policy is for three (3) or more consecutive days, employees are required to provide reasonable certification of the reason for leave no later than one (1) day after they return from leave. A reasonable certification may include:

1) A signed document from a health care provider affirming the illness of the employee or the employee's family member;
2) A police report or court order indicating that the employee or the employee's family member was the victim of stalking, domestic violence, or sexual abuse;
3) A signed written statement from a victim/witness advocate, domestic violence counselor, attorney, or other similar professional affirming that the employee or employee's family member (1) is involved in legal action or proceedings related to stalking, domestic violence, or sexual abuse (including only the name of the employee or employee's family member who is a victim and the date on which services were sought) or (2) sought services to enhance the physical, psychological, economic health or safety of the employee or employee's family member.

Payment. Paid leave under this policy will be calculated based on the employee's base pay rate at the time of absence, unless otherwise required by applicable law, which is no event will be less than minimum wage. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. Use of paid leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over up to 3 days of accrued, unused paid leave under this policy. Accrued but unused paid leave under this policy will not be paid at separation.

Enforcement & Retaliation. The Organization prohibits retaliation against any employee who asserts their rights to receive paid leave under this policy. The Office of Wage-Hour of the DC Department of Employment Services can investigate possible violations. To request full text of the Act, to obtain a copy of the rules associated with this Act, or to file a complaint, contact the Office of Wage-Hour at (202) 671-1880, 4058 Minnesota Avenue, N.E., 4th Floor, Washington,

D.C. 20019, or visit www.does.dc.gov.

Employees with questions regarding this policy can contact the CEO.

III. D.C. PAID LEAVE BENEFITS

Employees may be eligible for paid leave benefits for covered events pursuant to the D.C. Universal Paid Leave Amendment Act ("UPLA"). The UPLA is a D.C. paid leave benefit administered by the Office of Paid Family Leave ("OPFL") at the DC Department of Employment Services. Benefits are funded through an employer payroll tax, not deducted from employees' pay. The District of Columbia (the "District") is solely responsible for determining whether an employee is eligible for paid leave benefits under the UPLA.

To be eligible for paid leave benefits, an employee must have been a covered employee during some or all of the 52 calendar weeks immediately preceding the qualifying event for which paid leave is being taken. A covered employee is someone who: (a) spends more than 50% of the employee's work time for the Organization working in the District; or (b) whose employment for the Organization is based in the District, who regularly spends a substantial amount of the employee's work time for the Organization in the District, and who does not spend more than 50% of the employee's work time for the Organization in another jurisdiction.

Paid leave benefits are available for the following covered events:

- Family Leave – to care for a family member with a serious health condition;
- Medical Leave – for an employee's own serious health condition (including, on and after October 1, 2021, the occurrence of a stillbirth and the medical care related to a miscarriage);
- Parental Leave – to bond with the employee's child after the child's birth, placement of a child with an employee for adoption or foster care, or placement of a child with an employee who will legally assume and discharge parental responsibility ("Parental Leave Event"); and
- Pre-natal Leave – for covered pre-natal medical care following the diagnosis of pregnancy by a health care provider and prior to the occurrence of a Parental Leave Event.

For purposes of paid leave benefits, a family member includes the employee's: biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom an employee stands in loco parentis; biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child; a person to whom the employee is related by domestic partnership or marriage; grandparent, which means the biological, foster, adoptive, or step parent of the employee's biological, foster, adoptive, or step parent; or a sibling, which means the biological, half-, step-, adopted-, or foster-sibling or sibling-in-law of the employee.

Parental leave benefits must be used within fifty-two (52) calendar weeks of the qualifying parental leave event.

The amount of paid leave benefits that may be payable varies depending on the covered event and the date of filing for paid leave benefits, as follows.

For claims filed before October 1, 2021:

- Family Leave – up to 6 workweeks within a fifty-two (52) calendar week period
- Medical Leave – up to 2 workweeks within a fifty-two (52) calendar week period*
- Parental Leave – up to 8 workweeks within a fifty-two (52) calendar week period
- Pre-natal Leave – zero workweeks

**All Medical Leave claims with approved leave dates that begin on or after September 26, 2021 will receive paid leave benefits for up to 6 workweeks within a fifty-two (52) calendar week period.*

For claims filed on or after October 1, 2021, and before October 1, 2022:

- Family Leave – up to 6 workweeks within a fifty-two (52) calendar week period
- Medical Leave – up to 6 workweeks within a fifty-two (52) calendar week period
- Parental Leave – up to 8 workweeks within a fifty-two (52) calendar week period
- Pre-natal Leave – up to 2 workweeks within a fifty-two (52) calendar week period

For claims filed on or after October 1, 2022, and thereafter, the maximum duration of each type of paid-leave benefits within a fifty-two (52) calendar week period will be determined by the District, but will be no less than the maximum duration for each type of paid-leave benefits available for claims filed before October 1, 2021.

An employee may not receive paid-leave benefits, for any number or combination of leave events, for a duration that exceeds the maximum duration of parental leave available in the fiscal year during which the individual files a claim for paid-leave benefits, except that within a 52-workweek period, an employee may receive the maximum duration of pre-natal leave available in the fiscal year during which the employee files a claim for paid-leave benefits in addition to the maximum duration of parental leave available during such fiscal year; provided, that an employee may not receive any combination of pre-natal leave and medical leave for a duration that exceeds the maximum duration of medical leave available for the fiscal year during which the employee files a claim for paid-leave benefits.

For claims filed on or after October 1, 2021, and before October 1, 2022, the maximum amount of paid leave benefits that may be received in the aggregate within a fifty-two (52) calendar week period is 8 workweeks, except that employees may take up to a total of ten (10) workweeks in a fifty-two (52) calendar week period when parental leave and pre-natal leave are combined provided that an employee may not receive any combination of pre-natal leave and medical leave for more than six (6) weeks in a fifty-two (52) calendar week period.

The amount of benefits will be calculated by the District and will depend in part on an employee's average weekly wage as reported by the Organization to the Department of Employment Services, subject to a maximum weekly benefit amount which is adjusted annually by the District.

Employees may elect to receive paid leave benefits either intermittently or continuously in increments of no less than one (1) day.

Employees generally are subject to a seven (7) calendar day waiting period from the first day of a qualifying event, but will only be subject to one (1) waiting period of seven (7) calendar days during and for which no benefits are payable within a fifty-two (52) calendar-week period.

Employees that have experienced an event that may qualify for paid leave benefits may contact their immediate supervisor or the CEO for information about the District's paid leave benefits program and how to apply for benefits. Employees also can learn more about applying for benefits with the OPFL at dcpaidfamilyleave.dc.gov.

Employees must, to the extent practicable, provide written notice of the employee's need for the use of paid leave benefits to their immediate supervisor or the CEO before taking leave. If the need is foreseeable, the eligible employees must provide written notice at least ten (10) business days in advance. If the need is not foreseeable, the eligible employees must provide notice in writing, or orally in exigent circumstances, before the start of the work shift for which the individual intends to first take time off work for a covered event. In the case of an emergency that prevents an employee from providing notice before the start of the work shift for which the employee intends to first take time off work for a covered event, the eligible employee, or another individual on behalf of the eligible employee, must notify the Organization in writing, or orally in exigent circumstances, within forty-eight (48) hours after the emergency occurs. The eligible employee, or another individual on behalf of the eligible employee, must supplement oral notice with written notice as soon as practicable. The eligible employee's written or oral notice to the Organization should include: (i) the type of covered event; (ii) the expected duration of the time off work for the covered event; (iii) the expected start and end dates of the time off work for the covered event; and (iv) whether the paid leave benefits sought will initially be used continuously or intermittently.

The UPLA does not provide job protection to employees when they take time off work and receive paid leave benefits unless they qualify for such reinstatement under federal or D.C. family and medical leave laws. Any time off for events that qualify for paid leave benefits will run concurrently with other leaves of absence, such as Family and Medical Leave/D.C. Family and Medical Leave, if applicable. Please see the Family and Medical Leave/ D.C. Family and Medical Leave policies for eligibility requirements.

The Organization prohibits retaliation against an employee for requesting or using paid leave benefits or otherwise exercising or attempting to exercise any right provided in this policy or the UPLA.

Employees with questions regarding these benefits can contact the CEO.

SCHOOL-INVOLVEMENT LEAVE

The District of Columbia requires employers to allow their employees who are parents, guardians, aunts, uncles, or grandparents to take 24 hours of leave during a 12-month period to attend school-related activities. School events include, but aren't limited to, parent-teacher conferences, concerts, plays, rehearsals, and sporting events.

The employer may require the employee to notify them at least 10 days before the leave unless the school-related activity wasn't reasonably foreseeable. The leave can be unpaid, or the employee may choose to use leave from their paid family, vacation, personal, compensatory, or leave bank.

The employer may deny the leave if granting it would disrupt the employer's business *and* make the achievement of production or service unusually difficult.

MARYLAND SUPPLEMENT

I. PREGNANCY ACCOMMODATIONS

In compliance with Maryland law, if a pregnant employee requests an accommodation for a disability caused or contributed to by pregnancy, the Organization will explore reasonable accommodations with the pregnant employee, and it will endeavor to provide a reasonable accommodation unless doing so would impose an undue hardship on the Organization. Such accommodations may include changing the employee's job duties; changing the employee's work hours; relocating the employee's work area; providing mechanical or electrical aids; transferring the employee to a less strenuous or less hazardous position; or providing leave.

The Organization may require certification from the employee's health care provider concerning the medical advisability of a reasonable accommodation to the same extent a certification is required for other temporary disabilities. A certification should include: (1) the date the reasonable accommodation became medically advisable; (2) the probable duration of the reasonable accommodation; and (3) an explanatory statement as to the medical advisability of the reasonable accommodation.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact the CEO.

II. MARYLAND EARNED SICK AND SAFE LEAVE

Eligibility. The Organization provides paid earned sick and safe leave (ESSL) to eligible employees who regularly work at least twelve (12) hours per week in Maryland pursuant to the Maryland Healthy Working Families Act (the "Act"). For employees who work in Maryland who are eligible for sick and safe leave under the general Paid Time Off policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Time Off policy.

Accrual. Employees begin to accrue ESSL pursuant to this policy at the start of employment. Employees accrue ESSL at a rate of one (1) hour for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours of paid ESSL per calendar year, and sixty-four (64) hours of unpaid ESSL at any time. 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 ESSL 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 ESSL under this policy after the one hundred and sixth (106th) calendar day of employment. Employees may use ESSL in the smallest increment that the Organization's payroll system uses to account for absences or work time, and no employee will be required to take ESSL in an increment of more than four (4) hours. An employee may not use more than sixty- four (64) hours of accrued ESSL per calendar year.

An employee may use ESSL under this policy for the following reasons:

1) To care for or treat the employee's mental or physical illness, injury, or condition or obtain preventive medical care;
2) To care for a family member with a mental or physical illness, injury, or condition, or obtain preventive medical care for a family member;
3) For maternity or paternity leave; or
4) If the absence from work is due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is used either during the time that the employee has temporarily relocated due to domestic violence, sexual assault, or stalking or to obtain (for the employee or the employee's family):
    a) medical or mental health attention that is related to the domestic violence, sexual assault, or stalking;
    b) services from a victim services organization related to the domestic violence sexual assault or stalking; or
    c) legal services or proceedings related to the domestic violence sexual assault or stalking.

For purposes of this policy, family member means (1) a biological, adopted, foster, or step child of the employee; a child for whom the employee has legal or physical custody or guardianship; or a child for whom the employee stands in loco parentis, regardless of child's age; (2) a biological, adoptive, foster, or step parent of the employee or the employee's spouse; legal guardian of the employee; or an individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor; (3) spouse of the employee; (4) a biological, adoptive, foster, or step grandparent of the employee; (5) a biological, adoptive, foster, or step grandchild of the employee; or (6) a biological, adopted, foster, or step sibling of the employee.

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

Employees will be notified of available ESSL each time wages are paid electronically on pay stubs.

Notice & Documentation. To use ESSL, an employee must request leave from the Organization as soon as practicable after determining the need for leave and provide notification of the anticipated duration of the leave. When requesting ESSL that is foreseeable, employees must provide advance notice of seven (7) days before the date the ESSL will begin to their immediate supervisor or the CEO. When requesting ESSL that is not foreseeable, employees must provide notice as soon as practicable to their immediate supervisor or the CEO. Failure to provide such notice may result in denial of the employee's request for ESSL if the absence will cause a disruption to the Organization.

The Organization may require an employee to provide verification that the leave was used in

accordance with applicable law when the employee uses ESSL:

- For more than two (2) consecutive scheduled shifts; or
- Between the first one hundred and seven (107) and one hundred and twenty (120) calendar days of employment and the employee agreed to provide verification at the time of hire.

If an employee fails to provide such verification, the Organization may deny any subsequent request from the employee to take ESSL for the same reason.

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

Payment. ESSL under this policy will be calculated based on the employee's wage rate at the time of absence. Use of ESSL 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 ESSL under this policy. Accrued but unused ESSL under this policy will not be paid at separation.

Enforcement & Retaliation. The Organization prohibits retaliatory or adverse action against any employee who exercises their rights under the Act. However, an employee is prohibited from filing a complaint, bringing an action, or testifying in an action alleging violations of the Act in bad faith. If so, they may be subject to criminal penalties and fines. Employees have the right to file a complaint with the Commissioner of Labor and Industry (1100 North Eutaw Street, Room 607 | Baltimore, MD 21201; ssl.assistance@maryland.gov), or bring a civil action to enforce an order against the Organization if their rights are restrained under the Act.

Employees with questions regarding this policy can contact the CEO.

III. MONTGOMERY COUNTY EARNED SICK AND SAFE LEAVE (FOR EMPLOYEES ALSO COVERED UNDER THE MARYLAND HEALTHY WORKING FAMILIES ACT)

Eligibility. The Organization provides paid earned sick and safe leave (ESSL) to eligible employees who regularly work at least eight (8) hours per week in Montgomery County pursuant to the Montgomery County Earned Sick and Safe Leave Law and the Maryland Healthy Working Families Act (the "Act"). For employees who work in Montgomery County who are eligible for sick and safe leave under the general Paid Time Off policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Time Off policy.

Accrual. Employees begin to accrue ESSL pursuant to this policy at the start of employment. Employees accrue ESSL at a rate of 1 hour for every 30 hours worked, up to a maximum accrual of 56 hours of paid ESSL per 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 ESSL 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 ESSL under this policy after the 90th day of employment. Employees may use ESSL in the smallest increment that the Organization's payroll system uses to account for absences or work time.. An employee may not use more than 80 hours of accrued ESSL per calendar year.

An employee may use ESSL under this policy for the following reasons:

1) To care for or treat the employee's mental or physical illness, injury, or condition or obtain preventive medical care;
2) To care for a family member with a mental or physical illness, injury, or condition, or obtain preventive medical care for a family member;
3) If the employer's place of business has closed by order of a public official due to a public health emergency;
4) If the school or child care center for the employee's family member is closed by order of a public official due to a public health emergency;
5) To care for a family member if a health official or health care provider has determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease; or
6) If the absence from work is due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is used either during the time that the employee has temporarily relocated due to domestic violence, sexual assault, or stalking or to obtain (for the employee or the employee's family):
    a) medical or mental health attention related to the domestic violence, sexual assault, or stalking;
    b) services from a victim services organization related to the domestic violence sexual assault or stalking; or
    c) legal services, including preparing for or participating in a civil or criminal proceeding related to the domestic violence sexual assault or stalking;
7) For the birth of a child, or for the placement of a child with an employee for adoption or foster care; or
8) To care for a newborn, newly adopted, or newly placed child within one year of birth, adoption, or placement.

For purposes of this policy, family member means (1) a biological, adopted, foster, or step child of the employee; a child for whom the employee has legal or physical custody or guardianship; a child for whom the employee stands in loco parentis, regardless of the child's age; or a child for whom the employee is the primary caregiver; (2) a biological, adoptive, foster, or step parent of the employee or the employee's spouse; legal guardian of the employee; or an individual who acted as a parent, stood in loco parentis, or served as the primary caregiver of the employee or employee's spouse when the employee or employee's spouse was a minor; (3) spouse of the employee; (4) a biological, adoptive, foster, or step grandparent of the employee or spouse of the grandparent; (5) a biological, adoptive, foster, or step grandchild of the employee; or (6) a biological, adopted, step, or foster sibling of the employee, or the spouse of a biological, adopted, or foster sibling of the employee.

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

Employees will be notified of available ESSL each time wages are paid electronically on pay stubs.

Notice & Documentation. To use ESSL, an employee must request leave from the Organization as soon as practicable after determining the need for leave and provide notification of the anticipated duration of the leave. When requesting ESSL that is foreseeable, employees generally must provide advance notice to their manager (*or other appropriate individual for receiving notice of absences*) at least five (5) days prior to the absence. When requesting ESSL that is not foreseeable, employees must provide notice to their manager within two (2) hours of their scheduled start time or as soon as practicable under the circumstances.

The Organization may require an employee who uses more than three (3) consecutive days of ESSL to provide reasonable document to verify that the leave was used in accordance with this policy.

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

Payment. ESSL under this policy will be calculated based on the employee's base pay rate at the time of absence, unless otherwise required by applicable law, which in no event will be less than minimum wage. Use of ESSL is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over up to 56 hours of accrued, unused ESSL under this policy. Accrued but unused ESSL under this policy will not be paid at separation.

Enforcement & Retaliation. The Organization prohibits retaliation against any employee who asserts their rights to receive ESSL. Employees also have the right to file a complaint with the Director of the Montgomery County Office of Human Rights for a violation of any rights granted by the Montgomery County Earned Sick and Safe Leave Law. Employees also have the right to file a complaint with the Maryland Commissioner of Labor and Industry (1100 North Eutaw Street, Room 607 | Baltimore, MD 21201; ssl.assistance@maryland.gov), or bring a civil action to enforce an order against the Organization if their rights are restrained under the Act. However, an employee is prohibited from filing a complaint, bringing an action, or testifying in an action alleging violations of the Act in bad faith. If so, they may be subject to criminal penalties and fines.

Employees with questions regarding this policy can contact the CEO.

MASSACHUSETTS SUPPLEMENT

I. SEXUAL HARASSMENT (ADDENDUM TO DISCRIMINATION, HARASSMENT & RETALIATION PREVENTION POLICY)

While employees are encouraged to report claims internally, if an employee believes that they have been subjected to sexual harassment, the employee may file a formal complaint with the government agency or agencies set forth below.

The name, address, and telephone numbers for internal reporting using the Organization's internal complaint and investigation procedures are as follows:

The CEO to the extent the CEO was not the initial point of contact or to a member of TSC Alliance Board of Directors, whose contact information can be found on BoardLink.

The name, address, and telephone numbers of the state and federal enforcing agencies for our Massachusetts-based employees are as follows:

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place
Room 601
Boston, MA 02108
(617) 994-6000

Denholm Building
484 Main Street, Room 320
Worcester, MA 01608
(508) 799-8010

436 Dwight Street
Room 220
Springfield, MA 01103
(413) 739-2145

128 Union Street
Room 206
New Bedford, MA 02740
(774) 510-5801

(Federal) Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800) 669-4000 or (800) 669-6820 TTY
info@eeoc.gov

II. MASSACHUSETTS PREGNANT WORKERS FAIRNESS ACT

Pursuant to Massachusetts Pregnant Workers Fairness Act (the "Act"), employees have the right to be free from discrimination in relation to pregnancy or a condition related to the employee's pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child, including the right to reasonable accommodations for conditions related to pregnancy.

The Organization will provide a reasonable accommodation for an employee's pregnancy or any condition related to the employee's pregnancy including, but not limited to, lactation or the need

to express breast milk for a nursing child if the employee requests such an accommodation; provided, however, that the Organization may deny such an accommodation if the accommodation would impose an undue hardship on the Organization's program, enterprise or business. "Reasonable accommodations", may include, but are not be limited to: (i) more frequent or longer paid or unpaid breaks; (ii) time off to attend to a pregnancy complication or recover from childbirth with or without pay; (iii) acquisition or modification of equipment or seating; (iv) temporary transfer to a less strenuous or hazardous position; (v) job restructuring; (vi) light duty; (vii) private non-bathroom space for expressing breast milk; (viii) assistance with manual labor; or (ix) a modified work schedule; provided, however, that the Organization is not required to discharge or transfer an employee with more seniority or promote an employee who is not able to perform the essential functions of the job with or without a reasonable accommodation.

The Organization may require that documentation about the need for a reasonable accommodation come from an appropriate health care or rehabilitation professional; provided, however, that the Organization will not require documentation from an appropriate health care or rehabilitation professional for the following accommodations: (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits on lifting more than 20 pounds; and (iv) private non-bathroom space for expressing breast milk. The Organization also may require documentation for an extension of the accommodation beyond the originally agreed to accommodation.

The Organization will not:

1) take adverse action against an employee who requests or uses a reasonable accommodation in terms, conditions or privileges of employment including, but not limited to, failing to reinstate the employee to the original employment status or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other applicable service credits when the need for a reasonable accommodation ceases;
2) deny an employment opportunity to an employee if the denial is based on the need of the Organization to make a reasonable accommodation to the known conditions related to the employee's pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child;
3) require an employee affected by pregnancy, or require said employee affected by a condition related to the pregnancy, including, but not limited to, lactation or the need to express breast milk for a nursing child, to accept an accommodation that the employee chooses not to accept, if that accommodation is unnecessary to enable the employee to perform the essential functions of the job;
4) require an employee to take a leave if another reasonable accommodation may be provided for the known conditions related to the employee's pregnancy, including, but not limited to, lactation or the need to express breast milk for a nursing child, without undue hardship on the Organization's program, enterprise or business;
5) refuse to hire a person who is pregnant because of the pregnancy or because of a condition related to the person's pregnancy, including, but not limited to, lactation or the need to express breast milk for a nursing child; provided, however, that the person is capable of performing the essential functions of the position with a reasonable accommodation and

that reasonable accommodation would not impose an undue hardship, demonstrated by the Organization, on the Organization's program, enterprise or business.

An employee who notifies the Organization of a pregnancy or an employee who notifies the Organization of a condition related to the employee's pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child will receive an additional copy of this notice not more than 10 days after such notification.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact the CEO.

III. MASSACHUSETTS EARNED PAID SICK TIME

Eligibility. The Organization provides earned sick time to employees whose primary place of work is in Massachusetts. For employees whose primary place of work is in Massachusetts and are eligible for sick time under the general Paid Time Off 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 Time Off policy and/or any other applicable sick time/leave law or ordinance.

Accrual. Employees begin accruing earned sick time at the start of employment. Eligible employees will accrue one (1) hour of earned sick time 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 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. The smallest amount of earned sick time an employee can use is one (1) hour. For uses beyond one hour, employees may use earned sick time in hourly increments or in the smallest increment the Organization's payroll system uses to account for absences or use of other time. An employee may not use more than forty (40) hours of earned sick time in any calendar year.

Employees may use earned sick time for the following reasons:

1) to care for the employee's child (which includes a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis), spouse (as defined by the marriage laws of the commonwealth, which includes a partner in a same-sex marriage), parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
2) to care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
3) to attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of a spouse;

4) for travel to and from an appointment, a pharmacy, or other location related to the purpose for which earned sick time was taken; or
5) to address the psychological, physical or legal effects of domestic violence.

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

Earned sick time may not be used as an excuse to be late for work if the lateness is not related to one of the reasons described above. Additionally, employees may not accept a specific shift assignment with the intention of calling out sick for all or part of the shift.

Use of earned sick time may run concurrently with time off provided under the FMLA, the Massachusetts Parental Leave Act, the Massachusetts Domestic Violence Leave Act, the Massachusetts Small Necessities Leave Act, or time off pursuant to any other applicable law, if applicable, and to the extent permitted by applicable law.

Notice and Documentation. Employees must comply with the Organization's attendance and call-in policy when providing notice. Employees must make a good faith effort to provide notice of this need to use earned sick time if the need is foreseeable. Specifically, if an employee's need for the use of earned sick time is due to a pre-scheduled or foreseeable absence, seven (7) days advance notice to their immediate supervisor or the CEO is required. If an employee anticipates a multi-day absence from work, employees must provide notification of the expected duration of the leave, or, if unknown, must provide notification on a daily basis, unless the circumstances make such notice unreasonable. If an employee's need for the use of earned sick time is unforeseeable, notice must be provided as soon as is practicable under the circumstances.

When providing notice or reporting an absence for a covered purpose, employees are not required to explicitly reference earned sick time, but the Organization may, in accordance with applicable laws regarding privacy and confidentiality of medical information, review with employees the covered purposes for which earned sick time may be used.

For any earned sick time used, employees must verify in writing that they have used the time for a covered reason, but will not be required to explain the nature of the illness or the details of the domestic violence.

The Organization will also require supporting documentation if an employee's use of earned sick time:

1) covers more than twenty-four (24) consecutively scheduled work hours or three (3) consecutive scheduled work days;
2) occurs within two (2) weeks prior to an employee's final scheduled day of work before termination of employment, except in the case of temporary employees;
3) or
4) occurs after four (4) unforeseeable and undocumented absences within a three (3) month

period *for all other employees*.

Documentation signed by a health care provider indicating the need for earned sick time taken constitutes acceptable certification for sick time taken for reasons 1 through 4 set forth in the Usage section above, except employees who do not have health care covered through a private insurer, the MA Healthcare Connector and related insurers may provide a signed, written statement evidencing the need for the use of the earned sick time, without being required to explain the nature of the illness, in lieu of documentation by a health care provider. Acceptable documentation for earned sick time taken for reason 5 can include: (1) a restraining order or other documentation of equitable relief issued by a court of competent jurisdiction; (2) a police record documenting the abuse; (3) documentation that the perpetrator of the abuse has been convicted of one or more offenses where the victim was a family or household member; (4) medical documentation of the abuse; (5) a statement provided by a counselor, social worker, health worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the individual in addressing the effects of the abuse on the individual or the individual's family; or (6) a sworn statement from the individual attesting to the abuse. The Organization will not require that the documentation explain the nature of the illness or the details of the domestic violence. Documentation can be submitted in person or by another reasonable method, including email.

Documentation must be provided within seven (7) days of an employee taking earned sick time, unless, for good cause shown or as otherwise permitted by the Organization, an employee requires more time to provide such documentation. Failure to comply with the Organization's reasonable documentation requirements, without a reasonable justification, may result in the Organization recouping the amount paid for earned sick time from future pay, as an overpayment, or otherwise taking appropriate action, to the extent permitted by applicable law.

Payment. Earned sick time will be paid at the same hourly rate as the employee earns from the employee's employment at the time the employee uses such time, unless otherwise required by applicable law. Use of sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. Up to forty (40) hours of accrued, unused earned sick time under this policy can be carried over to the following calendar year. Accrued but unused earned sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees may be subject to disciplinary action for misuse of earned sick time if they are engaging in fraud or abuse of benefits available under this policy.

The Organization will not tolerate retaliation against an employee who opposes practices that the employee believes to be in violation of the earned sick time law or because the employee supports the exercise of rights of another employee under the earned sick time law. Employees may also file an action in court to enforce their earned sick time rights.

Employees with questions regarding this policy should contact the CEO.

IV. PARENTAL LEAVE

An employee who has completed three (3) consecutive months of full-time employment may be entitled to eight (8) weeks of parental leave for the purpose of giving birth or for the placement of a child under the age of eighteen (18), or under the age of twenty-three (23) if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt the child or for the placement of a child with an employee pursuant to a court order. An employee who either has multiple births or adopts more than one child at the same time is entitled to eight (8) weeks of leave for each child. If two Company employees seek to take parental leave in connection with the same child, then they are entitled to a total of eight (8) weeks of parental leave in the aggregate for the birth or adoption of that child.

In order to be eligible for this leave, an employee must give notice of the anticipated date of departure and intention to return to work to the CEO at least two (2) weeks in advance, or as soon as practicable if the delay is for reasons beyond the employee's control. Parental leave will be without pay, except that if an employee has accrued unused paid time off, an employee may choose to use such time concurrently with all or part of the leave. Thus, if an employee is eligible for both FMLA leave and parental leave under this policy, the employee may (but is not required to) use accrued paid time off for the period of leave covered by this policy.

At the conclusion of a parental leave, the employee will be reinstated to the employee's previous position or a similar position with the same rate of pay the employee received at the commencement of the leave. The Organization, however, may not reinstate an employee on parental leave to the previous position or a similar position if other employees of equal seniority or status in the same or similar position(s) have been laid off due to economic conditions or have been otherwise affected by changes in employment conditions during the period of leave. While parental leave may be extended, unless otherwise provided by applicable law, reinstatement may not be guaranteed at the conclusion of a parental leave that was more than eight (8) weeks in duration.

A parental leave will not affect an employee's ability to receive paid time off, bonuses, advancement, seniority or other benefits for which the employee was eligible on the date leave began, however, the leave period will not be included in the computation of such benefits. Parental leave runs concurrently with leave provided under any other applicable policy in the Handbook including, without limitation, leave under the FMLA policy, if applicable. Parental leave also runs concurrently with any time period qualifying an employee for receipt of monetary benefits, including benefits received under any short-term disability policy. The receipt of such monetary benefits or use of paid time off during any period of parental leave does not extend the length of the leave.

Employees with questions or concerns regarding this policy can contact the CEO.

V. MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE ("PFMLA")

Eligibility Requirements

All employees working in Massachusetts are eligible for paid family and medical leave under the Massachusetts Paid Family and Medical Leave Act ("PFMLA"), provided they are eligible for unemployment compensation in Massachusetts and receive wages from a Massachusetts employer. Former employees may also be eligible for paid benefits, to the extent they have been separated from the Organization for not more than 26 weeks at the start of their leave and have not found subsequent employment at the time their leave begins.

Entitlement

Eligible employees may take up to twenty-six (26) weeks of job-protected PFMLA leave for certain family and medical reasons during the course of a benefit year. The benefit year is calculated prospectively looking at the 52-week period beginning on the Sunday *immediately preceding* the first day of job-protected leave for the employee. PFMLA leave may be taken for any one, or for a combination, of the following reasons:

- *Up to* twelve (12) weeks of family leave: (i) to bond with a child during the first 12 months after the child's birth, adoption, or foster care placement; (ii) for a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces; or (iii) to care for a covered-family member, who has a serious health condition.
- *Up to* twenty-six (26) weeks of family leave to care for a family member who is a covered service member with a serious health condition.
- *Up to* twenty (20) weeks of medical leave for their own serious health condition that makes them unable to perform one or more of the essential functions of their job.

A **covered-family member** includes the employee's spouse, domestic partner, child, parent, parent of a spouse or domestic partner, a person who stood in loco parentis when the employee was a minor child, grandchild, grandparent, or sibling.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves: (i) inpatient care in a hospital, hospice or residential medical facility; or (ii) continuing treatment by a health care provider.

Qualifying exigencies may include caring for a military member's child or other family member of the military member on covered active duty, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment or making arrangements following the death of the military member.

A covered servicemember is either: (a) a member of the Armed Forces, including a member of the National Guard or Reserves, who is: undergoing medical treatment, recuperation or therapy; otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious

injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces, or a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces; or (b) a former member of the Armed Forces, including a former member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces, or a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and manifested before or after the member was discharged or released from service.

Leave and benefits are administered by the Massachusetts Department of Family and Medical Leave (the "Department"). Although the Organization provides wage income verification to the Department, all benefits determinations are made exclusively by the Department. The Department calculates weekly benefits as follows: (i) the portion of an employee's average weekly wage that is equal to or less than 50% of the state average weekly wage shall be replaced at a rate of 80%; and (ii) the portion of an employee's average weekly wage that is more than 50% of the state average weekly wage shall be replaced at a rate of 50%, up to the applicable weekly benefit limits.

The first seven (7) calendar days of leave are unpaid by the Department, except for family leave following a medical leave for pregnancy or childbirth, in which case the seven-day waiting period for the family leave will be waived. During any unpaid waiting period, employees may elect to use [earned PTO (provided the need for leave is covered under the earned PTO policy), PTO/vacation, other paid time off] time to replace their regular income. Typically, employees will start receiving benefits from the Department not less than fourteen (14) days after the Department approves the leave and receipt of benefits, unless the Department approves benefits more than fourteen (14) days before the onset of eligibility to take leave.

Substitution of Department Benefits with Company Benefits

Employees may substitute the Department's benefits with accrued PTO policy). If employees elect to make such a substitution, they shall not receive any benefits from the Department. Receipt of such benefits does not extend PFMLA leave entitlements, which will run concurrently with any Company-provided benefits. Employees may supplement benefits for their own serious health condition with short and/or long-term disability benefits, if eligible.

Use of Leave

PFMLA leave is usually taken for a period of consecutive days, weeks or months. However, employees also are entitled to take PFMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or family member. Qualifying exigency leave also may be taken on an intermittent basis. Intermittent leave may be taken in increments of 4 hours. Please note that the Department will not pay PFMLA benefits in increments of less than 15 minutes. In addition, the Department only permits employees to apply for payment of benefits associated with intermittent leave once they have eight (8) hours of accumulated leave time, except where more than 30 calendar days has lapsed since the employee initially took such leave.

The employee is required to work with the Organization to create an agreed-upon intermittent or reduced leave schedule. Failure to comply with the agreed-upon schedule may result in discipline.

The use of intermittent leave will result in the proportional reduction of an employee's available allotment of leave. For example, if an employee normally works 40 hours per week and takes intermittent leave for 20 hours each week, then it will be counted as ½ a week of leave to be counted against the employee's leave entitlement.

Employee Notice to the Organization

To trigger PFMLA leave protections, employees must inform the CFO of the need for leave and the anticipated timing and duration of the leave, if known. The employee notice must state:

- the anticipated start date of the leave,
- the anticipated length of the leave, and
- the individual's expected return date.

Employees must provide the Organization at least 30 days' advance notice of the need to take PFMLA leave when the need is foreseeable. Such notice must be provided before employees apply to the Department. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Organization notice of the need for leave as soon as practicable.

When planning medical treatment, the employee must consult with the Organization and make a reasonable effort to schedule treatment so as not to unduly disrupt the Organization's operations. The employee must consult with the Organization prior to the scheduling of treatment to work out a treatment schedule which best suits the needs of both the Organization and the employee.

The Department may deny or delay leave and benefits for employees who fail to give the Organization at least 30 days' notice for foreseeable leave without a reasonable excuse for the delay, who apply to the Department before notifying their employer, or who otherwise fail to satisfy PFMLA notice obligations.

Employee Application to the Department

After providing notice to the Organization (unless the need for leave is unforeseeable), employees should apply directly to the Department for leave and benefits. Employees are required to use the forms provided by the Department and their application for benefits may not be processed unless the application for benefits includes *all* information necessary for the Department's review and processing. The Department requires the following information:

- Identifying information, such as Social Security Number or Individual Taxpayer Identification Number;
- The nature of the leave, whether family leave or medical leave;
- The starting date and expected duration of the leave;
- Whether the leave will be continuous or intermittent;
- The employer's name and identification number;

- Evidence that notice was provided to the employer in advance of the application for benefits, including the date notice was provided to the employer;
- Any denied, granted, or pending requests for leave for a qualifying reason from the employer during the last 12 months;
- An attestation regarding the family relationship in the form specified by the Department if the leave involves an application for family leave benefits; and
- A completed certification based on the type of leave in the form specific by the Department.

Employees may be required to provide additional specific information requested by the Department where reasonably necessary to review and process an application for benefits including, but not limited to, whether the employee will be receiving any other wage replacement. It is the employee's responsibility to provide the Department with timely, complete and sufficient information, certifications or other documents supporting the need for leave.

Amendment or Extension of Leave Period and Paid Leave Benefits

If there is a change in relevant circumstances that would justify an extension, reduction, or other modification of the period of leave, the employee and Company must notify the Department within seven calendar days of said change using the forms required by the Department. For extensions, specifically, the employee must make a request for extension at least fourteen (14) calendar days prior to the expiration of the original approved leave. The Department may consider late filed requests upon a showing of good cause by the employee. The request for extension must include:

- the reason for the extension;
- the requested duration of the extended leave;
- the date on which the covered individual provided notice for the request for extension to the employer; and
- a newly completed or updated health care certification supporting the need for leave.

Job Benefits & Protection

During PFMLA leave, the Organization will maintain health coverage under any employment-related health insurance on the same terms and conditions as if the employee had continued to work. If Company-provided benefits are used as a substitute to the Department's benefits, the Organization will deduct the employee's portion of any applicable health plan premium as a regular payroll deduction. If the employee is not receiving any Company-benefits during the leave, the employee must make arrangements with the CEO prior to taking leave to pay their portion of any applicable health insurance premiums each month.

Unless otherwise provided by applicable law, an employee returning from PFMLA leave will be restored to their previous or equivalent position with equivalent status, pay, benefits, length-of-service credit and seniority as of the date of the leave.

Interaction with Other Leave Policies

Leave taken pursuant to PFMLA will run concurrently with leave taken under other applicable state and federal leave laws, including without limitation the Massachusetts Parental Leave Act

and the federal Family and Medical Leave Act of 1993, when the leave is for a qualified reason under those laws.

Right to an Appeal

An employee who is denied leave pursuant to the PFMLA may submit an appeal to the Department. The appeal must be filed within ten (10) calendar days of receipt of the denial. The deadline may be extended by the Department upon a showing of circumstances beyond the employee's control. In addition, the employee is required to provide a complete copy of the request for appeal to the Organization. Employees may request a hearing with the Department and a final decision will be issued by the Department affirming, modifying, or revoking the initial determination made by the Organization.

An employee aggrieved by the Department's final decision may further appeal by filing a complaint in district court for the county in the Commonwealth where the individual resides or was last employed. The complaint must be filed within thirty (30) calendar days of the date the Department's final decision is received by the individual.

Questions and/or Complaints about PFMLA Leave

If you have questions regarding this PFMLA policy, please contact the CEO. For questions about determinations by the Department on leave eligibility, entitlement, and/or benefits, please contact the Department directly. The Organization is committed to complying with the PFMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the PFMLA.

The PFMLA makes it unlawful for employers to discriminate, retaliate, threaten to retaliate or interfere with the exercise of any rights under the PFMLA. In addition, employers may not retaliate or threaten to retaliate against any person who has filed a complaint, has caused a complaint to be filed, has or will participate or testify in proceeding relating to a violation of the PFMLA, or has given or is about to give information connected to a proceeding relating to a violation of the PFMLA. If employees believe their PFMLA rights have been violated, they should contact the CEO immediately. The Organization will investigate any PFMLA complaints and take prompt and appropriate remedial action to address and/or remedy any PFMLA violation. Employees also may file PFMLA complaints with the Department alleging PFMLA violations.

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TENNESSEE SUPPLEMENT

I. ABUSIVE CONDUCT PREVENTION POLICY

The Organization does not tolerate and prohibits abusive conduct in the workplace. These behaviors are unacceptable in the workplace and in any work-related settings such as business trips and Company sponsored social functions. All employees have the right to be treated with dignity and respect.

Abusive Conduct Defined. Abusive conduct is defined under this policy as acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to: (i) Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets; (ii) Verbal, nonverbal, or physical conduct of a threatening, abusive, violent, intimidating, or humiliating nature in the workplace; or (iii) The sabotage or undermining of an employee's work performance in the workplace.

Abusive conduct does not include: (1) Disciplinary procedures in accordance with adopted Company policies, (2) Routine coaching and counseling, including feedback about and correction of work performance, (3) Reasonable work assignments, including shift, post, and overtime assignments, (4) Individual differences in styles of personal expression, (5) Passionate, loud expression with no intent to harm others, (6) Differences of opinion on work-related concerns, and (7) The non-abusive exercise of managerial prerogative.

Reporting Procedures. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of the CEO. Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy, must immediately report the issues raised or conduct to the CEO.

Investigation Procedures. Upon receiving a complaint, the Organization will promptly conduct an investigation into the facts and circumstances of any claim of a violation of this policy. Employees who file complaints will not suffer negative consequences for reporting others for inappropriate behavior. To the extent possible, the Organization will endeavor to keep each party involved in the investigation confidential. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in all investigations conducted pursuant to this policy. The Organization will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Organization determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination.

Retaliation. The Organization will not tolerate retaliation, including any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising their rights under this policy.

Employees with questions or concerns regarding this policy should contact the CEO.

VIRGINIA SUPPLEMENT

I. VIRGINIA PREGNANT WORKERS FAIRNESS ACT

In compliance with Virginia law, the Organization will endeavor to not fail or refuse to hire, discharge, or otherwise discriminate against any individual with respect to such individual's compensation, terms, conditions, or privileges of employment on the basis of pregnancy, childbirth, or related medical conditions. Further, the Organization will not refuse to make reasonable accommodation to the known limitations of a person related to pregnancy, childbirth, or related medical conditions, unless the Organization can demonstrate that the accommodation would impose an undue hardship on the Organization.

The Organization will not take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this policy, including failure to reinstate any such employee to the employee's previous position or an equivalent position with equivalent pay, seniority, and other benefits when the employee's need for a reasonable accommodation ceases. Nor will the Organization deny employment or promotion opportunities to an otherwise qualified applicant or employee because the Organization will be required to make reasonable accommodation to the known limitations of such applicant or employee related to pregnancy, childbirth, or related medical conditions. The Organization will also not require an employee to take leave if another reasonable accommodation can be provided to the known limitations related to the pregnancy, childbirth, or related medical conditions of such employee.

The Organization will endeavor to engage in a timely, good faith interactive process with an employee who has requested an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

Reasonable accommodations may include, but are not limited to: more frequent or longer bathroom breaks, breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access to or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact the CEO.

II. REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES

Pursuant to the Virginia Human Rights Act (the "Act"), employees have the right to reasonable accommodations for disabilities and to be free from unlawful discriminatory practices based on disability.

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Under the Act, the Organization may not:

1. Refuse to make reasonable accommodation to the known physical and mental impairments of an otherwise qualified person with a disability, if necessary to assist such person in performing a particular job, unless the employer can demonstrate that the accommodation would impose an undue hardship on the Organization.
2. Take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this section.
3. Deny employment or promotion opportunities to an otherwise qualified applicant or employee because such employer will be required to make reasonable accommodation for a person with a disability.
4. Require an employee to take leave if another reasonable accommodation can be provided to the known limitations related to the disability.
5. Fail to engage in a timely, good faith interactive process with an employee who has requested an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

In determining whether an accommodation would constitute an undue hardship upon the Organization, the following will be considered:

- Hardship on the conduct of the Organization's business, considering the nature of the Organization's operation, including composition and structure of the Organization's workforce;
- Size of the facility where employment occurs;
- The nature and cost of the accommodations needed, taking into account alternative sources of funding or technical assistance available by way of the vocational services offered Department for Aging and Rehabilitative Services;
- The possibility that the same accommodations may be used by other prospective employees; and
- Safety and health considerations of the person with a disability, other employees, and the public.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact the CEO.

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DELAWARE SUPPLEMENT

I. Pregnancy Accommodations

In compliance with Delaware law (19 Del. C. § 710 et seq.), the Company will not discriminate against an applicant or employee because of pregnancy, childbirth, or related conditions. The Company will treat applicants and employees, whom the employer knows or should know are pregnant, as well as other applicants and employees who are similar in their ability or inability to work but are not pregnant, without regard to the source of any condition affecting the other applicants' or employees' ability or inability to work.

The Company will endeavor to provide a reasonable accommodation to known pregnancy-related limitations of applicants and employees unless the accommodation would impose an undue hardship on the operation of the Company's business. The Company will not require an applicant or employee to accept an accommodation if the individual does not have a known pregnancy-related limitation or if the accommodation is not necessary for performance of the essential duties of the job, nor will the Company force a pregnant employee to take paid or unpaid leave if another reasonable accommodation is available which will permit the employee to continue working.

The Company will not deny employment opportunities or take adverse action against a pregnant employee with respect to the terms, conditions, or privileges of employment or for requesting or accepting a reasonable accommodation.

If employees have any questions concerning this policy, they should contact the CEO.

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MICHIGAN SUPPLEMENT

I. Preservation of Ability to Assert Claim Under Michigan's Persons with Disabilities Civil Rights Act

Under Michigan's Persons with Disabilities Civil Rights Act, a person with a disability may allege a violation against a person regarding a failure to accommodate only if the person with a disability notifies the person in writing of the need for accommodation within 182 days after the date the person with a disability knew or reasonably should have known that an accommodation was needed. Employees with disabilities needing accommodations must notify the CEO in writing within 182 days after the employee becomes aware of the need for an accommodation.

II. Social Security Number Privacy Policy

The Company is dedicated to protecting the personal security and privacy of all employees. In the ordinary course of its business, and for a variety of legitimate business reasons, the Company may collect and store personal information about its employees, including all or any part of an employee's social security number ("SSN"), in hard copy or digital storage. For purposes of this policy, "SSN" means more than four sequential digits of an employee's social security number.

The Company takes measures to prevent unauthorized disclosure of SSNs including, without limitation:

1) Ensuring the confidentiality of employee SSNs;
2) Prohibiting unlawful or unauthorized disclosure of employee SSNs;
3) Limiting the number of people with access to employee SSNs, and the circumstances under which employee SSNs may be accessed;
4) Ensuring proper disposal of documents (hard copy or digital) containing employee SSNs; and
5) Disciplining any employee who violates this policy.

The Company, and every one of its employees with access to employee SSNs, will maintain the security and confidentiality of every document containing the SSN. This means, at a minimum, that the CFO will maintain all employee files under lock, and that any access to digital files containing all or any part of an employee SSN will be saved in a protected drive.

Furthermore, no Company employee will display or disclose an employee SSN without the express written consent of either the CEO or the employee to whom the SSN is assigned. The Company will not mail any document containing an employee's SSN that is visible on, or from, the outside of the mailed article. Nor will the Company use the SSN as an identifying number for its employees, or visibly print it on identification tags, badges, passes, cards or licenses. The Company will not require use or transmission of SSNs over the Internet, or any Company intranet, computer system, or network unless the connection is secure or the transmission is encrypted.

The Company restricts access to any document displaying an employee's SSN to those with a legitimate business need to access such documents. Access to these documents by anyone other than the CEO, CFO and Senior Accountant must be specifically authorized, in writing, by either the Supervisor or the employee to whom the SSN is assigned. Documents containing an employee's SSN will be disposed of in accordance with the Company's Document Retention Policy and procedures.

Nothing in this policy is intended to modify employees' rights to access their own personnel files, as permitted by the Company's policies and under Michigan law. Nor does this policy prohibit the use of an employee's SSN where the use is authorized by state or federal statute, rule, regulation, court order, or pursuant to legal discovery or process.

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Violations of this policy will result in disciplinary action up to and including termination of employment. Violators may also be subject to civil and criminal penalties authorized by applicable state or federal law.

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NEW MEXICO SUPPLEMENT

I. New Mexico Earned Sick Leave

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

Accrual. Employees begin accruing earned sick leave pursuant to this policy on July 1, 2022 or at the start of employment, whichever is later. Employees accrue one (1) hour of earned sick leave for every thirty (30) hours worked. 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 sick leave accrues based upon that normal workweek. For purposes of this policy, the year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may use earned sick leave immediately. Earned sick leave may be used in ____any increment.____. An employee may not use more than sixty four (64) hours of earned sick leave in any year.

Employees may use earned sick leave for absences due to:

1) An employee's mental or physical illness, injury or health condition; an employee's medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's preventive medical care;
2) Care of a family member of the employee for mental or physical illness, injury or health condition; care of a family member of the employee for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member of the employee for preventive medical care;
3) Meetings at the employee's child's school or place of care related to the child's health or disability
4) Absences necessary due to domestic abuse, sexual assault or stalking suffered by the employee or a family member of the employee provided that the leave is for the employee to:
    a. obtain medical or psychological treatment or other counseling;
    b. relocate;
    c. prepare for or participate in legal proceedings; or
    d. obtain services or assist a family member of the employee with any of the activities set forth in Subparagraphs (a) through (c).

For purposes of this policy, family member includes an employee's spouse or domestic partner or a person related to an employee or an employee's spouse or domestic partner as: (1) a biological, adopted or foster child, a stepchild or legal ward, or a child to whom the employee stands in loco parentis; (2) a biological, foster, step or adoptive parent or legal guardian, or a person who stood in loco parentis when the employee was a minor child; (3) a grandparent; (4) a grandchild; (5) a biological, foster, step or adopted sibling; (6) a spouse or domestic partner of a family member; or (7) an individual whose close association with the employee or the employee's spouse or domestic partner is the equivalent of a family relationship. A domestic partner includes an individual with whom another individual maintains a household and a mutual committed relationship without a legally recognized marriage.

An employee's use of earned sick leave 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 earned sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have earned sick leave available.

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Notice & Documentation. When an employee needs to use earned sick leave, the employee or an individual acting on the employee's behalf must make an oral or written request to the CEO to use the leave. When possible, the request must include the expected duration of the sick leave absence. When the need to use earned sick leave is foreseeable, the employee must make a reasonable effort to provide advance notice before using the earned sick leave and must make a reasonable effort to schedule use of earned sick leave in a way that does not disrupt the Company's operations. When the need to use earned sick leave is not foreseeable, the employee must notify the CEO as soon as practicable

Employees may be required to provide reasonable documentation for the use of earned sick leave if the employee used earned sick leave for two or more consecutive workdays. Where sick leave is requested for reasons 1 or 2 above, documentation signed by a health care professional indicating the sick leave taken is necessary will be considered reasonable documentation. Where sick leave is requested for reason 4 above, an employee may provide one of the following: a police report; a court-issued document; or a signed statement by a victim services organization, clergy member, attorney, advocate, the employee, a family member, or any other person. The signed statement does not have to be notarized or be in any particular format. It only needs to affirm the employee took earned sick leave for one of the purposes specified by the Act. An employee is allowed up to fourteen (14) days from the date they return to work to provide the documentation. The documentation does not need to explain the nature of any medical condition or the details of the domestic abuse, sexual assault, or stalking. The Company will never delay the use of earned sick leave because the employer has not yet received documentation. All information and documentation received about an employee's reasons for taking earned sick leave is confidential. The Company will not disclose the above-referenced information except with the employee's permission or as necessary for validation of disability insurance claims, accommodations consistent with the federal Americans with Disabilities Act (ADA), as required by the Healthy Workplaces Act, or by Court Order.

Payment. Earned sick leave will be paid at the same hourly rate and with the same benefits the employee normally earns during hours worked at the time the employee uses such time, but no less than the applicable minimum wage. Use of earned sick leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over up to sixty four (64) hours of accrued, unused earned sick leave to the following year. Unused earned sick leave will not be paid at separation.

Enforcement & Retaliation. Retaliation against an employee who requests or uses earned sick leave is prohibited. An employee has the right to file a complaint with the New Mexico Department of Workforce Solutions, Labor Relations Division if earned sick leave as required by law is denied by an employer or if the employee is subjected to retaliation for requesting or taking earned sick leave. The New Mexico Department of Workforce Solutions, Labor Relations Division can be reached by calling (505) 841-4400, visiting www.dws.state.nm.us, or going to a New Mexico Workforce Connections Office.

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

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LOUISIANA SUPPLEMENT

I. EQUAL OPPORTUNITY STATEMENT

The Organization is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older); race; color; national origin; ancestry; natural, protective, or cultural hairstyles (this includes, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance); religion; sex; sexual orientation (including transgender status, gender identity, or expression); pregnancy (including childbirth, lactation, and related medical conditions); physical or mental disability; genetic information (including testing and characteristics); sickle cell trait; veteran status; uniformed servicemember status; or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against Organization who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager or any other designated member of management.

II. POLICY AGAINST WORKPLACE HARASSMENT

The Organization has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employee vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to,

or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the company;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Human Resources or any member of management.

The Organization prohibits retaliation against Organization who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

III. ACCOMODATIONS FOR NURSING MOTHERS

The Organization will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored [in company refrigerators, refrigerators provided in the lactation room or other location]. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, record the start and end time for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt Organizational operations.

You are encouraged to discuss the length and frequency of these breaks with your manager.

The Organization will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

The Organization is not required to provide the above benefits if doing so would impose an undue hardship on the Organization.

IV. MEAL AND REST PERIODS

THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES

The Organization strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your manager, regarding procedures and schedules for rest and meal breaks. The Organization requests that employee accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let manager know; in addition, notify your manager as soon as possible if you were unable to or prohibited from taking a meal or rest period.

All employees under the age of 18 will receive a 30-minute meal or rest period after five hours of work.

V. OVERTIME

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by you manager.

At certain times the Organization may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

VI. PAY PERIOD

The standard pay period is biweekly for all employees. Pay dates are every other Thursday. If a pay date falls on a holiday, you will be paid on the preceeding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your manager if this type of date arises.

Review your paycheck for accuracy. If you find an issue, report it to your manager immediately.

VII. BONE MARROW DONATION LEAVE

The Organization will provide up to 40 hours of paid time off to eligible employees who wish to donate bone marrow. To be eligible for leave, you must work an average of 20 or more hours per week.

In order to obtain leave under this policy, you must provide documentation verifying the need for leave. If there is a medical determination that you do not qualify as a bone marrow donor, you will not lose the paid time off.

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

VIII. JURY DUTY

The Organization encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your manager as soon as possible to make scheduling arrangements.

You will receive your regular compensation for the first day of jury duty. Any additional time spent on jury duty will be unpaid; however, exempt employee will not incur any reduction in pay for a partial week's absence due to jury duty. You may opt to use PTO in place of unpaid leave.

The Organization reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

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

IX. LEAVE FOR GENETIC TESTING AND CANCER SCREENING

When medically necessary the Company will provide employees with one day of leave from work to obtain genetic testing or preventive cancer screening.

You must provide at least 15 days' notice of your need to take leave. You may be required to provide documentation confirming the performance of the genetic testing or cancer screening. The Organization will never require you to disclose the results of such testing or screening.

Leave under this policy is unpaid; however, you may substitute any accrued vacation or other appropriate paid leave for time taken under this policy.

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

X. VETERNS LEAVE FOR MEDICAL APPOINTMENTS

The Organization will allow eligible employees who are veterans to take unpaid leave to attend medical appointments necessary to meet the requirements to receive their veteran benefits.

To be eligible for this leave, employees must be honorably discharged veterans of the U.S. Armed Forces, including reserve components of the armed forces, the Army National Guard and the Air National Guard, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Provide as much notice as reasonably possible of your need for leave.

The Organization may require evidence verifying attendance at your medical appointment. If requested, verification may be shown by presenting a bill, a receipt, or an excuse from the medical provider.

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