



EMPLOYEE HANDBOOK
EFFECTIVE January, 2026

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INTRODUCTION

WELCOME TO HAUSER, INC!

We're very happy to welcome you to our Company. Thanks for joining us! The Company would like you to feel that your employment with us will be mutually beneficial and enjoyable.

You are joining an organization that has established an outstanding reputation for quality products and services. Credit for this goes to every one of our employees and we hope that you will find satisfaction and take pride in your work here.

HISTORY

Founded in 1971, we are proud to be the only broker in the country with an exclusive focus on private equity firms and their portfolio companies. With over 50 years of experience, we provide full-service risk management, mergers & acquisitions, human capital, and insurance solutions for organizations of all sizes; from founder led businesses to multi-national enterprises.

As a highly specialized firm with an unwavering focus on private equity firms and their portfolio companies, HAUSER is uniquely positioned with accountability to all stakeholders. This unique focus has led us to a purposeful organizational structure that is aligned with the needs of the management teams at both the private equity firm and the portfolio company: to be cost effectively protected from the complex risks of tomorrow and to drive value for the business.

We have grown to become one of the Top 100 largest independent brokers in the United States. Our team consists of approximately 100 employees spread across 10+ states and 6 specialty practices. We are proud to have relationships with over 50 private equity firms across the country and provide our services to 1,500+ clients.

MISSION AND VISION

To be the premier provider of insurance brokerage services to the private equity community and their portfolio companies. To be the national employer of choice for the industry's most talented, forward-thinking individuals.

CORE VALUES

We are an organization comprised of individuals of all races, creeds, colors, religions, sex, national origin, age, orientation, gender, disability, and military backgrounds. We value and support an environment of equality and inclusion of all individuals. Our diverse backgrounds and experiences are united under the ONE HAUSER culture, fostering a collaborative, unique, and service-oriented approach to helping our clients manage risk.

HANDBOOK PURPOSE

This employee handbook is presented as a matter of information and has been prepared to inform employees about the Company's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. This handbook is not intended to be (and is not) a contract. However, it does include some important guidelines

employees should know. Except for the at-will employment provisions, the handbook can be amended at any time by the Company, without prior notice.

This employee handbook will not answer every question employees may have, nor would the Company want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. The Company depends on its employees; their success is our success. Please don't hesitate to ask questions. Every manager will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find the Company a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with the Company and our policies, and refer to it whenever questions arise.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the policy of the Company to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Traits associated with race, including hair texture and protective hairstyle
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity and gender expression
- Religion, including dress and grooming practices
- National origin, including language use restrictions
- Ancestry
- Pregnancy, childbirth, or breastfeeding
- Marital status, including domestic partnerships and civil unions
- Marriage to a co-employee
- Familial status
- Genetic information, including family medical history
- Reproductive health decisions
- Physical or mental disability
- Use of a guide or service animal
- Military or veteran status
- Unfavorable military discharge
- Civil Air Patrol membership
- Citizenship and/or immigration status
- Child or spousal support withholding
- Wage garnishment for consumer debt or by public hospital
- Domestic violence, assault, order of protection, or stalking victim status
- Medical conditions, including cancer and AIDS/HIV
- Occupational pneumoconiosis without respiratory impairment
- Atypical hereditary cellular or blood trait, including sickle cell or hemoglobin C trait
- Denial of family or medical care leave
- Vaccination if for COVID-19 or utilizing mRNA technology
- Political activities or affiliations
- Display of the American flag in the workplace
- Health insurance status
- Unemployment status
- Receipt of public assistance
- Local human rights commission activity
- Exercise of civil rights
- Lawful activity outside of work
- Use or non-use of lawful products
- Housing status
- Credit report or credit information
- Arrest or conviction record, including discharged/sealed/expunged conviction records
- Any other protected class, in accordance with applicable federal, state, and local laws

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, supervisors, managers, owners, and third parties, including clientele. The Company takes allegations of discrimination, harassment, and retaliation very seriously and will promptly investigate allegations of discrimination, harassment, and retaliation.

Equal employment opportunities include, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

BACKGROUND CHECKS

The Company may conduct a background check on any applicant or employee with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, or other information, as permitted by law (if permitted by AB 22 in California). Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in discipline, up to or including termination.

AT-WILL NOTICE

The employment relationship between the Company and employees is at-will. This means that employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either the Company or the employee. Company policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable, unless approved by an officer with the power to create an employment contract. There is no implied or express employment contract created by this Handbook or any other Company document or written or verbal statement or policy.

ANNIVERSARY DATE AND SENIORITY

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service starting on that date. Should an employee leave the Company and then be rehired within six (6) months previously accrued seniority will be honored. If employee is rehired six (6) months or longer, previously accrued seniority will be lost and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence that exceed 30 calendar days.

IMMIGRATION LAW COMPLIANCE

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

INTRODUCTORY PERIOD

The employee's first 90 days of employment with the Company are considered an introductory period. This introductory period will be a time for getting to know fellow

employees, managers, and the tasks involved in the position, as well as becoming familiar with the Company's products and services. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Company. During this introductory period, the Company will evaluate employees' suitability for employment and employees can evaluate the Company as well. At any time during this first 90 days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance or other relevant factors do not measure up to our standards, the Company may terminate employment.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with the Company, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Company of more than six (6) months is considered an introductory employee during their first 90 days following rehire.

EMPLOYMENT CLASSIFICATIONS

The Company has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by the Company.

Regular Part-Time Employee

An employee who is scheduled to work less than 30 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is hired for the purpose of working on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing or required by applicable law. The length of a temporary employee's employment is governed by the agreement between the temporary employee and the Company. Generally speaking, a

temporary employee's employment will conclude when their work on the particular project they were hired for is finished.

Exempt

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and applicable state law and, as a result, are exempt from overtime pay requirements. Generally speaking, exempt employees are paid a salary and work the hours required to meet their work responsibilities (as opposed to a predetermined number of hours per week).

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and, as a result, are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of the Company are non-exempt.

PERSONNEL RECORDS

The Company maintains various employment files while an individual remains an employee of the Company and for such additional time as required by law. Such files may include employee personnel files, attendance files, I-9 files, and files for medical purposes. Employees are required to notify their manager should any of their personal information change (e.g., address, phone number, last name) so the appropriate updates can be made to the files. The Company will take reasonable precautions to protect employee files and employees' personally identifiable information in its records.

Employee files are restricted based on who reasonably needs access to all or parts of the files. Employees may review their own personnel file by making a written request to their manager or Human Resources. The written request will become a part of the employee's personnel file. Review of files must take place in the presence of the employee's manager or Human Resources.

California

Employees (or their designated representative) may review or obtain a copy of their personnel file or payroll records by making a written request to their supervisor or manager. The written request will become a permanent part of the personnel file and the Company will make the contents of those records available within a reasonable time frame. Specifically, the Company will make personnel files available for inspection no later than 30 calendar days from the date of the employee's written request, unless Company and employee agree that the Company may make the personnel records available 35 days from the written request. The Company will make payroll records available for inspection no later than 21 days from the employee's written request.

With regard to current employees, the Company will make an employee's records available at the place where the employee reports to work or at another location agreeable to the Company and the employee. In the event the Company requires the employee to inspect the records at a location other than where the employee reports to work, the company will not deduct compensation from the employee. With regard to former employees, the Company will make the former employee's personnel records available for inspection at the location where the

Company stores the records, unless the parties mutually agree in writing to a different location. Inspection of Company records will take place in the presence of a Company representative.

Employees are not entitled to inspect the following records: (1) records relating to the investigation of a possible criminal offense; (2) letters of reference; or (3) ratings, reports, or records that were (i) obtained prior to the employee's employment, (ii) prepared by identifiable examination committee members, or (iii) obtained in connection with a promotional examination.

Upon a written request from a current or former employee, or his or her representative, the Company will provide a copy of the personnel files at a charge not to exceed the actual cost of reproduction (and in the case of a former employee, the cost of postal expenses), within the time limits set forth herein.

Colorado

Employees, their supervisor or manager, or their designated agents, may access their personnel files. Employees may request to review and receive a copy of their personnel file once per year, and former employees may request to review their file once after termination. If an employee or former employee wishes to review their personnel file, they must submit a written request to do so. Review will take place in the presence of their supervisor or manager or designated management representative at a time that is convenient for both parties. If the employee or former employees wants a copy of the file, they will be responsible for the reasonable costs of duplication.

Connecticut

Employees may inspect or copy their personnel files. The Company will make an employee's personnel file available for inspection or copying within seven business days after receipt of a written request from the employee. The inspection will occur at or reasonably near to the employee's place of employment. Employees may request to inspect or copy their personnel files twice per calendar year.

Former employees may also inspect or copy their personnel files. The Company will make a former employee's personnel file available for inspection or copying within ten days after receipt of a written request from the former employee. The inspection will take place at a location mutually agreed upon between the Company and the former employee. If the Company and former employee cannot agree on a location, the Company will mail a copy of the file to the former employee.

The Company may charge a fee for the copying of records as set forth in this section. The fee will be reasonably related to the cost of supplying the documents requested by the employee.

Illinois

Employees may inspect their personnel records which are, have been, or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional

compensation, discharge, or other disciplinary action, by making a request for inspection in writing. Employees may request to inspect their personnel records twice per calendar year.

The Company will provide the employee (or their designated representative) with the opportunity to inspect their personnel records within seven working days of their written request. The inspection will take place at a location reasonably near the employee's place of employment and during working hours. The Company may allow the inspection to occur outside of normal working hours, or at a place other than where the records are maintained, if the employee prefers and the Company agrees. The inspection will take place in front of a Company representative.

The right of an employee to inspect their personnel records does not apply to: (i) letters of reference for that employee; (ii) any portion of a test document (except that the employee may see a cumulative total test score for either a section or the entire test); (iii) materials relating to the Company's staff planning, such as matters relating to the Company's development, expansion, or goals, where the materials relate to or affect more than one employee, unless these materials are, have been, or were intended to be used by the Company in determining the employee's qualifications for employment, promotion, transfer, additional compensation, or discipline; (iv) personal information about persons other than the employee, if disclosure would constitute a clearly unwarranted invasion of the other person's privacy; (v) records relevant to any other pending claim between the Company and employee which may be discovered in a judicial proceeding; and (vi) investigatory or security records maintained by the Company to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the Company's property, operations, or business or could by the employee's activity cause the Company financial liability, unless and until the Company takes adverse personnel action based on the information in such records.

At the employee's written request, the Company will email or mail a copy of the requested records to the employee. In this instance, the Company will charge a fee for providing the record equal to the actual cost of duplication.

Iowa

Upon written request, employees shall have access to and be permitted to obtain copies of their personnel files, including performance evaluations, disciplinary records, and other information concerning the employee's employment. Employees shall not have access to references written for the employee.

The Company and the employee will agree on the time and place for the inspection. A representative of the Company may be present. The Company will charge a reasonable fee for copies made for the employee, which will be equivalent to the amount charged per page by a commercial copying business.

Michigan

Upon written request, the Company will provide employees with the opportunity to review their personnel files at least two times per calendar year. The review will take place at a location

reasonably at the employee's place of employment and during normal office hours. If review would require an employee to take time off of work from the Company, the Company will provide another reasonable time for review. If an employee is not able to physically inspect their personnel record, the Company will mail a copy to the employee.

After review, an employee may obtain a copy of the information (or part of the information) in their personnel file. The Company may charge a fee for providing this information in an amount equal to the cost of copying.

Ohio

Upon written request, the Company will provide employees (or their designated representatives) copies of their medical information in their personnel file. The Company may charge the employee a fee for the cost of furnishing copies of such information. The fee will not exceed more than twenty-five cents per page.

Upon written request by an employee, their attorney, their bargaining representative, or their parent, guardian, or legal custodian, the Company will provide, within thirty days from the request and without cost to the employee, documents showing the employee's name, address, occupation, pay rate, hours worked for each day worked (for hourly, non-exempt employees), and each amount paid to the employee.

EMPLOYEE REFERENCES

All employee reference check requests should be forwarded to Human Resources; only authorized members of management or Human Resources may provide this information. When the Company is contacted for a reference check or employment verification, generally only positions held and dates of employment will be confirmed. In some circumstances, past salary and eligibility for rehire may be provided as well.

JOB TRANSFERS

The Company aspires to promote qualified internal candidates to fill open positions whenever possible and practical. When job openings occur, current employees are encouraged to apply.

Management reserves the right to place an employee in whatever job it deems useful or necessary. All job transfers, reassignments, promotions, or lateral transfers are at the discretion of the Company.

CONDUCT AND BEHAVIOR

GENERAL CONDUCT GUIDELINES

Employees are expected to exercise common sense and courtesy at all times, for the benefit of clients, co-workers, and the Company as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook.
- Negligent, careless, or inconsiderate treatment of clients or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Company property from the premises.
- Sharing trade secrets or other confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to clients or employees.
- Falsifying or changing any type of Company, client, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of the Company, a client, or an employee.
- Taking or giving bribes of any nature.
- Entering Company premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for Company business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Company premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Company premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects the Company services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on Company premises at any time.
- Use of alcohol or illegal drugs during working hours or working under the influence of intoxicants.
- Unauthorized possession of a weapon on Company premises.
- Illegal gambling on Company premises.

- Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. Such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the regular operation of business, is orderly, lawful, in good taste, conducted in an orderly manner, and does not create a safety hazard or a mess. Non-employees are prohibited from all forms of solicitation on Company property at all times.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The Company is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class. Sometimes language or actions that may seem appropriate to one employee are actually considered offensive or unwelcome by another employee, so employees should err on the side of being more sensitive to the feelings of their co-workers rather than less.

The following are examples of harassment; this list is not exhaustive, so behaviors not in this list may also be considered harassment depending on the context and circumstances:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Retaliation or threats of retaliation for refusing advances or requests for favors;
- Leering, making sexual gestures or jokes, or commenting on an employee's body;
- Displaying sexually suggestive content;
- Displaying or sharing derogatory posters, photographs, or drawings;
- Making derogatory epithets, or slurs;
- Ongoing teasing about an employee's religious or cultural practices;
- Ongoing teasing about an employee's sex, sexual orientation, or gender identity;
- Physical conduct such as touching, assault, or impeding or blocking movements

Sexual harassment on the job is unlawful (and prohibited by the Company) whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the Company, such as clients, customers or vendors.

Retaliation

The Company strictly prohibits any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation. A complaint made in good faith will under no circumstances be grounds for disciplinary action or any other adverse treatment. Individuals who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Enforcement

All managers and supervisors are responsible for:

- Implementing the Company's harassment policy;
- Ensuring that all employees they supervise have knowledge of and understand the Company policy;

- Reporting any complaints of misconduct to the designated company representative, the HR Manager, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

Addressing Issues Informally

Employees who witness offensive behavior in the workplace - whether directed at them or another employee - are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive. An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

Harassment Complaint Procedure

Employees are encouraged to use the Complaint Procedure to report behavior that they feel is harassing, whether or not that behavior is directed at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate disciplinary action will be taken against those who are determined to have engaged in harassing behavior.

ABUSIVE CONDUCT

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

The Company considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a manager or Human Resources. Managers are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

COMPLAINT PROCEDURE

The Company has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to the person or department listed in Step 2 if the complaint is related to their supervisor or manager, if the employee feels the supervisor or manager would not provide an impartial resolution to the problem, or if the employee would prefer to not discuss the subject matter of their complaint with their supervisor or manager.

Step 1

The complaint should be submitted orally or in writing to a supervisor or manager as soon as possible (preferably within three working days). Employees are encouraged to report complaints as soon as possible, as prompt reporting will assist the Company in completing a thorough and accurate investigation. However, complaints will be taken seriously and investigated regardless of when they are reported. Generally, a meeting will be held within three business days of the complaint between the employee, HR, and any other responsible party, depending upon scheduling availability. Attempts will be made to resolve the issue during the meeting, but regardless of whether there is an immediate resolution, the supervisor or manager will give the employee a written summary of the meeting within three business days. Resolution may take longer if further investigation of the complaint is required. If the employee is not satisfied with the resolution, they may proceed to Step 2.

Step 2

The employee may submit an oral or written request for review of the complaint and Step 1 resolution to the HR Manager. This request should be made within three working days following the receipt of the Step 1 resolution. The HR Manager will review the complaint and resolution and may call an additional meeting to explore the problem. If warranted, additional fact-finding will be undertaken. A final decision will be rendered within 10 working days after receiving the Step 2 request, and a written summary of the resolution will be provided to the employee who filed the complaint.

CORRECTIVE ACTION

A high level of job performance and professionalism is expected from each employee. In the event that an employee's job performance does not meet the standards established for the position, they violate company policies or procedures, or their behavior is otherwise unacceptable, corrective action may ensue. Corrective action may include, but is not limited to: coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion and the Company is not required to take any disciplinary action before making an adverse employment decision, including termination.

COMPENSATION

PAY PERIODS

The standard seven-day payroll workweek for the Company will begin at 12:00 a.m. Sunday. The designated pay period for all employees is semi-monthly. Paydays are the 15th and the last day of the month. Except as otherwise provided, if the date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

TIMEKEEPING

All non-exempt employees are required to use the Paylocity Timekeeping System to record their hours worked. For the purpose of this policy, all forms of timekeeping will be referred to as clocking in or out.

All non-exempt employees, and all other employees who are paid on an hourly basis, are required to record all hours that they work. Employees should clock in no sooner than five minutes before their scheduled shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in and out for their designated lunch periods. The length of the lunch period will be designated by the employee's manager; alteration or waiver of the lunch period requires manager approval. Lunch periods are unpaid time when employees are relieved of all duties. Non-exempt employees may waive their scheduled lunch period only with approval of their manager.

Non-exempt employees are expressly forbidden from performing any work off the clock. Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance that may result in discipline. Employees may not ask another employee to clock in or out for them. Should an employee miss an entry into the timekeeping system, they must notify their manager as soon as possible for correction. Any employee who believes they have not been paid for all time worked should immediately report the issue to HR.

Non-exempt employees are not permitted to work unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through scheduled break or lunch periods.

REPORTING TIME PAY

California

Non-exempt employees who report to work and are then sent home by the Company without completing their assigned shift are generally entitled to reporting time pay. Nonexempt employees who are required to call in to see if they must report for a scheduled on-call shift that day and then told that they are not needed will also be entitled to reporting time pay.

Employees will be paid for half of their regularly scheduled shift, but no fewer than two hours and no more than four hours. All time worked prior to dismissal counts toward these totals. Reporting time pay will be paid at the employee's regular rate of pay.

Reporting time hours, with the exception of any actual hours worked, will not count toward overtime calculations.

If an employee is required to report to work a second time in any one workday and is furnished fewer than two hours of work on the second reporting, they will be paid for two hours at their regular rate of pay.

Reporting time pay will not apply if operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; when public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system, when the interruption of work is caused by an Act of God or other cause not within the Company's control. Employees who are regularly scheduled to work a shift of less than two hours do not qualify for reporting time pay.

New Jersey

Non-exempt employees who are required to report to work and are subsequently sent home by the Company without completing their assigned shift due to a lack of work will be paid any applicable reporting time pay.

Employees will be paid for no less than one hour. All time worked prior to dismissal counts toward these totals. Reporting time pay will be compensated at the employee's regular rate of pay.

DAY OF REST

California

Employees will not be required to work more than six days in a seven day period. This provision does not apply to any employee whose total hours do not exceed 30 hours in the workweek, or six hours in any one day thereof.

Illinois

Non-exempt employees who work more than 20 hours per week will receive at least 24 consecutive hours off in each consecutive 7-day period, unless they volunteer to work the seventh day.

OVERTIME

The Company complies with all applicable federal, state, and local laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination. The Company will pay each employee for all overtime hours worked, even if an employee was not authorized to work the overtime, and even if the Company disciplines the employee for working unauthorized overtime.

California

The Company complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees will be paid overtime (one and one-half times the regular rate of pay) for all hours worked over eight in one work day, over 40 in one work week and for the first eight hours of work performed on the seventh consecutive work day in one work week, without regard to the total number of hours worked in the previous six days.

Overtime is paid at the rate of double the regular rate of pay for every hour worked after the completion of eight hours worked on the 7th consecutive workday in any workweek. In addition, overtime is paid at the rate of two times the regular rate of pay for every hour worked after the completion of 12 hours worked in one workday.

If the Company approves an employee's request to make up work time, the hours of that makeup work performed in the same week that the work was lost do not count towards computing the total number of hours worked in a day, so long as the total number of hours worked does not exceed 11 hours.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is unacceptable work performance, subject to discipline including but not limited to termination.

Colorado

The Company complies with all applicable federal and state laws with regard to payment of overtime work. Employees will be paid overtime at the rate of 1.5 times their regular rate of pay when they work more than 40 hours per week, 12 hours per day, or 12 consecutive hours – whichever benefits the employee the most.

Employees 16 and 17 years of age may work more than 8 hours daily or 40 hours weekly only in emergencies; the emergency must be documented. The employees must be paid at the rate of 1.5 times their regular rate of pay for any hours over 8 daily or for all work in excess of 40 hours per week, whichever results in greater payment of wages.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is unacceptable work performance, subject to discipline including but not limited to termination.

Kentucky

Non-exempt employees will be paid one and a half times their regular rate of pay for all hours worked over 40 in one workweek. Non-exempt employees will also receive time and a half for all hours worked on a seventh consecutive day of work in a workweek, if they exceed 40 hours of work in that workweek. Employees are required to work overtime when assigned. Any overtime

not specifically requested by a member of management must be authorized by a manager in advance.

PAYROLL DEDUCTIONS

The Company complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. There are, however, certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide sick leave plan that provides compensation for salary lost due to illness
- To offset amounts received as witness or jury fees, or for military pay
- For disciplinary suspensions of one or more full days imposed in good faith for serious workplace policy violations (Not applicable in California)
- For penalties imposed in good faith for serious safety infractions (Not applicable in California)
- When an employee is on unpaid leave under the Family Medical Leave Act
- During an employee's first and last week of employment, if they work less than a full week

If an employee believes that an improper deduction has been made, they should immediately report this to HR. Reports will be promptly investigated and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS

All pay increases are based upon merit, market factors, and the profitability of the Company. Employees are not guaranteed an automatic annual cost of living or salary adjustment. Employee pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers, or adverse business economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If demotion occurs, employees will maintain their seniority with the Company.

PERFORMANCE EVALUATION

Employees will generally receive an appraisal of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the employee's manager.

If the employee receives an evaluation sheet or other written document, they will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but that they have been given the opportunity to examine the evaluation and discuss it with their manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to performance evaluations, informal counseling sessions may be conducted from time to time.

WORK ASSIGNMENTS

On occasion employees may be required to perform duties that are not part of their job description or usual tasks. This may happen because a co-worker is absent, a position is temporarily vacant, the business or department is particularly busy, or for other reasons. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Should questions about process or procedure arise, employees should speak with their manager. Unless informed otherwise, employees will be paid at their regular rate of pay.

EXPENSE REIMBURSEMENT

The Company will cover all reasonable, business-related expenses. Any cost that does not fall within the guidelines below must be approved by the appropriate manager *before* the expense is incurred. Employees may not be reimbursed for expenses that were not approved in advance and are deemed unnecessary or extravagant.

The following types of expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including airfare, reasonable airline luggage fees, train fare, bus, taxi, and related tips
- Meals, including tips up to 20%
- Laundry and dry-cleaning expenses during trips in excess of five days
- Car rental, parking fees, and tolls
- Mileage on a personal vehicle at the current IRS reimbursement rate
- Conference and convention fees
- Business entertainment expenses, up to pre-approved limits

The following expenses are examples of expenses not reimbursable under this policy:

- Airline club dues
- Traffic fines
- Tips in excess of 20%
- In-flight movies, mini-bar expenses, and other forms of personal entertainment
- First-class airfare

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be reimbursable. When prior approval is required, managers should use their best judgment to determine if an unlisted expense is reimbursable under this policy.

Credit Cards

Company-issued credit cards are to be used for purchases on behalf of the Company and for any travel expenses incurred while traveling on company business only. At no time may an employee use a Company credit card for purchases intended for personal use; such expenses will require that the Company be reimbursed and may lead to revocation of credit card privileges and other

discipline. Credit card expenses require the same reimbursement documentation as other expenses.

Documentation

Requests for reimbursement of business expenses must be submitted on the Expense Report Template. In order to comply with IRS regulations, all business expenses must be supported with adequate records; employees are responsible for keeping these records as expenses are incurred. These records must include:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made.

Requests for reimbursement lacking this information will not be processed and will be returned to the employee. While original receipts are preferred for all expenses, they are required for those greater than \$25.00. Requests for exceptions to this policy should explain why the exception is necessary and be approved by management.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's manager for review and approval. Once the expense reimbursement has been approved, it should be submitted for processing no more than 30 days after the expenses occurred. Managers approving expense reports are responsible for ensuring that the expense report have been filled out correctly with the required documentation and that the expenses submitted are allowable under this policy.

ADVANCES AND LOANS

The Company does not give advances or loans to employees.

BENEFITS

HOLIDAYS

Regular full-time employees are entitled to the following paid holidays observed by the Company:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- 1/2 day - New Year's Eve Day

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any unpaid leave, or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

DISCRETIONARY TIME OFF (EXEMPT EMPLOYEES)

We work hard but also believe that taking time off from work is essential, both personally and professionally. Subject to the terms discussed in more detail below, we do not have a set number of sick, personal, and vacation days our exempt employees may take during the year. Discretionary time off (DTO) requests must be approved by a manager, and each team member is expected to balance their work and time off appropriately. Due to business or staffing needs, DTO requests are not guaranteed to be approved, partially or in whole.

All exempt employees may request DTO immediately upon hire. DTO can be taken for a variety of reasons, including planned vacations, personal days off, illness, bereavement, etc. Your request for time off must be entered in the Paylocity Time Off System before the end of the pay period in which the time off is taken. The system does not allow entering time off after the pay period has ended.

Under this policy, there is no systematic tracking or accruing of DTO beyond the approval process described below. The intent of this policy is that the employees will ensure that they manage their DTO in a manner that prioritizes work responsibilities while balancing personal needs and commitments. Employees are expected to meet all job performance requirements, regardless of the amount of DTO taken. Employees may not use DTO to create a recurring alternative work schedule, such as three or four-day workweeks.

Employees must submit all time off requests in Paylocity with as much advance notice as possible. This will allow managers to plan for absences and schedule coverage as needed. If an employee is unable to request DTO in advance due to illness or an emergency, they should notify their manager according to the Attendance and Tardiness policy.

If an absence of more than 10 consecutive days is requested, the Company will consider whether leave should be granted, to ensure proper client coverage is maintained. If during a leave supplemental income is received, any DTO benefits being provided will be reduced so that the employee is not making more than 100% of their usual take-home pay.

This benefit is intended to meet or exceed any benefits related to protected sick leave per federal, state and/or local law. The DTO granted under this policy is not treated as accrued time or vested wages. Employees will not be paid for DTO at the end of employment unless otherwise required by law.

PAID TIME OFF (NON-EXEMPT EMPLOYEES)

In order to help employees foster a work-life balance, the Company offers paid time off (PTO). PTO may be used for any purpose, including but not limited to vacation, personal matters, recovery from injury or illness, or other reasons allowed per state and/or local sick leave laws. PTO should be scheduled with the appropriate manager with as much notice as is possible so as to not disrupt the workplace. Note that holidays are handled separately and PTO doesn't replace the Company's planned holiday schedule.

Regular non-exempt employees working at least 30 hours per week will accrue PTO according to the following schedule:

- Year 1-5: 16 days (accruing at 5.3333 hours per pay period)
- Year 6+: 19 days (accruing at 6.3333 hours per pay period)

For purposes of this policy, one day is equivalent to 8.00 hours. PTO begins to accrue immediately upon hire and may be used as soon as it is earned. Employees on an unpaid leave of absence will not continue to accrue PTO except as required by law.

When PTO is used, it will be paid at the employee's regular rate of pay. PTO may be used in increments of one hour or more. You must request time off in the Paylocity Time Off System, in the same pay period that the time off is taken.

Employees will not be paid wages in lieu of unused PTO. Unused PTO may be carried over each year up to twenty-four (24) hours. Any carryover PTO time must be used first during the following year. Employees are generally required to provide at least two weeks' notice of intent to quit and work their planned notice period. Employees who do not follow these rules will have their accrued, unused PTO forfeited upon employment separation, except as otherwise required per state law.

HEALTH AND WELFARE BENEFITS

The Company complies with all applicable federal, state and local laws with regard to benefits administration. All regular employees scheduled and generally working at least 30 hours a week are entitled to health insurance and other company-sponsored health benefits, when in effect. The Company reserves the right to change or terminate health plans or other benefits at any time.

New qualifying employees will be eligible for coverage 1st of the month following date of hire. New employees may elect not to be covered, with the permission of the Company, provided the percentage of employees not covered is within the benefit plan specifications.

CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), or a state or local mini-COBRA law, employees may be allowed to continue their health insurance benefits, at their own expense, for a set number of months after experiencing a qualifying event. Length of coverage may be dependent upon the qualifying event.

To qualify for continuation of health benefits, the covered individual must experience a qualifying event that would otherwise cause them to lose group health coverage. The following are qualifying events:

For Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

For Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

For Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

See Human Resources for additional information.

PAID PARENTAL LEAVE

Paid Parental Leave benefits are available to eligible employees following the birth or adoption of a child. Paid Parental Leave runs concurrently with Family Medical Leave, Short-Term Disability, and any other form of family or medical leave.

Eligible Employees:

To be eligible for Paid Parental Leave benefits the employee must become a parent¹ to a child through birth or adoption.

Eligible employees include full-time employees who are natural parents or new adoptive parents. Interns, volunteers, and contractors are not eligible for Paid Parental Leave. The maximum amount of Paid Parental Leave an employee is entitled to in a rolling 12-month period is twelve (12) weeks. If the employee is part-time, their leave will be prorated to their normal workweek.

Birth Recovery Leave

To be eligible for Birth Recovery Leave, a birthing parent must be employed with HAUSER, Inc., for at least one (1) year prior to taking leave and worked a minimum of 1,250 hours in the previous year.

Birthing parents are entitled to up to 8 weeks of paid leave following the birth of a child to recover from childbirth. A “birthing parent” is defined as a parent who physically gives birth to their child. Birth Recovery Leave must be taken during the first 8 weeks following the birth of the child.

Bonding Leave

All parents are entitled to up to 4 weeks of paid leave following the birth or adoption of their child to bond with their child. Bonding Leave may be taken at any point within the first 12 months following the date of birth or adoption of the child. Bonding Leave must be taken in 2 weeks increments unless use of smaller increments are approved by the employee’s supervisor and Human Resources.

To qualify for Bonding Leave, the child must be under the age of 5 at the time of adoption. Bonding Leave is not available for adoption of a child who already resides in the employee’s home or when an employee formally adopts a stepchild or other family member.

Miscarriage and Stillbirth Benefit

HAUSER, Inc., recognizes the deep impact a loss of pregnancy may have on an individual and their family. Associates who experience a miscarriage after 8 weeks of pregnancy or a stillbirth may be eligible for up to five days of paid leave to recover from any physical and emotional side effects of the loss. When applicable, employees may be eligible for additional time off through short-term disability for physical complications related to stillbirth or miscarriage. A medical certification may be required when the employee returns.

** To be eligible for Paid Parental Leave the employee must have a continuing parental role in the child’s life, including being actively involved with the day-to-day care of and responsibility for the child.

Notice

For foreseeable leaves of absence, requests for Paid Parental Leave should be submitted to Human Resources at least sixty (60) days in advance of the anticipated due date or date of adoption. For unforeseeable leaves of absence, requests for leave should be submitted as soon as practicable. When applicable, employees will be required to provide documentation certifying their need for leave.

Conditions of Use:

If available, employees will utilize Paid Parental Leave benefits and Short-Term Disability concurrently. Paid Parental Leave also runs concurrently with FMLA, state or local leave entitlements, and any other available paid sick leave and paid family leave benefits. After Paid Parental Leave benefits are exhausted, an employee must use any available DTO or paid leave to cover their remaining FMLA leave (if applicable). If all paid leave is exhausted, the remained FMLA leave will be unpaid.

While on Paid Parental Leave, you will continue to receive health care coverage on the same terms as an active employee. Taking Paid Parental Leave will not affect an employees' seniority or length of service.

Paid Parental Leave will be paid out per the Company's normal payroll schedule based on the employee's regular, straight-time weekly pay averaged over the past 12 weeks preceding the leave. Any used Paid Parental Leave will be forfeited and Paid Parental Leave will not be paid out upon termination.

Lactation and Reasonable Accommodations:

Parents who need to express milk will be provided reasonable break time to do so. HAUSER, Inc., will make reasonable accommodations for disabled employees and for pregnant employees who request an accommodation, with the advice of their health care providers for pregnancy, childbirth, breastfeeding, or related medical conditions. If an accommodation is needed, please contact Human Resources.

Employees who have questions regarding this policy should contact Human Resources for additional information. **If any federal, state, or local law provides for a greater benefit to you than described herein, the Company will comply with the applicable federal, state, or local law.**

FAMILY AND MEDICAL LEAVE ACT

Leave Entitlements

Under the Family and Medical Leave Act (FMLA), an eligible employee can take up to 12 weeks of unpaid, job-protected leave in a 12-month period. To be eligible, an employee must meet the following three criteria:

- Have worked for the Company for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the Company has at least 50 employees within 75 miles of the employee's worksite.

Eligible employees can take leave for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Using Leave

An employee does not need to use leave in one block. When it is medically necessary or the Company otherwise approves, employees may take leave intermittently or on a reduced schedule. Employees on FMLA leave may be required to report periodically to the Company regarding their status and intent to return to work. An employee who fails to return to work at the expiration of the leave without an approved extension will be considered to have resigned.

Employees must inform the Company if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employees may choose, or the Company may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, they must comply with the Company's normal paid leave policies.

Employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify their manager as soon as possible.

Documentation

The Company may require a certification from a health care provider, and periodic recertification, supporting the need for leave. If certification is requested, employees will have 15 days to provide it. If we determine that the certification is incomplete, we will provide a written notice indicating what additional information is required.

Employees do not have to share a medical diagnosis but must provide enough information so that the Company can determine if the leave qualifies for FMLA protection. Sufficient information could include a doctor's note informing the Company that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary.

If we become aware that an employee's need for leave is for a reason that may qualify under the FMLA, we will notify the employee if they are eligible for FMLA leave and, if eligible, provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, we will provide a reason for ineligibility. The Company will notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Benefits

While employees are on FMLA leave, health insurance coverage will continue as if the employees were not on leave. Employees are responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance (or on the schedule established by the payroll department) may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

The Company reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by the Company while the employee was on FMLA leave if the employee fails to return from FMLA. The Company will not seek reimbursement if the failure to return is due to continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member that would otherwise qualify for FMLA leave, or other circumstances beyond the employee's control.

The Company will not interfere with an employee's FMLA rights or retaliate against them for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Employees who believe they have not received the benefits to which they are entitled under FMLA are strongly encouraged to speak to another member of management or Human Resources for clarification or resolution. Failing that, an employee is able to file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private action. FMLA does not

affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

TEMPORARY DISABILITY LEAVE

The Company recognizes that a temporary disability may prevent employees from coming to work for a period of time. In such cases, the Company may grant a temporary disability leave. This leave does not have a minimum or maximum time frame. Rather, the Company will attempt to reasonably accommodate the needs of the employee as well as the needs of the Company. If a leave is granted, any extensions will be subject to the same considerations.

Employees requesting a temporary disability leave must document their request in writing. That request should be accompanied by a doctor's statement identifying how the temporary disability limits the employee's ability to work, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify the Company as soon as possible. Prior to returning to employment with the Company, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

The leave will be unpaid, except that employees must use any available paid sick leave concurrently and may choose to use other accrued paid time off concurrently once their sick leave has been exhausted.

JURY SERVICE LEAVE

Employees will be allowed time off to attend jury duty. The Company may request that the employee ask to be excused from service, or request postponement, if their absence from work would create a serious hardship to the Company.

Employees must submit a copy of the original summons to their manager as soon as it is received. For periods of service longer than two days, the Company may require proof that the employee attended jury service. Employees should report for work on any day, or partial day, not actually spent attending jury duty.

Employees may keep any fees received for jury duty. Jury duty leave is unpaid. Employees are not required to, but may, use any accrued paid time off that they have available. Exempt employees will be paid in accordance with the Fair Labor Standards Act and applicable state or local law.

WITNESS LEAVE

Employees who need to attend court as a witness, to appear with a minor, or because they are the victim in a criminal case, will be granted leave in order to appear in court. The Company may require proof of the need for leave. This leave is unpaid, though employees will be allowed to use accrued paid time off, if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act and applicable state or local law.

MILITARY LEAVE

Employees on a military leave of absence are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided they meet the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

USERRA generally applies to employees who are in the:

- Army, Navy, Air Force, Marines, and Coast Guard (both active and reserve components)
- Army and Air National Guard
- Commissioned Corps of the Public Health Service
- Federal Emergency Management Agency reserves
- Any other category designated by the President in time of war or emergency

In certain circumstances, a letter from the employee's commanding officer may be requested to establish the dates of duty.

BEREAVEMENT LEAVE

A regular employee of the Company may request a leave of absence with pay for a maximum of 5 working days upon the death of a member of their immediate family. Members of the immediate family are defined as parents, spouse, domestic partner, child, sibling, grandchild, parent-in-law, and corresponding step-relatives. Employees may request a leave of absence with pay for a maximum of 1 working day for the death of an extended family member as defined as grandparent, uncle, aunt, or cousin.

Proof of the need for leave may be required. This paid leave will run concurrently with any state-provided protected bereavement leave.

EDUCATION REIMBURSEMENT

HAUSER employees are encouraged to take educational and training courses to improve their skills. To be eligible for education reimbursement, an employee must be full-time, have completed a year of service, and be on the payroll when the course is completed.

The Company will reimburse up to \$2,500 of approved educational expenses in a year. No reimbursements for courses taken from an accredited educational institution will be made for grades lower than a C. Employees may not take courses pass/fail, unless no other grading option is available; in that case, the employee must pass in order to be reimbursed.

To receive education reimbursement, employees must follow these steps:

1. Submit via email to HR and manager with the following information prior to enrolling including information on the course and why they are wanting to take it. HR and employee manager must email back approval to the employee prior to enrolling.
2. Name of Accredited Institution
3. Name of Course and details about the course
4. Cost of Course
5. How will this support your development and improve your skills at Hauser
6. If approved, employee can enroll in the course and should notify manager and HR that they are proceeding. No courses should interrupt the day-to-day needs of the employee responsibilities and cannot impact any client needs while taking the course.
7. Upon completion of the course, employee would submit an expense report for the course and include a copy of the bill and a copy of their grade for reimbursement at that time. Employee must submit expense report to manager and HR for approval before accounting will process the reimbursement.

If the employee voluntarily leaves the company within twelve (12) months after payment, they may be subject to repay the tuition up to full payment dependent on the final date of work and when the payment was made to the employee.

HR will keep a copy of submission, course information and grade in employee file as needed.

ARIZONA BENEFITS

SICK LEAVE

All employees not eligible for PTO or DTO will accrue one hour of paid sick leave for every 30 hours worked, up to a cap of 40 hours per year. Exempt employees will be presumed to work 40 hours per week, unless they are regularly scheduled to work fewer than 40 hours, in which case accrual will be based on their usual schedule. Employees begin accruing time immediately upon hire and are eligible to use accrued leave on their 90th day of employment.

Yearly usage is capped at 40 hours. Unused sick leave will roll over into a new year. The yearly 40-hour use cap applies regardless of how many total hours the employee has accrued.

When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in the smallest increment currently used for other time tracking purposes.

Unused sick leave may not be cashed out and will not be paid out at the end of employment. Employees rehired within nine months will be credited with their previously accrued but unused sick leave.

Employees may use sick leave for the following:

- An **employee's** mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive health care;
- For the care of a family member with a mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive health care;
- To seek legal, medical, psychological, or relocation services if an employee or their family member is a victim of domestic violence, sexual assault, or stalking; or
- When the employee's place of business is closed by a public health official; when the employee needs to care for a child whose school or place of care is closed by a public health official; or when the employee or their family member needs to stay home because health authorities have determined they should do so in the interest of public safety.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice and should attempt to schedule their leave so that it has the least impact on business operations. If the need for sick leave is unforeseeable, the Company should be notified as soon as possible and in accordance with the attendance policy.

Employees who are absent for three or more consecutive workdays may be required to provide proof of the need for leave, such as signed documentation from a healthcare professional.

VOTING LEAVE

Unless the polls are open for three consecutive hours before or after the employee's shift, the employee will be given up to three hours to vote in any state or federal election. This voting leave will be compensated at the employee's regular rate of pay. Employees must request voting leave at least one day before the election. The Company may specify which hours the employee may take, and the Company may count non-working hours toward the three-hour total.

JURY SERVICE LEAVE

Employees may take leave for time spent responding to a summons for jury duty, participating in the jury selection process, or actually serving in a jury. Jury leave is unpaid. Employees may, but are not required to, use any paid leave they have available for this time.

The Company may request that the employee ask to be excused from service, or request postponement, if their absence from work would create a serious hardship to the Company.

Employees must submit a copy of the original summons to their manager as soon as it is received. For periods of service longer than two days, the Company may require proof that the employee attended jury service. Employees should report for work on any day, or partial day, not actually spent attending jury duty.

Employees may keep any fees received for jury duty. Jury duty leave is unpaid. Employees are not required to, but may, use any accrued paid time off that they have available. Exempt employees will be paid in accordance with the Fair Labor Standards Act and/or applicable state or local law.

MILITARY SERVICE LEAVE

Employees who are members of the national guard of Arizona (or any other state) or the United States armed forces reserves may take leave leaves of absence for the purpose of complying with competent orders of the state of Arizona, any other state, or the United States for active duty or to attend camps, maneuvers, formations, or armory drills. Such leave will not affect the employee's paid time off.

In certain circumstances, a letter from the employee's commanding officer may be requested to establish the dates of duty.

VOTING LEAVE

Employees may take leave to vote on the day of a primary or general election if there is less than three consecutive hours between the opening of the polls and the beginning of the employee's regular workshift, or between the end of the employee's regular workshift and the closing of the polls. In such event, the employee may take leave for such period of time that, when added to the time difference between the employee's workshift and the opening or closing of the polls, equals at least three consecutive hours.

Employees shall request leave prior to the day of the election. The Company may specify the hours during which the employee may take leave.

CRIME VICTIM LEAVE

Employees will be allowed to take leave from work in order to be present at criminal proceedings related to a criminal offense, to attempt to obtain an order of protection, to obtain an injunction against harassment, or other injunctive relief to ensure the health, safety, or welfare of the victim or the victim's child. The Company may request proof of the need for leave.

CALIFORNIA BENEFITS

SICK LEAVE

All employees not eligible for PTO or DTO will earn one hour of paid sick leave for every 30 hours worked and it will accrue on a pay period basis. Exempt employees will be presumed to work 40 hours per week unless they are regularly scheduled to work fewer hours, in which case accrual will be based on their actual schedule.

Employees are eligible to use accrued sick leave on the 90th day of employment. When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in increments of two hours or more. If the need for sick leave is foreseeable, employees must provide advance notice. If the need for sick leave is unforeseeable, the employee must provide notice as soon as practicable.

The Company limits the use of paid sick leave to a maximum of 40 hours per year. Total sick leave accrual is capped at 80 hours. Unused accrued sick leave will carry over to the next benefit year.

Sick leave may be used for diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member or *designated person*, or by an employee who is a victim of domestic violence, sexual assault, or stalking. Employees are limited to choosing one designated person per 12-month period.

Unused sick leave will not be paid out at the end of employment. Employees rehired within one year of separation will have their previously accrued sick leave restored.

STATE DISABILITY INSURANCE

The State of California has a partial wage-replacement insurance plan for California workers. The cost of this insurance is fully paid by the employee through payroll deductions. The SDI program includes both Disability Insurance and Paid Family Leave.

Disability Insurance (DI)

Employees who lose wages when an illness, injury or pregnancy-related disability prevents them from working and who meet all the state eligibility requirements can collect disability insurance benefits.

The benefits are calculated as a percentage of employee salary up to a weekly maximum as specified by law, for up to 52 weeks.

Employees are responsible for filing their claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department online, by telephone, or in person.

Paid Family Leave (PFL)

Employees may be eligible for partial wage replacement benefits under the Paid Family Leave Act for up to a maximum of eight weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care
- To care for a serious health condition of an employee's child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner
- To participate in a qualifying event related to a family member's deployment to a foreign country

The Paid Family Leave Act provides benefits based on past earnings. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a family member with a serious health condition.

The employee is responsible for filing their claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the Internet or in person. All eligibility and benefit determinations are made by the Employment Development Department.

Employees may not be eligible for Paid Family Leave benefits if they are receiving Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off; rather, family leave insurance may provide compensation during an approved leave pursuant to any employer-provided leave.

CALIFORNIA FAMILY RIGHTS ACT

The California Family Rights Act (CFRA) allows a California employee to take 12 weeks of unpaid leave for family care and medical leave. To be eligible, an employee must have worked more than 12 months for the Company and have worked at least 1,250 hours in the 12 months immediately before taking leave.

Eligible employees may take CFRA leave for the following reasons:

- To bond with a new child after the child's birth, adoption, or placement in foster care with the employee ("baby bonding leave")
- To care for a family member who has a serious health condition. For this leave reason, family members include parents, parents-in-law, children, spouses, registered domestic partners, grandparents, grandchildren, siblings, and the person the employee identifies as their designated person (employees are limited to choosing one designated person per 12-month period)
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job

- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, registered domestic partner, child, or parent

Leave may be taken on an intermittent or reduced schedule basis if needed for an employee's own serious health condition or for the care of a family member with a serious health condition.

Baby bonding leave should generally be requested in increments of two weeks or more. The Company will grant two of an employee's requests for baby bonding leave of less than two weeks.

Employees should provide the Company with 30 days' notice of the intent to take family or medical leave. When this is not possible, notice should be given as soon as practical. The Company may request certification from a healthcare provider to confirm an employee's need for medical leave to care for themselves or a family member.

Employees who take leave will be reinstated to the same or an equivalent position upon return. Health coverage, if provided, will continue as if the employee was not on leave. Other benefits or seniority will accrue if they would during other types of leave. FMLA and CFRA will run concurrently if an employee is entitled to both and the reason for leave is covered by both entitlements.

Pregnancy disability leave is separate from this policy. An employee in California may take both pregnancy disability leave and baby bonding leave. Please contact Human Resources for additional details on which leave laws may apply to your circumstances.

PREGNANCY LEAVE

The Pregnancy Disability Leave (PDL) Act allows an employee who is disabled due to pregnancy, childbirth, or related medical conditions to take a pregnancy-related disability leave for the period of actual disability, up to a maximum of four months. The duration of the leave is determined by the employee's physician. Part-time employees are entitled to leave on a prorated basis. Employees will be required to provide medical certification supporting the need to time away under pregnancy disability leave.

Employees who take leave for pregnancy, childbirth, or a related medical condition will be treated like an employee with any other disability and will be eligible for temporary disability benefits in the same amount as any other employee on leave.

Regular and temporary full- and part-time employees of the Company are eligible for pregnancy leave without regard to length of employment. Any accrued but unused sick leave will be substituted for unpaid pregnancy disability leave. Employees may elect to substitute any other accrued but unused paid time off for unpaid pregnancy disability leave.

Upon request of the employee and recommendation of the employee's physician, the employee's work assignment may be changed to protect the health and safety of the employee and her child. Temporary transfers due to health considerations will be granted when possible.

The transferred employee must be qualified for the position, and they will have an equivalent rate of pay and benefits received in the position they occupied immediately before the leave.

The Company will maintain health coverage during the period of actual disability, up to a maximum of four months, in addition to the requirement to maintain health coverage during an approved leave under the California Family Rights Act (CFRA) of up to 12 weeks, if applicable.

At the end of the employee's pregnancy disability leave, an employee who has a physical or mental disability (related to pregnancy or otherwise) may be entitled to reasonable accommodation, including additional leave, for that disability.

REPRODUCTIVE LOSS LEAVE

Employees who have been employed for at least 30 days may take up to five days off when they experience a reproductive loss. A reproductive loss includes failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

Leave is limited to 20 total days per 12-month period for employees who experience multiple losses. Generally, leave must be completed within three months of the loss. The days off don't need to be consecutive. This leave is unpaid. Employees may choose to use any available paid leave, including accrued sick leave, during a reproductive loss leave. This leave is in addition to all other leave rights and does not run concurrently with CFRA or PDL.

Employees should notify the Company as soon as practicable of their need for leave.

CALIFORNIA BEREAVEMENT LEAVE

Employees who have worked for at least 30 days may take up to five days of unpaid bereavement leave upon the death of a family member. Family members include the employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, and parent-in-law.

The days of leave don't have to be consecutive but must be taken within three months of the date of death. Employees may choose to use their available paid leave, if any, during

bereavement leave. Proof of the need for leave may be required unless the employee is using their state-mandated sick leave.

MILITARY FAMILY LEAVE

An employee who works an average of 20 or more hours per week whose spouse is a member of the Armed Forces, National Guard or Reserves that has been deployed during a period of military conflict is eligible to receive up to 10 unpaid days off when their spouse is on leave from military deployment.

An employee must provide their supervisor with a notice of intention to take leave within two business days of receiving official notice that their spouse will be on leave from deployment. Employees taking family military leave must also provide the Company with written documentation certifying their spouse will be on leave from deployment.

MILITARY LEAVE

Employees who are members of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia shall be entitled to a temporary leave of absence without pay while engaged in military duty ordered for purposes of military training, drills, encampment, naval cruises, special exercises or like activity as such member. Employees are entitled to 17 calendar days annually of such leave, including time involved in traveling to and from such duty.

Employees who are members of the state military reserve are entitled to temporary military leave of absence without pay while engaged in military duty for purposes of military training, drills, unit training assemblies, or similar inactive duty training. Employees are entitled to 15 calendar days of such leave annually, including time involved in traveling to and from such duty.

CIVIL AIR PATROL LEAVE

The Company will provide not less than 10 days of leave per year for voluntary members of the California Wing of the Civil Air Patrol in order for volunteers to respond to an emergency operational mission.

The employee volunteer must be employed for at least 90 days immediately before the leave begins. Employees are required to give the Company as much notice as possible of the intended leave dates. Upon return, the employee is entitled to their position or position with equivalent seniority, benefits, pay and other terms of employment unless conditions unrelated to leave render such restoration impractical.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel will be allowed to take temporary unpaid leaves of absence for the purpose of performing emergency duties. Employees will also be allowed up to 14 days of unpaid leave per calendar year for training.

Employees who are volunteer emergency responders should inform their supervisor so that they are aware that the employee may need to take time off for emergency duty. When an employee

is called to an emergency and needs to miss work, they should alert their supervisor before doing so whenever possible.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave of absence when they notify and submit a copy of the original summons for jury duty to their supervisor or manager. The Company reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the Company.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service must be certified by the Court and filed with the Company no later than Wednesday of the following week.

The leave is unpaid, but employees are allowed to use any available paid time off towards the absence. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state and local law.

WITNESS LEAVE

If an employee is absent from work to serve as a witness in a judicial proceeding in which they are the victim, or in response to a subpoena or other order of the court, the employee will be granted leave without pay for such time as it is necessary to comply with the request. The Company may request proof of the need for leave.

VOTING LEAVE

If an employee cannot vote because of their scheduled work hours, then the employee will be given additional time off to vote in any state or federal election.

Employees must apply for leave at least two days before Election Day. The Company may specify the time during the day that leave can be taken. Generally, time off will be at the beginning or end of their shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed upon.

Up to two hours will be compensated at the employee's regular rate of pay. Additional time off, when necessary, will be unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act and applicable state and local law.

CRIME VICTIM LEAVE AND ACCOMMODATIONS

An employee who is a victim of a crime, or who is an immediate family member, registered domestic partner, or child of a registered domestic partner of a victim of a crime, may take leave in order to attend judicial proceedings related to that crime. Before taking such leave, the employee shall give the Company a copy of the notice of each proceeding by the agency responsible for providing notice, unless advance notice is not feasible. When advance notice is not feasible, the employee shall provide the Company with documentation evidencing the judicial

proceeding from (i) the court or government agency setting the hearing; (ii) the district attorney or prosecuting attorney's office; or (iii) the victim/witness office that is advocating on behalf of the victim.

This leave is unpaid. Employees may elect to use any paid time off that is available to them. The Company will keep all records of this leave confidential.

Additional Leave for Acts of Violence

Employees who are, or who have a family member who is, the victim of an act of violence (domestic violence, sexual assault, stalking, or another act in which an individual causes bodily injury, exhibits or draws a weapon, or threatens to cause physical injury) may take unpaid leave for the following purposes:

- To obtain or attempt to obtain any relief for the family member, including a temporary restraining order, restraining order, or other injunctive relief;
- To seek, obtain, or assist a family member to seek or obtain, medical attention for or to recover from injuries caused by an act of violence;
- To seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization as a result of the act of violence;
- To seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to the act of violence;
- To participate in safety planning or take other actions to increase safety from future acts of violence;
- To relocate or engage in the process of securing a new residence due to the act of violence, including securing temporary or permanent housing or enrolling children in a new school or childcare;
- To provide care to a family member who is recovering from injuries caused by an act of violence;
- To seek, obtain, or assist a family member to seek or obtain criminal legal services in relation to the act of violence;
- To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the act of violence;
- To seek, obtain, or provide childcare or care to a care-dependent adult if the care is necessary to ensure the safety of the child or dependent adult as a result of the act of violence.

Employees shall give reasonable advance notice of the employee's intention to take leave, unless advance notice is not feasible. Employees may be required to provide certification of the need for leave in the form of: (A) a police report indicating that the employee or family member was a victim of violence; (B) a court order protecting or separating the employee or family member from the perpetrator of the act of violence; (C) documentation from a licensed medical professional or counselor that the employee or family member was undergoing treatment related to the act of violence, or (D) any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including a written statement signed by the employee.

Employees are eligible for up to 12 weeks of leave related to acts of violence, although the particular length of the leave depends on the purpose requested. Leave is unpaid, however, employees may use paid time off that is available. This leave shall run concurrently with leave taken pursuant to the federal FMLA and the California Family Rights Act, if the employee would have been eligible for that leave.

This leave is unpaid, but employees may use any accrued paid time off towards the leave. Exempt employees will be paid in accordance with local, state and federal wage and hour laws.

The Company will make reasonable accommodations for victims of domestic violence, sexual assault, or stalking, including but not limited to the implementation of safety measures. Employees should contact HR for additional information.

The Company will keep all records related to this leave confidential, to the extent allowed by law.

BONE MARROW DONATION LEAVE

Employees will be granted up to five working days of paid time off for the purpose of donating bone marrow. Employees are required to utilize any earned vacation or sick leave, but if this leave has been exhausted, the Company will continue to pay regular wages for up to five working days. Leave can be taken intermittently.

Any applicable benefits including the employees' health coverage, accrued paid time off (e.g. vacation, sick leave, etc.), and other benefits will be maintained during the leave. Bone marrow donation leaves of absence do not run concurrently with leaves under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). Upon returning to work from a donor leave, the employee will be restored to the same or an equivalent position. The Company may request proof of the need for leave.

ORGAN DONATION LEAVE

Employees will be granted up to 30 working days of paid leave, followed by up to 30 days of unpaid leave for organ donation. Employees are required to use any earned but unused sick leave or vacation time (up to a maximum of two weeks), but if this leave has been exhausted or the leave exceeds two weeks, the Company will continue to pay regular wages for up to 30 days.

Any applicable benefits, including the employee's health coverage and accrued paid time off, will be maintained during the leave. Organ donation leaves of absence must be granted in addition to time under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). Upon returning to work from a donor leave, the employee will be restored to the same or an equivalent position. The Company may request proof of the need for leave.

REHABILITATION LEAVE

The Company is committed to providing assistance to our employees. Any employee who wishes to voluntarily enter and participate in an alcohol and/or drug rehabilitation program may be granted a reasonable accommodation. This accommodation may include time off without pay and/or an

adjusted work schedule, provided the accommodation does not impose an undue hardship on the Company. In general, it is the employee's responsibility to notify their supervisor or manager of the need for accommodation.

This policy does not prevent the Company from refusing to hire or disciplining, up to and including discharge, an employee who is unable to perform his or her duties or cannot perform the duties in a manner that would not endanger his or her health or safety or the health or safety of others because of the current use of alcohol or drugs.

LITERACY EDUCATION ASSISTANCE

The Company will reasonably accommodate and assist any employee who reveals a problem with literacy and requests assistance in enrolling in an adult literacy education program, provided that it does not impose an undue hardship on the Company.

The Company will make reasonable efforts to safeguard the privacy of the employee as to the reason for their request under this policy. Approved time off of work to enroll and participate in an adult literacy education program will be unpaid; exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) and applicable state and local law.

SCHOOL LEAVE FOR ACTIVITY ATTENDANCE

The Company will grant employees who are the parent, guardian, or grandparent of a child in grades K-12, or of a child attending a licensed daycare facility, up to 40 hours of leave without pay per calendar year to participate in activities of their child's school or daycare facility. This leave should not exceed 8 hours in any calendar month, except in case of emergency. Requests for such leave must be made in advance of the planned absence and employees may be asked for proof of the need for leave.

The employee must use available vacation or personal leave for school visitation, and must take leave without pay if no paid leave is available. Exempt employees may be provided time off with pay when necessary to comply with local, state and federal wage and hour laws.

SCHOOL LEAVE FOR DISCIPLINARY MATTERS

The Company will grant unpaid time off for employees who are parents or guardians of school-age children who need time off to attend disciplinary events at school such as hearings and/or meetings for other events including suspension and expulsion. Employees are required to give reasonable notice to the Company that they need to take time off. The employee must use available vacation or personal leave for school visitation, and must take leave without pay if no paid leave is available. Exempt employees may be provided time off with pay when necessary to comply with local, state and federal wage and hour laws.

COLORADO BENEFITS

SICK LEAVE

All employees not eligible for PTO or DTO will earn one hour of paid sick leave for every 30 hours worked. Exempt employees will earn as if they work 40 hours per week unless they are regularly scheduled to work fewer hours, in which case accrual will be based on their actual schedule. Employees are eligible to use accrued sick leave as it accrues.

Yearly accrual of sick leave, as well as yearly use, is limited to 48 hours. Up to 48 hours of unused leave will roll over into a new benefit year. The Company's benefit year for this policy is the calendar year.

Sick leave may be used for any the following reasons:

- Diagnosis, care, treatment of, or recovery from an employee's mental or physical illness, injury, or health condition, or for preventive health care
- Diagnosis, care, treatment of, or recovery from a family member's mental or physical illness, injury, or health condition, or for preventive health care
- When the employee's workplace or their child's school or place of care is closed because of a public health emergency
- When time off is needed because the employee or a member of their family is a victim of domestic abuse, sexual assault, or harassment
- To attend a funeral or memorial service, to grieve, or to manage financial and legal matters that arise after the death of a family member
- To care for a family member whose school or place of care has closed due to inclement weather, loss of utilities, or other unexpected occurrence resulting in the closure
- To evacuate the employee's residence due to inclement weather, loss of utilities, or other unexpected occurrence resulting in the need to evacuate

When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in increments of one hour or more.

If the need for sick leave is foreseeable, employees should provide notice at least seven days in advance. If seven days' notice is not possible, the employee must provide notice as soon as practicable. Employees who use sick leave for four or more consecutive workdays may be asked to provide documentation of the need for leave, such as a doctor's note.

Unused sick leave will not be paid out at the end of employment. Employees rehired within six months of separation will have their previously accrued but unused sick leave restored.

Extra Leave During a Public Health Emergency

During a public health emergency, the Company will provide additional hours so that an employee has 80 hours total (or a prorated amount based on their schedule), *including* their accrued sick time, that they may use to do any of the following:

1. Self-isolate because they have symptoms of or have been diagnosed with the communicable illness that caused the public health emergency (the illness)
2. Seek a medical diagnosis, care (including preventive care), or treatment because they are experiencing symptoms of the illness
3. Be excluded from work (by the Company or a governmental health official) because they were exposed to or have symptoms of the illness
4. Stay out of work because they have a health condition that may increase susceptibility to or risk of the illness
5. Care for their family member in #1, 2, or 3 above, or whose school, childcare provider, or other care provider is unavailable, closed, or providing remote instruction because of the public health emergency

For purposes of the extra public health emergency leave, family member means the employee's child, a person for whom the employee is responsible for providing or arranging health- or safety-related care, or a person related by blood, marriage, civil union, or adoption.

Employees may use this additional sick leave until four weeks after the end of the public health emergency. Documentation is not required for use of public health emergency leave, but misuse will result in discipline, up to and including termination.

COLORADO FAMILY CARE ACT

In addition to leave to care for spouses, parents, and children provided under the federal FMLA, Colorado expands coverage to include a person related to the employee by civil union. Employees may also take leave to care for a domestic partner.

PAID FAMILY AND MEDICAL LEAVE INSURANCE

Employees who have earned at least \$2,500 in wages during their employment may be eligible to participate in Colorado's Paid Family and Medical Leave Insurance program, which provides wage replacement for employees on leave that:

- Because of birth, adoption, or placement through foster care, are caring for a new child during the first year after the birth, adoption, or placement of that child;
- Are caring for a family member with a serious health condition;
- Have a serious health condition;
- Are on a qualifying exigency leave; or
- Have a need for safe leave.

Eligible employees may receive 12 weeks of paid leave; benefits may be payable up to an additional four weeks for covered individuals with a serious health condition related to

pregnancy complications or childbirth complications. Benefits are calculated as a percentage of the employee's average weekly wages.

Employees who have been employed with the Company for at least 180 days prior to the commencement of their leave will be returned, upon the conclusion of their leave, to the position held by the employee when their leave commenced, or to an equivalent position with equivalent benefits, pay, and terms and conditions of employment.

Leave taken with wage replacement under the Paid Family and Medical Leave Insurance that also qualifies as leave under the FMLA shall run concurrently with leave taken under the FMLA.

Employees are not required to use or exhaust any vacation leave, sick leave, or other paid time off prior to or while receiving Paid Family and Medical Leave Insurance Benefits. However, an employee and the Company may mutually agree that the employee may use any accrued vacation leave, sick leave, or other paid time off while receiving Paid Family and Medical Leave Insurance Benefits, unless the aggregate amount the employee would receive would exceed the covered individual's average weekly wage.

Employees can apply for Paid Family and Medical Leave Insurance Benefits by submitting an application to the State of Colorado.

CIVIL AIR PATROL LEAVE

An employee (other than a temporary employee) who is called to duty for a Civil Air Patrol mission is entitled to an unpaid leave of absence for the time the employee is engaged in the Civil Air Patrol mission. Employees are entitled to a total of fifteen work days of such leave in any calendar year. The Company will restore the employee to the position the employee held prior to leave (or to a similar position) so long as the employee (1) provides evidence of the satisfactory completion of Civil Air Patrol service and (2) returns to employment as soon as practicable after being released.

MILITARY LEAVE

An employee (other than a temporary employee) who is a duly qualified member of the Colorado National Guard or the reserve forces of the United States is entitled to unpaid leave to receive military training with the armed forces of the United States. Employees are entitled to a total of fifteen work days of such leave in any calendar year. The Company will restore the employee to the position the employee held at the time of their leave (or to a similar position) upon being presented with evidence by the employee of the satisfactory completion of such training.

VOLUNTEER FIREFIGHTER LEAVE

An employee who is a volunteer firefighter and who takes time off work because they have responded to an emergency summons will be granted up to 15 days per year of unpaid leave for this purpose, so long as the employee provides the Company with a written statement from the chief of their department that their absence was due to such response.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave of absence when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. The Company reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the Company.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service must be certified by the court and filed with the Company no later than Wednesday of the following week.

Regular employees (including temporary, part-time, and casual employees who have a determined schedule) who serve on a jury will be paid their regular wages, up to \$50 per day for the first three days of juror service. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state or local law.

DOMESTIC VIOLENCE & SEXUAL ASSAULT LEAVE

An employee who is the victim of domestic violence, stalking, or sexual assault may take up to three days of leave from work in any 12-month period without pay to obtain a restraining order, seek medical or mental health care, secure a home, seek legal advice, or participate in a legal proceeding.

Employees may be required to exhaust any applicable paid leave before taking domestic violence leave. The Company may require the employee to give notice, except in case of an emergency.

VOTING LEAVE

If employees do not have three consecutive nonworking hours before or after their shift while the polls are open, they will be granted two hours off for voting while polls are open on Election Day. This leave will be paid at the employee's regular rate of pay.

To receive this leave, employees must apply for voting leave prior to Election Day. The Company may specify the hours of time off, but employees who request it are entitled to take the two hours at the beginning or at the end of their work shifts.

CRIME VICTIM LEAVE

An employee who is the victim of a crime, or the immediate family member of a crime victim, will be granted an unpaid leave of absence in order to respond to a subpoena or to assist in the preparation for a criminal proceeding.

CONNECTICUT BENEFITS

SICK LEAVE

Employees not eligible for PTO or DTO will accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 40 hours per year. Exempt employees will be presumed to work 40 hours per week unless they are regularly scheduled to work fewer hours, in which case accrual will reflect their actual work schedule.

Employees begin accruing sick leave upon hire and may use accrued time after 120 calendar days of employment. Sick leave is paid at the employee's regular rate of pay and may be used in the smallest increment the Company tracks for timekeeping purposes.

Sick leave may be used for the employee's or a family member's illness or injury, preventive care, or if the employee or a family member is a victim of family violence or sexual assault. Sick leave may also be used if the employee's place of business or their child's school or daycare closes due to a public health emergency.

Unused sick leave will carry over to the following year, but use is capped at 40 hours per benefit year. Sick leave will not be paid out upon termination, but if an employee is rehired within 12 months, their prior balance will be reinstated.

The Company may front-load the 40-hour allotment at the beginning of the year in lieu of tracking accrual and carryover.

The Company will not require employees to find a replacement before using sick leave. Documentation may only be required if necessary to confirm the reason qualifies for sick leave.

PAID FAMILY & MEDICAL LEAVE

Eligible employees may take up to 12 weeks of paid leave in a 12-month period for:

- Bonding with a new child
- Caring for a family member with a serious health condition
- The employee's own serious health condition
- Military family obligations

An additional two weeks are available for pregnancy-related incapacity. This leave may run concurrently with federal FMLA and any Company-provided leave. Employees must apply for benefits through the CT Paid Leave Authority.

CRIME VICTIM AND DOMESTIC VIOLENCE LEAVE

Employees may take leave to attend criminal proceedings or to seek medical, legal, or support services related to domestic or family violence. The Company may request documentation such as a police report, court order, or verification from a service provider.

MILITARY LEAVE

Employees are entitled to unpaid leave for military service, including training and active duty, and will be reinstated to the same or equivalent position under applicable state and federal laws.

JURY DUTY LEAVE

Employees will be granted leave for jury service. Full-time employees will receive regular pay for the first five days of service. The Company may request verification of jury duty and may require employees to report to work during hours not required at court.

PREGNANCY DISABILITY LEAVE

The Company will provide reasonable leave for employees who are disabled due to pregnancy, childbirth, or related medical conditions. Leave will be treated as any other disability leave and may require medical certification. Accrued sick leave or other paid time off may be used during this leave. Upon return, the employee will be reinstated to the same or an equivalent position.

VOLUNTEER FIRE/EMS LEAVE

Employees who are volunteer firefighters or emergency medical service personnel may take unpaid leave to respond to emergency calls. The Company may require a written statement from the chief or supervisor of the department confirming that the employee responded to an emergency.

CIVIL AIR PATROL LEAVE

Employees who are members of the Civil Air Patrol will be granted unpaid leave to participate in emergency operational missions or training exercises. Leave will be granted for the duration of the mission or training, and the employee will be reinstated to their prior position or a comparable one upon return, provided they submit evidence of satisfactory completion of service.

FLORIDA BENEFITS

CIVIL AIR PATROL LEAVE

Employees who are senior members of the Florida Wing of the Civil Air Patrol, and have been with the Company for at least 90 days immediately before needing leave, will be provided with up to 15 days of unpaid leave annually for Civil Air Patrol training or missions. The Company requests that employees provide as much notice as possible. Employees can choose to use any accrued paid leave they have available.

JURY SERVICE LEAVE

Employees who are summoned for jury service will be excused for the period of such service as well as reasonable travel time. Employees shall submit the summons for jury duty on the next day of work after the summons is received. For periods of service longer than two days, the Company may require proof that the employee attended jury service. Employees should report for work on any day, or partial day, not actually spent attending jury duty.

Employees may keep any fees received for jury duty. Jury duty leave is unpaid. Employees may, but are not required, to use accrued paid time off to the extent it is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act and applicable state or local law.

MILITARY SERVICE LEAVE

Employees who are members of the National Guard and are ordered into state active duty are entitled to leave for such service. This leave is unpaid. Employees may, but are not required to, use any paid time off that is available to them.

Upon completion of state active duty, the employee shall promptly notify the Company of his or her intent to return to work. Upon such notice, the Company will return the employee to work with the seniority they had at the time of leave, and in addition, any additional seniority the employee would have had if he or she had remained continuously employed.

The Company is not required to return employees who take leave for active duty to their position in certain, limited situations, including (i) when the Company's circumstances have so changed as to make employment impossible, (ii) when employment would cause an undue hardship on the Company, (iii) when the employee was employed in a temporary role that is not expected to continue for a significant period, or (iv) when the Company had legally sufficient cause to terminate the employee at the time of their leave.

In certain circumstances, a letter from the employee's commanding officer may be requested to establish the dates of duty.

WITNESS LEAVE

If an employee is absent from work to serve as a witness in response to a subpoena, the employee will be granted a witness leave without pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually

spent in the performance of serving as a witness. The Company may ask for proof of the need for leave.

DOMESTIC VIOLENCE & SEXUAL ASSAULT LEAVE

Employees will be provided up to three days of unpaid leave in any 12-month period to allow them to engage in activities related to dealing with domestic or sexual violence, such as seeking a protective injunction or obtaining medical or mental health counseling. An employee must have worked three months with the Company to be eligible.

GEORGIA BENEFITS

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted an unpaid leave of absence after notifying their supervisor or manager and submitting a copy of the original summons for jury duty.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service unless the employee has already dedicated eight hours to jury service that day. For each week of jury duty, a certificate of jury service must be certified by the Court and filed with the Company no later than Wednesday of the following week.

Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state or local law.

WITNESS LEAVE

If an employee is absent from work for the purpose of attending a judicial proceeding in response to a subpoena or other court order or process which requires the attendance of the employee at the judicial proceeding, the employee will be granted a witness leave without pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually spent responding to the subpoena or court order. For each week of witness leave, a certificate of service shall be certified by the Court and filed with the Company no later than Wednesday of the following week.

Employees who have been charged with a crime and are appearing as a criminal defendant are not covered under this policy and may not be provided with leave.

VOTING LEAVE

An employee will be given up to two hours to vote on the day of an election or on any in-person early voting day in any election for which the employee is registered to vote. The two hours will be unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and any applicable state or local law.

Employees must apply for leave prior to Election Day. The Company may specify the time during the day that leave can be taken.

ILLINOIS BENEFITS

PAID LEAVE

All employees not eligible for PTO or DTO accrue 1 hour of Paid Leave for every 40 hours worked. Exempt employees earn leave based on 40 hours of work per week, unless they are regularly scheduled to work less than that, in which case accrual is based on their usual schedule.

Employees are eligible to use their Paid Leave after 90 days of accrual. Yearly use is limited to 40 hours. Unused time will carry over into a new benefit year.

Leave will be paid at an employee's regular rate of pay or minimum wage, whichever is greater. Paid Leave can be used in one-hour increments, or smaller increments at the Company's discretion.

Employees are allowed to use their Paid Leave for any purpose and will not be asked to provide documentation.

The Company requests that employees provide as much notice as is practicable before taking leave and reserves the right to deny requests that would significantly interfere with operations.

Employees will not be paid for unused Paid Leave at the end of employment. Employees rehired within 12 months will be credited with their previously accrued but unused Paid Leave.

ILLINOIS BEREAVEMENT LEAVE

The Company provides bereavement leave to employees who are eligible for FMLA and haven't exhausted their FMLA leave. Bereavement leave is available for the following reasons:

- To grieve the death of a family member
- To attend the funeral of a family member
- To make necessary arrangements following the death of a family member
- A miscarriage
- A stillbirth
- An unsuccessful round of an assisted reproductive technology procedure (for example, an intrauterine insemination or embryo transfer)
- A failed adoption match
- An adoption that isn't finalized because it's contested
- A failed surrogacy agreement
- A diagnosis that negatively affects pregnancy or fertility

Family members are defined as the employee's parent, parent-in-law, stepparent, spouse, domestic partner, child, sibling, grandparent, and grandchild.

Bereavement leave is limited to the lesser of (1) two weeks per death or event and up to six total weeks per year or (2) the amount of FMLA leave you have available. Bereavement leave is unpaid. Employees may choose to use their available paid leave during bereavement leave.

Employees must complete their leave within 60 days after the event affecting pregnancy, adoption, or fertility or receiving notice of their family member's death. Proof of the need for leave may be required.

MILITARY LEAVE

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty. If an employee was on a military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges, or benefits, provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act or the Illinois Service Member Employment and Reemployment Rights Act. The following are covered types of service or absence under state law:

- Service in the Armed Forces of the United States, the National Guard of any state or territory regardless of status, and the State Guard as defined in the State Guard Act (including service in the Reserves);
- Service in a federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities due to an emergency;
- A period for which an employee is absent for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service.

If performance reviews are administered, service members who are scheduled for a review in their absence will receive a rating that is equal to the average of their review scores over the last three years, but not lower than the last score received before their leave began.

MILITARY FAMILY LEAVE

Employees and independent contractors working for the Company may be provided with up to 30 days of unpaid family military leave when a family member is called to active duty, during the time federal or State deployment orders are in effect.

To be eligible for leave, an employee must be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days. In addition, the employee must have worked for the Company for at least 12 months and have worked at least 1,250 hours in the past year.

Employees taking leave because of a spouse or child's call to military service may have the length of this leave reduced if the leave is the result of a qualifying exigency under the federal Family and Medical Leave Act (FMLA).

Unpaid family military leave will only be granted following the use of all applicable accrued paid time off, except sick and disability leave, if provided. Health insurance and other benefits will be maintained according to Illinois law. Employees will generally be restored to the same or an equivalent position in seniority, benefits, pay, and other terms and conditions of employment.

Employees must provide 14 days' advance notice when requesting five or more consecutive days or as soon as practicable when taking less than five days. Employees must use all applicable paid vacation and personal leave, but not sick or disability leave, before requesting family military leave. The Company may require certification to verify the employee's eligibility for the family military leave requested.

CIVIL AIR PATROL LEAVE

Employees who have been employed by the Company for at least 12 months and have been employed for at least 1,250 hours of service during the last 12 months will be granted up to 30 days of unpaid civil air patrol leave when called upon to perform a civil air patrol mission.

Employees must give at least 14 days' notice if the leave will last five or more consecutive work days. Employees taking civil air patrol leave for fewer than five days must give as much advanced notice as is practical. Whenever possible, employees should consult with the Company to schedule the leave so as to not to disrupt the operations of the Company. The Company may require proof of the need for leave.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who serve as volunteer emergency workers and are absent from or late to work due to their response to an emergency will be granted unpaid leave. A volunteer emergency worker is an individual who serves in one of the following volunteer roles, and does not receive monetary compensation for their services in this role:

- Firefighter
- Emergency Medical Technician (EMT-B, EMT-I, EMT-P)
- Ambulance Driver or Attendant
- First Responder
- Member of county or municipal emergency services and disaster agency
- Auxiliary policeman or deputy

The employee must make a reasonable effort to notify the Company that they may be absent or late to work. The Company may request a written statement from the supervisor or acting supervisor of the volunteer fire department or governmental entity that the volunteer emergency worker serves. This document should state that the employee responded to an emergency and indicate the time and date of the emergency.

If supervisory approval has been granted, an employee may substitute accrued vacation or personal leave for this unpaid absence.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave of absence without pay when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. The Company reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the Company.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service, however, night shift workers will not be required to work while serving jury duty in the daytime. For each week of jury duty, a certificate of jury service must be certified by the Court and filed with the Company no later than Wednesday of the following week.

The leave is unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state or local law.

WITNESS LEAVE

If an employee is absent from work to serve as a witness in response to a subpoena in a criminal case, the employee will be granted a witness leave without pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually spent in the performance of serving as a witness. For each week of witness leave, a certificate of service shall be certified by the Court and filed with the Company no later than Wednesday of the following week.

VOTING LEAVE

Employees will be given two hours of paid leave to vote on the day of any primary, consolidated primary, general or special elections, or elections at which propositions are submitted to popular vote. Employees must request leave prior to Election Day, and the Company may specify the hours during which employees may be absent.

ELECTION OFFICIAL LEAVE

If an employee is a precinct election official, the employee will be provided unpaid leave in order to perform the duties of the position to which they have been appointed. Proper documentation of the appointment and the dates of the required service must be furnished to the Company by the employee at least 20 days before the expected absence. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state and local law.

VICTIM LEAVE AND ACCOMMODATIONS

Employees who are the victims of domestic, sexual, or gender violence, or other violent crime, or who have a family member (or equivalent) or household member who is a victim, are eligible to take leave for the following purposes:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic violence, sexual violence, gender violence, or any other crime of violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;

- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic violence, sexual violence, gender violence, or any other crime of violence or ensure economic security;
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil, criminal, or military legal proceeding related to or derived from domestic violence, sexual violence, gender violence, or any other crime of violence;
- Attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
- Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence, or
- Grieving the death of a family or household member who is killed in a crime of violence.

Employees will be provided up to 12 weeks of unpaid leave per year for related reasons (duration dependent on what leave is used for). The Company may ask for proof of the need for leave. Employees are also entitled to reasonable accommodations. All information related to the violence will be held in the strictest confidence.

BLOOD AND ORGAN DONATION LEAVE

All employees can take up to one paid hour of leave to donate blood every 56 days. Full time employees who have worked for the Company for six months can take up to 10 days of paid leave in a 12-month period to donate an organ.

PARENTAL SCHOOL INVOLVEMENT LEAVE

Eligible employees will be provided unpaid leave for school conferences, behavioral meetings, and academic meetings that cannot be scheduled outside of work hours. The maximum leave is four hours per day up to a maximum of eight hours each school year.

Employees are eligible for such leave if they have worked on at least a half-time basis during six consecutive months. Employees are required to submit written leave requests at least seven days in advance. Emergencies require 24-hour notice.

Employees may be required to use available accrued vacation or personal leave (but not sick leave) before requesting unpaid school leave.

IOWA BENEFITS

PREGNANCY DISABILITY LEAVE

The Company will provide up to eight weeks of leave for employees who are medically unable to work due to pregnancy, childbirth, or related medical conditions. Leave will be treated as any other temporary disability. Medical certification may be required. Accrued paid time off may be used during this leave. Upon return, the employee will be reinstated to the same or a comparable position.

JURY DUTY LEAVE

Employees will be granted unpaid leave for jury service. The Company will not terminate or retaliate against employees for serving on a jury. Verification of service may be required.

WITNESS LEAVE

Employees who are subpoenaed or otherwise required to appear as witnesses in criminal or abuse-related proceedings will be granted unpaid leave. The Company will not penalize employees for complying with court orders requiring their appearance or participation in such proceedings.

MILITARY LEAVE

Employees ordered to active duty in the National Guard, Reserves, or other military branches will be granted unpaid leave. Upon return, employees will be reinstated in accordance with applicable state and federal laws.

VETERANS DAY LEAVE

Veterans may request unpaid leave on Veterans Day by providing 30 days' advance notice. The Company may deny the request if the absence would cause significant disruption or safety risks.

ELECTED OFFICIAL LEAVE

Employees elected to state or local public office will be granted unpaid leave to perform their duties. Notice must be provided in writing. Reinstatement will be provided upon completion of service.

VOTING LEAVE

Employees who do not have two consecutive hours outside of work to vote on Election Day may request time off to vote. Employees will be granted such leave as necessary that to ensure that – when combined with their non-work hours – each employee has two consecutive non-working hours during time the polls are open. For example, if polls are open from 8 a.m. to 6 p.m., and an employee works from 9 a.m. to 6 p.m., that employee will be entitled to at least one hour of leave to ensure this employee has two consecutive non-working hours during the time the polls are open (8 a.m. to 10 a.m.). Leave must be requested in advance; Hauser may designate the period of time available to take this leave.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who serve as volunteer emergency responders, including firefighters or EMS personnel, may take unpaid leave to respond to emergencies. The Company may request documentation from the appropriate department.

KANSAS BENEFITS

PUBLIC HEALTH EMERGENCY LEAVE

The Company provides leave to employees who are ordered to isolate or quarantine by the Kansas Secretary of Health and Environment or a local health officer. The leave is unpaid.

Employees should provide the Company with notice of their need for leave as soon as practicable.

VOTING LEAVE

If an employee does not have at least two consecutive hours before or after work to vote, then they will be given up to two consecutive hours to vote in any local, state or federal election. The two hours will be compensated at the employee's regular rate of pay.

Employees must apply for leave at least two days before Election Day. The Company may specify the time during the day that leave can be taken.

DOMESTIC VIOLENCE & SEXUAL ASSAULT LEAVE

Victims of domestic abuse or sexual assault are allowed to take time off work for the following reasons:

- To obtain legal relief, including a restraining order or injunction
- To protect themselves or children, to obtain medical treatment
- To obtain other services from a domestic abuse program or rape recovery center
- To make court appearances in the aftermath of domestic abuse

The Company may request that employees provide proof of domestic abuse or sexual assault within 48 hours. Employees are allowed to use accrued paid leave, or allowed up to eight days of unpaid leave per calendar year.

MILITARY SERVICE LEAVE

Any employee who is called or ordered to state active duty by the state of Kansas or any other state, whether such person is a member of the Kansas army national guard, Kansas air national guard, the Kansas state guard or other military force of Kansas or any other state, shall be returned to their position they held at the time they were called to active duty, and considered to have been on a temporary leave of absence during their active duty.

To be reinstated after active duty, employees shall report to their place of employment within 72 hours after release from duty or recovery from disease or injury resulting from such military duty. The Company will restore the employee to the same position the employee left at the time of their call to duty, at no less compensation (or to a position of like seniority, status and pay). In the event the employee is not qualified to perform the duties of the same position by reason of disability sustained during their active duty, but are qualified to perform another position, the Company will employ such person in another position.

Any employee who is restored to employment with the Company after active duty shall be restored without loss of seniority. Any such employee shall not be discharged within one year after reinstatement except for cause.

The Company is not required to reemploy an employee if (i) the circumstances of the Company have changed so as to make reemployment impossible; (ii) reemployment would cause an undue hardship on the Company; or (iii) the employee's employment is temporary and no expected to continue for a significant period.

KENTUCKY BENEFITS

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who are required to take time off to work in the line of duty as a volunteer firefighter or other emergency service personnel will be granted unpaid leave to execute these duties. They will be granted up to 12 months of additional leave if needed to recover from an injury sustained in the course of this service and will be entitled to take up to 48 hours of leave immediately after a "critical incident." The company may require proof of the need for leave.

VOTING LEAVE

If an employee cannot vote because of their scheduled work hours, then the employee will be given at least four hours of unpaid leave to vote in any state or federal election or obtain an absentee ballot. Prior notice of one day in advance of the leave is required. The Company may specify hours for the employee to be absent under this leave. Exempt employees will be paid in accordance with the Fair Labor Standards Act or any applicable state or local law.

ELECTION OFFICIAL LEAVE

If an employee is a precinct election official, the employee will be provided unpaid leave for a period of an entire day to attend training or to serve as an election officer. Proper documentation of the appointment and the dates of the required service must be furnished to the Company by the employee at least seven days before the expected absence. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements or any applicable state or local law.

ADOPTION LEAVE

An employee who adopts a child under the age of ten years will be provided unpaid leave of up to six weeks.

MARYLAND BENEFITS

SICK LEAVE

All employees not eligible for PTO or DTO will earn one hour of paid sick leave for every 30 hours worked. Exempt employees will be presumed to work 40 hours per week unless they are regularly scheduled to work fewer hours, in which case accrual will be based on their actual schedule. Employees are eligible to use accrued sick leave on their 107th day of employment.

Yearly accrual of sick leave is limited to 40 hours, and yearly use is limited to 64 hours. An employee's total sick leave bank may not exceed 64 hours. Unused time will roll over into a new year, up to the accrual cap of 64 hours.

Sick leave may be used for diagnosis, care, or treatment of an existing health condition or preventive care for an employee or an employee's covered family member, or when an employee or their family member is the victim of domestic violence, sexual assault, or stalking.

When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in increments of four hours or more.

If the need for sick leave is foreseeable, employees must provide seven days' notice. If the need for sick leave is unforeseeable, the employee must provide notice as soon as practicable.

Unused sick leave will not be paid out at the end of employment. Employees rehired within 37 weeks of separation will have their previously accrued but unused sick leave restored.

PUBLIC HEALTH EMERGENCY LEAVE

The Company provides catastrophic health emergency leave to employees who are ordered to isolate or quarantine by the Secretary of the Maryland Department of Health. The leave is unpaid.

Employees should provide the Company with notice of their need for leave as soon as practicable.

PREGNANCY LEAVE

An employee who has a temporary disability because of pregnancy or childbirth is entitled to the same benefits, including leave, if any, available to employees that have other temporary disabilities. The Company will provide reasonable accommodations for pregnancy or childbirth upon request as long as the accommodation does not cause the Company undue hardship. The Company may request proof of the need for leave or for an accommodation.

MARYLAND PARENTAL LEAVE ACT

Employees may receive up to six weeks of unpaid leave to for the birth of a child or the placement of a child with the employee for adoption or foster care. Employees are eligible for this parental leave if:

- The employee works in a location where at least 15 employees work within a 75-mile radius;
- The employee has worked for the Company for at least 12 months; and

- The employee has worked at least 1,250 hours within the prior year.

The Company requires a written 30-day notice before an employee takes this leave. In the event of a premature birth or unexpected foster or adoption placement, an employee will be allowed to take the leave with shorter or without advance notice.

The Company requires employees to use accrued paid time off before unpaid leave begins. However, if multiple kinds of paid leave are available, the employee may choose which to use. The Company will maintain any existing group health plan coverage for the duration of the leave, but requires the employee to pay the normal employee premium during the period of leave. This leave only provides coverage for the birth or placement of a child and not the serious health condition of the employee or the employee's family members.

Employees taking leave under this law will be returned to the same position or an equivalent position upon their return in most circumstances. The Company can deny leave or refuse to restore the previous position if granting the leave or restoration of the position would cause substantial and grievous economic injury to the Company and proper notice is given to the employee.

MILITARY FAMILY LEAVE

Employees will be provided with one day of unpaid leave to be used on the day an immediate family member leaves or returns from active military duty outside the United States. Immediate family members includes spouse, parents, stepparents, children, stepchildren, and siblings. Leave taken under this law may not be counted against an employee's entitlement to FMLA qualifying exigency leave.

CIVIL AIR PATROL LEAVE

Employees will be provided with 15 days per calendar year of unpaid leave in order to respond to an emergency mission of the Maryland Wing of the Civil Air Patrol. Employees are required to give the Company as much notice as possible of the intended beginning and end of such leaves. The Company may require verification of an employee's eligibility to take such leave. Employees returning from leave are to be restored to the same position held when the leave began or to a position with equivalent seniority status, benefits, pay and conditions of employment.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave of absence without pay when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. The Company reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the Company.

Employees who appear for jury service for more than four hours, including travel time, will not be required to work an employment shift that begins on or after 5:00 p.m. on the day of appearance or before 3:00 a.m. on the day following the individual's appearance.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service will be certified by the Court and filed with the Company no later than Wednesday of the following week.

The leave is unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state or local laws.

WITNESS LEAVE

If an employee is absent from work to serve as a witness in response to a subpoena in a criminal or civil case, or to attend a proceeding that the employee has a right to attend as the victim of a crime, the employee will be granted a witness leave without pay for such time as it is necessary to comply with the request. The Company may request proof of the need for leave.

VOTING LEAVE

An employee will be provided up to two hours of paid leave to vote on an election day if the employee does not otherwise have two consecutive hours of free time while the polls are open. The Company may specify the time that the employee may take leave to vote and may request proof that the employee voted or attempted to vote.

ORGAN & BONE MARROW DONATION LEAVE

Eligible employees who donate an organ will be granted up to 60 business days of unpaid leave and those who donate bone marrow will be granted up to 30 business days of unpaid leave for this purpose. Employees are eligible if they have worked for the Company for at least 12 months total and done 1250 hours of work in the 12 months immediately prior to leave. Employees may be required to use any available paid time off during their absence.

Organ and bone marrow donation leave will be granted after an employee has exhausted their FMLA leave or if the employee or their procedure are not covered by FMLA. Health benefits will be maintained during the leave. Upon returning to work from a donor leave, employees will be restored to the same or an equivalent position. The Company may request written verification from a doctor stating that the individual is a donor and that there is a medical necessity for the donation.

MICHIGAN BENEFITS

PAID EARNED SICK LEAVE

Employees not eligible for PTO or DTO will accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 72 hours per year. Exempt employees will be presumed to work 40 hours per week unless their normal schedule is fewer hours. Sick leave begins accruing on hire and may be used after 120 days of employment.

Employees may use sick leave for their own or a family member's illness, preventive care, or to obtain services related to domestic violence or sexual assault. Sick leave may also be used due to a public health emergency that closes the workplace or a child's school.

Unused sick leave will carry over year to year, but employees may not use more than 72 hours in a benefit year. The Company may choose to front-load the entire amount at the start of the year.

If leave is foreseeable, employees must provide up to seven days' notice. If unforeseeable, notice must be given as soon as practicable. Documentation may be required after three consecutive days of absence. Unused sick leave will not be paid out upon separation, but will be reinstated if the employee is rehired within 12 months.

JURY DUTY LEAVE

Employees will be granted unpaid leave for jury duty. Verification may be requested. Employees must report to work on any day or portion of a day not spent at court.

MILITARY LEAVE

Employees called to military service in the U.S. or Michigan forces will be granted leave and reinstated upon return in accordance with applicable laws.

CRIME VICTIM LEAVE

Employees subpoenaed or requested to testify as crime victims or victim representatives will be granted unpaid leave. The Company will not discharge or discipline the employee for such leave.

CIVIL AIR PATROL LEAVE

Employees who are members of the Civil Air Patrol may take unpaid leave to respond to declared emergencies. The Company may request advance notice and documentation. Upon return, employees will be reinstated to their previous or a comparable position.

MISSOURI BENEFITS

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who are absent from or late to work in order to respond to an emergency as a volunteer firefighter, or a member of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or FEMA, will be granted an unpaid leave to carry out those duties.

The Company may request that the employee provide a written statement from the supervisor or acting supervisor stating that the employee responded to an emergency and stating the time and date of the emergency. Employees must make a reasonable effort to notify the Company that they may be absent or late.

COAST GUARD SERVICE LEAVE

Any employee who is a member of the United States Coast Guard Auxiliary shall be granted a leave of absence for periods during which the employee is engaged in the performance of the United States Coast Guard or United States Coast Guard Auxiliary duties, including travel to such duties, when authorized by appropriate United States Coast Guard authority. Leave shall be limited to fifteen working days per year. Extended leave will be available in the event of a national or state emergency.

The Company has the right to request that the employee be exempt from responding to a specific mission.

CIVIL AIR PATROL LEAVE

Any employee who is a member of the civil air patrol will be granted an unpaid leave of absence of up to 15 days for civil air patrol emergency service or to fly counter-narcotics missions. Extended leave may be granted in the case of a state or nationally declared emergency in the state of Missouri.

Employees will not lose time, regular leave, or any other rights or benefits as a result of this leave of absence. The Company has a right to request that the employee be exempted from responding to a specific mission and the Missouri wing commander is required to honor the Company's request.

VOTING LEAVE

If an employee does not have three consecutive hours to vote while the polls are open, either before or after their shift, then the employee will be given up to three hours to vote in any state or federal election. The employee must request a leave of absence prior to Election Day, and the Company may specify which hours the employee may take to vote. The three hours will be compensated at the employee's regular rate of pay.

CRIME VICTIM LEAVE

An employee who is the victim of a crime, or the immediate family member of a crime victim, and misses work in order to participate in the preparation of criminal proceedings or in response

to a subpoena, will be granted leave without pay for such time as it is necessary to comply with the request. The Company may request proof of the need for leave.

DOMESTIC VIOLENCE LEAVE AND SAFETY ACCOMMODATIONS

The Company will provide up to two weeks of unpaid leave per year for employees who are victims of domestic or sexual violence or whose family or household members are victims of domestic or sexual violence. Employees may use domestic violence leave to:

- Seek medical attention for or recover from physical or psychological injuries; Obtain services from a victim services organization;
- Seek psychological or other counseling;
- Participate in safety planning, relocate, or take other action to increase their safety or ensure their economic security; and
- Seek legal assistance or remedies (e.g., a restraining order) to ensure their health and safety, including participating in a legal proceeding related to the domestic or sexual violence.

Employees are required to provide 48 hours' notice of their need for leave when possible. The Company may request documentation to confirm the employee's need for leave; all such documentation will be kept confidential.

The Company will also provide the following reasonable safety accommodations, upon request, unless the accommodation causes an undue hardship:

- Adjusting the employee's job structure, workplace facility, or work requirement (e.g., transfer, reassignment, modified schedule, additional leave beyond two weeks);
- Changing the employee's phone number or seating assignment;
- Installing a lock;
- Implementing a safety procedure; and
- Assisting in documenting domestic violence that occurs at or during work.

Employees who need, or who may need, leave or a safety accommodation should notify their manager or Human Resources.

NEW JERSEY BENEFITS

SICK LEAVE

All employees not eligible for PTO or DTO will earn one hour of paid sick leave for every 30 hours worked. Exempt employees will be presumed to work 40 hours per week unless they are regularly scheduled to work fewer hours, in which case accrual will be based on their actual schedule. Employees are eligible to use accrued sick leave on their 120th day of employment.

Yearly accrual of sick leave, as well as yearly use, is limited to 40 hours. Up to 40 hours of unused leave will roll over into a new benefit year.

Sick leave may be used for the following reasons:

- Diagnosis, care, treatment of, or recovery from an employee's mental or physical illness, injury, or health condition, or for preventive health care;
- Diagnosis, care, treatment of, or recovery from a family member's mental or physical illness, injury, or health condition, or for preventive health care;
- When the employee's workplace or their child's school or place of care is closed because the governor declared a state of emergency;
- When the presence in the community of either the employee or one of their family members whom they need to care for would jeopardize the health of others under either a declaration of a state of emergency by the governor or an issuance by a health care provider, the Commissioner of Health, or another public health authority;
- When the employee isolates or quarantines or cares for a family member in quarantine as a result of a suspected exposure to a communicable disease and a finding that the presence of the employee or their family member in the community would jeopardize the health of others, under either a state of emergency as declared by the governor or the recommendation, direction, or order of a healthcare provider or authorized public official;
- When time off is needed because the employee or a member of their family is a victim of domestic or sexual violence; or
- To attend a school-related conference or meeting.

When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in increments of two hours or more.

If the need for sick leave is foreseeable, employees must provide seven days' notice. If the need for sick leave is unforeseeable, the employee must provide notice as soon as practicable. Employees who use leave for three or more consecutive workdays may be asked to provide documentation of the need for leave, such as a doctor's note.

Unused sick leave will not be paid out at the end of employment. Employees rehired within six months of separation will have their previously accrued but unused sick leave restored.

PUBLIC HEALTH EMERGENCY LEAVE

The Company provides public health emergency leave to regular employees who are ordered to isolate or quarantine by the Commissioner of the State of New Jersey Department of Health. The leave is unpaid.

Employees who take public health emergency leave will be reinstated to the same or an equivalent position if they:

- Provide a certificate of completion of isolation or quarantine issued by the state or local health department;
- Are still qualified to perform the duties of their position; and
- Request reinstatement within 90 days of the end of their isolation or quarantine.

If the Company's circumstances have changed significantly, reinstatement may not be possible.

Employees should provide the Company with notice of their need for leave as soon as practicable.

STATE DISABILITY INSURANCE

Employees who are disabled because of an off-the-job injury or illness may be eligible for temporary disability insurance through the state. Employees must have worked 20 or more calendar weeks and earned over a certain threshold of income to qualify.

The Temporary Disability Insurance benefits program provides covered individuals Family Leave Insurance benefits, a monetary benefit, up to 26 weeks. The Temporary Disability Insurance benefits program does not establish the right of a covered individual to be restored to employment following a period of disability leave. However, a covered individual's job may be protected under the federal Family and Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA).

The program requires contributions from both the Company and the employee in the form of payroll deductions as determined by the Department of Labor and Workforce Development. The maximum employee contribution is subject to change on a yearly basis.

The Division of Temporary Disability Insurance will determine eligibility for this benefit and claims should be filed directly with that department. Employees should notify the Company before returning to work and provide a physician's statement of their ability to resume normal duties.

FAMILY LEAVE INSURANCE

New Jersey Family Leave Insurance offers qualifying employees cash benefits for up to 12 weeks to bond with a newborn or newly adopted child, or to care for a seriously ill family member, including spouse, domestic partner, civil union partner, parent, or child. The program requires no contributions from employers and is 100% funded by an employee payroll deduction.

The Family Leave Insurance benefits program provides covered individuals Family Leave Insurance benefits, not a leave entitlement. The Family Leave Insurance benefits program does not establish the right of a covered individual to be restored to employment following a period of leave from work to participate in providing care for a family member who has a serious health condition or to bond

with a newborn or newly adopted child. However, a covered individual's job may be protected under the federal Family and Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA), if applicable.

The Company requires 30 days' notice before bonding leave starts, per New Jersey Law. If the proper notice is not provided, benefits may be reduced by 14 days. Leave to care for a seriously ill family member should be requested as far in advance as possible under the circumstances. Intermittent leave may be taken in increments of seven days or more upon approval by the Company. Intermittent leave requests must be 15 days in advance of the need for leave.

The Division of Temporary Disability Insurance will determine eligibility for this benefit and claims should be filed directly with that department.

NEW JERSEY FAMILY LEAVE ACT

Employees who have worked for the Company for at least one year and have worked 1,000 hours or more (not including overtime) in the previous 12 months are eligible to take up to 12 weeks of family leave in a 24-month period. The 24-month period begins on the first day of the employee's first leave.

The NJFLA provides leave for the following reasons:

- The birth of a child,
- The placement of a child for adoption or foster care,
- The serious health condition of a family member, or
- During a public health emergency if any of the following applies:
 - The employee needs to care for their child because their school or place of care is closed by order of a public official;
 - The employee needs to care for a family member who is subject to a requirement by a public health authority (e.g., mandatory quarantine) because they are determined to either have the communicable disease or had a known or suspected exposure to the communicable disease; or
 - The employee needs to care for a family member who has been recommended to self-quarantine by a healthcare provider or public health authority because of a suspected exposure to the communicable disease.

VOLUNTEER EMERGENCY RESPONDER LEAVE

An employee who is an active member in good standing of a volunteer fire company, a volunteer member of a duly incorporated first aid, rescue or ambulance squad, or a member of any county or municipal volunteer Office of Emergency Management will be granted unpaid time off when they fail to report for work because they are serving as a volunteer emergency responder during a state of emergency.

The volunteer emergency responder must provide the Company with notice at least one hour before they are scheduled to report to work, and upon returning work, documentation from the officer in charge affirming that the volunteer emergency responder was rendering emergency services and listing the date and time the volunteer emergency responder was relieved from emergency duty.

NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

Employees who have worked for the Company for 12 months and have worked at least 1,000 hours in the previous 12 months will be granted up to 20 days of unpaid leave under this Act. Leave may be taken for victims (or the parent, child, spouse, domestic partner or civil union partner of a victim) of domestic violence or sexually violent offenses for many reasons associated with an incident of domestic violence or sexually violent offense including seeking medical attention, obtaining services from a victim services organization, obtaining counseling, participating in safety planning or relocation efforts, seeking legal assistance and preparing for court proceedings.

ORGAN & BONE MARROW DONATION LEAVE

Employees will be granted up to 26 weeks of leave for organ or bone marrow donation. The leave is unpaid, but employees may be eligible for partial wage replacement through Temporary Disability Benefits. Upon returning to work from a donor leave, the employee will be restored to the same or an equivalent position. The Company may request proof of the need for leave.

NEW YORK BENEFITS

PAID SICK AND SAFE LEAVE

The Company will provide 56 hours of paid sick and safe leave per calendar year to all New York employees who are not eligible for PTO or DTO. Sick leave may be used for an employee's or a family member's illness or preventive care, or to seek services or relocate due to domestic violence, sexual assault, stalking, or human trafficking. Leave will accrue at a rate of one hour per 30 hours worked, or may be front-loaded. Sick leave may be used in increments consistent with Company timekeeping practices. Unused leave will carry over, but use is capped at 56 hours annually.

PAID FAMILY LEAVE

Eligible employees may take up to 12 weeks of paid family leave to bond with a new child, care for a family member with a serious health condition, or address certain military family needs. Leave is job-protected and benefits must continue during the leave. Employees must give 30 days' notice if foreseeable and apply through the state program.

JURY DUTY LEAVE

Employees will be granted unpaid leave for jury duty. The Company will pay up to \$40 per day for the first three days. Proof of service may be requested.

CRIME VICTIM LEAVE

Employees who are crime victims or who are subpoenaed to testify may take unpaid leave. The Company will not retaliate against employees for participating in criminal proceedings.

MILITARY SPOUSE LEAVE

Employees whose spouse is on active duty may take up to 10 days of unpaid leave when their spouse is on leave from deployment.

MILITARY SERVICE LEAVE

Employees called to military service will be granted leave and reinstated to the same or a comparable position upon return, consistent with federal and state law.

VOTING LEAVE

Employees who do not have sufficient time outside of work to vote may take up to two hours of paid leave. Requests must be made at least two working days before the election. The Company may designate when during the day leave is taken.

BLOOD AND BONE MARROW DONATION LEAVE

Employees who work 20 or more hours per week may take up to three hours per year of unpaid leave to donate blood. Employees may also take up to 24 hours of unpaid leave per donation for bone marrow donation. The Company may require verification from a physician.

EMERGENCY RESPONDER LEAVE

Employees who are volunteer firefighters or ambulance personnel may take unpaid leave during a declared emergency to perform their duties. This leave is job-protected.

NORTH CAROLINA BENEFITS

CIVIL AIR PATROL LEAVE

Employees who are members of the North Carolina Wing of the Civil Air Patrol can take up to a total of 14 workdays of unpaid leave per year for state approved or United States Air Force approved missions. To meet operational and scheduling needs, the Company reserves the right to require that no more than seven consecutive workdays of leave be taken at a time.

The Company requests that employees provide as much notice as possible and may require certification of the need for time off under this policy. Employees can choose to use any accrued paid leave they have available.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who are volunteer emergency response workers and are called to service after a proclamation of a state of disaster will be granted leave without pay for that time. The employee may use vacation or other accrued paid leave, but will not be required to do so.

DOMESTIC VIOLENCE & SEXUAL ASSAULT LEAVE

An employee who is a victim of domestic violence and requires time off from work to obtain or attempt to obtain relief will be granted an unpaid leave. Advance notice is required when possible. The Company may request documentation of any emergency that supports the employee's reason for being absent from the workplace.

SCHOOL INVOLVEMENT LEAVE

Employees are entitled to up to four hours per year of unpaid leave for parent involvement with their child's school. The Company may require written verification from the school of the employee's involvement.

OHIO BENEFITS

MILITARY FAMILY LEAVE

The Company will provide two weeks of unpaid leave for an employee who is the spouse, parent, or a person who has or had custody of a member of the uniformed services when that member is deployed or injured. Employees may take leave up to 10 days or 80 hours (whichever is less) once per calendar year. To do so, the employee must satisfy the following conditions:

Length of Employment

The employee must be employed by the Company for at least 12 consecutive months and for at least 1,250 hours in the 12 months immediately preceding the beginning of the leave.

Family Relationship

The employee must be the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services when that member is called for active duty longer than 30 days or is injured while serving on active duty.

Notice

The employee must provide 14 days' notice of intended leave for active duty deployment, or two days' notice of intended leave for injuries. No notice is required for leave taken because of critical or life-threatening injuries.

Time Frame

Leave must be taken no more than two weeks prior to, or one week after the date of deployment.

Exhaustion of Other Leave

The employee must exhaust all available forms of leave, except sick leave or disability leave.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who are volunteer firefighters or volunteer providers of emergency medical services will be allowed unpaid time off to perform emergency duties when the call to respond is received prior to their shift. Employees must notify the Company that they are a member of one of these groups ahead of time and should make every effort to contact their manager if they are going to miss work. The Company may require proof of the need for leave.

WITNESS LEAVE

If an employee is absent from work to serve as a witness in response to a criminal, delinquency, or grand jury proceeding, or appears with a child in court as a parent or guardian, the employee will be granted a witness leave without pay for such time as it is necessary to comply with the request. The Company may request proof of the need for leave.

VOTING LEAVE

If an employee cannot vote because of their scheduled work hours, then the employee will be given a reasonable amount of unpaid time off to vote in any state or federal election. Exempt employees will be paid in accordance with the Fair Labor Standards Act and applicable state or local law.

CRIME VICTIM LEAVE

An employee who is the victim of a crime, a victim's representative, or the immediate family member of a crime victim, will be granted unpaid leave in to participate in criminal or delinquency proceedings or preparations for such proceedings. The Company may request proof of the need for leave.

ELECTION OFFICIAL LEAVE

If an employee is a precinct election official, the employee will be provided unpaid leave for registration and/or Election Day in order to perform the duties of the position to which they have been appointed. Proper documentation of the appointment and the dates of the required service should be furnished to the Company by the employee at least seven days before the expected absence. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state or local law.

TENNESSEE BENEFITS

VETERANS DAY LEAVE

An employee who is a former member of the armed forces of the United States, or a former or current member of a reserve or Tennessee national guard unit who was called into active military service of the United States, is entitled to take Veterans Day off upon request. The Company may require documentation of the employee's status as an eligible veteran.

Employees seeking Veterans Day off must make the request at least one month ahead of time. The Company may deny the request if it would affect public health or safety or cause a significant economic or operational disruption.

Employees may use accrued paid time off if they have any available or take the day off unpaid.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who are acting as a volunteer firefighter or other rescue squad worker and are absent from or late for work due to a firefighting or other rescue emergency will be granted unpaid leave for such duties.

Any employee who is an active volunteer firefighter and has to leave work in order to respond to fire calls during the employee's regular hours of employment will not lose pay, vacation time, sick leave, or earned overtime accumulation. Any such employee may be permitted to take off the next scheduled work shift within twelve hours following the response as a vacation day or sick leave day without loss of pay, if the employee assisted in fighting the fire for more than four hours. If the employee is not entitled to a vacation day or sick leave day, then the employee may be permitted to take off the work period without pay.

The Company may require the employee to present a written statement from the volunteer fire department supervisor stating that the employee was responding to an emergency at the date and time of the absence.

PARENTAL LEAVE

Employees who have been employed by the Company for at least twelve consecutive months as full-time employees may be absent from employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child.

At the conclusion of this leave, employees will be restored to their previous (or similar) position with the same status, pay, length of service credit and seniority as of the date of their leave, so long as employees provide at least three months' advance notice of their anticipated departure date and their intent to return. Employees who are prevented from giving three months' advance notice because either a medical emergency necessitates leave begin earlier than anticipated, or because the notice of adoption was received less than three months in advance, do not forfeit their rights to return to the same or similar position solely because of their failure to give three months' advance notice.

The purpose of this leave is to provide time to employees for adoption, pregnancy, childbirth and nursing. Employees who use their leave to pursue other employment opportunities may not be returned to their position at the conclusion of leave.

Leave under this section is unpaid and will not affect the employees' right to vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of employment incident to the employees' employment position.

JURY SERVICE LEAVE

Employees will be granted a leave of absence to attend jury duty. To be eligible for jury service leave, the employee must provide the Company a copy of the summons for jury duty and documentation from the court confirming the dates of leave. The Company reserves the right to request that an employee seek to be excused from or request postponement of jury service if their absence from work would create a hardship to the Company.

Any fees received for jury duty, including travel fees, are to be retained by the employee. The Company may deduct any fee the employee received for serving as a juror from the amount owed for jury leave.

Regular employees, and temporary employees who have worked for the company for more than six months, will receive paid leave, including their travel time to and from jury service. Temporary non-exempt employees who have worked for the Company less than six months will receive unpaid leave. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state or local law.

VOTING LEAVE

If an employee does not have three or more consecutive nonworking hours while the polls are open to vote, then the employee will be given up to three hours to vote in any state or federal election. The employee must request such leave by noon the day before Election Day. The Company may determine when the employee may take leave. The three hours will be compensated at the employee's regular rate of pay. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) and applicable state or local law.

Employees serving as part-time voting machine technicians will be provided with unpaid leave, or paid in accordance with the FLSA if exempt, to carry out these duties.

TEXAS BENEFITS

WITNESS LEAVE

If an employee is subpoenaed to serve as a witness in a civil, criminal, administrative or legislative proceeding, the employee will be granted a leave of absence without pay for such time as it is necessary to comply with the request. The Company may request proof of the need for leave.

MILITARY LEAVE

Employees who are members of the state military forces of Texas or any other state and who are ordered to authorized training or duty are, upon completion of their duties, entitled to return to the same position held without loss of time, efficiency rating, vacation time, or any other benefit of employment. Employees who take this military leave must give written or actual notice of intent to return as soon as practicable after release from duty.

VOTING LEAVE

If an employee does not have two or more consecutive hours during which the polls are open, either before or after their regularly scheduled work hours, then the employee will be given up to two hours to vote in any state or federal election. The two hours will be compensated at the employee's regular rate of pay.

ELECTED OFFICIAL LEAVE

Employees who attend political conventions as a delegate will be given unpaid time off to carry out this duty. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements and applicable state and local law.

WYOMING BENEFITS

MILITARY LEAVE

Employees who are called to active duty or military training, including National Guard or other uniformed services, are entitled to unpaid leave. Reemployment rights are protected under federal law. Employees must return to work within the timeframes specified by USERRA based on the length of service.

JURY DUTY LEAVE

Employees will be granted leave for jury service. The Company will not discharge or discipline employees for jury service. Proof of service may be required.

VOTING LEAVE

Employees who do not have three consecutive hours outside of work to vote on Election Day may request up to one hour of paid leave. Leave must be requested before Election Day.

CRIME VICTIM OR WITNESS LEAVE

Employees subpoenaed to testify as a crime victim or witness will be granted unpaid leave. The Company may request documentation but may not retaliate against employees for participating in judicial proceedings.

PREGNANCY DISABILITY LEAVE

The Company will provide leave for employees who are medically unable to work due to pregnancy, childbirth, or related medical conditions. Leave will be treated the same as other temporary disabilities and may require medical certification. Accrued paid leave may be used.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

The Company prohibits smoking in any public building or within 20 feet of a main entrance, exit, or window of a public building. The Company does not permit smoking, vaping, and the use of chew in any company buildings, facilities, work sites, or vehicles. Employees wishing to smoke should do so during their break times, outside company buildings in designated areas, and in accordance with local ordinances.

DRUG AND ALCOHOL

The Company is dedicated to providing employees with a workplace that is free of drugs and alcohol. While on Company premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), as long as they do not create safety issues or impair an employee's ability to do their job, and the moderate use of alcohol at company-sponsored or sanctioned events.

Employees are strictly prohibited from possessing illegal drugs, cannabis, or excessive quantities of prescription or over-the-counter drugs while on Company premises, performing Company-related duties, or operating any Company equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their manager of any resulting job limitations. Once notified, the Company will make reasonable efforts to accommodate the limitation.

The Company reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at the Company's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

Violation of this policy may result in discipline, up to and including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

REASONABLE ACCOMMODATIONS

Disability

If the Company is made aware of an employee's disability and resulting need for accommodation, requests for accommodation should be directed to HR, or to an employee's direct supervisor, who will submit the issue to HR. This process will determine what, if any, accommodations are necessary

and reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. Human Resources will provide employees with the necessary form.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

Pregnancy

The Company will provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions, provided that such accommodations would not create an undue hardship. Examples of potential accommodations include:

- Seating
- Additional break time to use the bathroom, eat, and rest
- Leave or time off to recover from childbirth
- Limitations on strenuous activities
- Flexible hours

If you need an accommodation, notify your manager or HR. If the need for a particular accommodation is not obvious, you may be asked to provide additional information, such as how it will address limitations caused by pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, the Company will engage with you in the interactive process to accurately understand your limitations and find reasonable accommodations.

If leave is provided as a reasonable accommodation, it may run concurrently with other leave(s) provided by federal, state, or local law.

This policy reflects an employee's right to accommodations under the federal Pregnant Workers Fairness Act and does not override any additional rights or accommodations provided by state or local law.

PREGNANCY RIGHTS NOTICE

Illinois

Employees who are pregnant or recovering from childbirth have a right to ask for accommodations, reject an accommodation they do not desire, and to continue working during pregnancy if a reasonable accommodation is available that would allow them to continue doing their job. The Company will not discriminate against an employee in any way due to pregnancy, nor will it retaliate against employees who request reasonable accommodations. For additional

information please refer to the Pregnancy and Your Rights in the Workplace poster, which is located with other notices required by law.

Kentucky

The Company will provide employees with accommodations for limitations related to pregnancy, childbirth, or a related medical condition as long as the accommodation does not create an undue hardship. Examples of potential accommodations include longer breaks, seating, modified job duties, or temporary transfer to a vacant position that is less strenuous or hazardous. Employees who need, or may need, a pregnancy-related accommodation should notify their manager or Human Resources.

Maryland

The Company will grant reasonable accommodations for known limitations resulting from pregnancy, childbirth, or related medical conditions as long as those accommodations do not create an undue hardship. Examples of potential accommodations include longer breaks, modified job duties, and leave. Leaves will be granted on the same terms as leaves granted for other temporary disabilities. Employees who need, or may need, an accommodation related to pregnancy should notify their manager or Human Resources.

Tennessee

The Company will grant reasonable accommodations for known limitations resulting from pregnancy, childbirth, or related medical conditions as long as those accommodations do not create an undue hardship. Examples of potential accommodation include longer breaks, modified job duties, and leave.

The Company may require medical documentation to support an employee's request for a temporary transfer, job restructuring, light duty, or leave. Employees who need, or may need, an accommodation related to pregnancy should notify their manager or Human Resources.

INJURY AND ACCIDENT RESPONSE AND REPORTING

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available manager. Employees should render any assistance requested by that manager. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated Safety Officer, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe

and healthy place to work. The Company recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a manager immediately. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

WORKERS' COMPENSATION

The Company carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided. These benefits will not be limited, expanded, or modified by any statements of Company personnel or Company documents. In the case of any discrepancy, the insurance carrier's documents will control.

WORKPLACE VIOLENCE AND SECURITY

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, customer, business partner, or Company property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on Company premises, will be subject to discipline, up to immediate termination.

Employees share the responsibility of identifying and alleviating threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to a manager. Threats will be investigated and appropriate remedial or disciplinary action will be taken.

DRIVING SAFETY

Employees who drive on Company business are expected to drive safely and responsibly and to use common sense and courtesy. Employees are also subject to the following rules and conditions:

1. A valid driver's license must be maintained as a condition of continued employment for positions that require driving. The company may request to see an employee's license at any time.
2. Employees may not use a Company vehicle without express authorization from management.
3. If Company vehicles are generally used for Company business, employees must receive authorization from management to use their personal vehicle instead.
4. Employees who drive their own vehicles for work must maintain the minimum amount of insurance required by state law as a condition of continued employment. The Company may request proof of insurance at any time.
5. Employees must wear seat belts at all times, whether they are the driver or a passenger.
6. With the exception of a phone being used only for navigation purposes, employees are required to turn off cell phones or put them on silent before starting their car. Employees are

permitted and encouraged to communicate to clients, associates, and business partners the reason why calls may not be returned immediately.

7. Employees who are using a device for navigation purposes should complete all set up before starting the vehicle.
8. Use of electronic devices for purposes other than navigation is strictly prohibited. This includes, but is not limited to, making or receiving phone calls, sending or receiving text messages or e-mails, browsing the internet, reading books, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
9. Employees should not engage in other distracting activities such as eating, shaving, or putting on makeup, even in stopped or slow-moving traffic.
10. The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited. This includes, but is not limited to, over-the-counter cold or allergy medications and sleep aids that have a residual effect.
11. Employees must follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
12. All passengers must be approved by management in advance of travel.
13. Employees must not allow anyone to ride in any part of the vehicle not specifically intended for passenger use or any seat that does not have a working seat belt.
14. Employees must promptly report any accidents to local law enforcement as well as the Company.
15. Employees must promptly report any moving or parking violations received while driving on Company business or in Company vehicles.

INCLEMENT WEATHER AND OUTAGES

This policy establishes guidelines for Company operations during periods of extreme weather and similar emergencies. The Company will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, the Company does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of designated managers will the Company cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to continue work from home if their job duties allow. The Company will pay the exempt employee's regular salary regardless, as outlined in the Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Other Work Options

Supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

WORKPLACE GUIDELINES

HOURS OF WORK

Employees are expected to be at their work area and ready to work at their scheduled time. Employees will be given their work hours upon hire and at the time of any change in position. If the normal work hours are changed or if the Company changes its operating hours, employees will be given notice. Starting January 1, 2026, all employees work days will follow the standard eight (8) hour working day and forty (40) hour working week.

OFF-THE-CLOCK WORK

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (doing work that is not reported in the timekeeping system) is expressly prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a member of management.

MEAL PERIODS

California

Employees who work more than five hours in a day are entitled to take a non-compensated meal period of 30 minutes each workday. No employee may work more than five hours in a workday without taking an uncompensated meal period, except as provided herein. In no case may any meal period be waived to shorten an employee's work hours or to be used in lieu of time without pay. Any employee who is scheduled to work not more than six hours in any workday may, by written mutual agreement between the Company and the employee, work without a meal period.

When an employee works more than ten hours in a day, a second uncompensated meal period of at least 30 minutes will be provided. Employees who work more than ten but fewer than twelve hours in a workday may waive the second meal period (by mutual written agreement with the Company), but only if they took, and did not waive, the first meal period.

Employees are to be relieved from all work duties during meal breaks. If the nature of an employee's work prevents that employee from being relieved from all work duties on a particular shift, then that meal period will be compensated at the employee's regular rate.

Colorado

For shifts of over five (5) consecutive hours, employees are entitled to uninterrupted, duty-free meal periods of at least thirty (30) minutes. During meal periods, employees are relieved of all duties, allowed to leave the work site, and allowed to do personal activities.

If an employee is not able to take an uninterrupted, duty-free meal because of the nature of their work on a particular shift, they will be paid for their meal period at their regular rate.

Employees must take their meal periods at least one (1) hour after the start of their shift and at least one (1) hour before the end of their shift, to the extent practical.

Connecticut

For shifts of seven and one-half hours (or more), employees are entitled to one unpaid meal break of at least thirty consecutive minutes. The meal period shall occur at some time after the first two hours of work and before the last two hours of work, unless the Company and employee enter into a written agreement providing for a different schedule for the break.

Florida

Minor employees under the age of 18 are entitled to a 30 minute uninterrupted and non-compensated meal break for every four hours of continuous work.

Illinois

Employees who are scheduled to work a shift that exceeds 7.5 consecutive hours are entitled to take an unpaid meal period each workday of 30 minutes. For every 4.5 hours worked beyond 7.5 hours, employees will get a 20-minute unpaid meal period.

Kentucky

Employees scheduled to work more than five consecutive hours in a workday are entitled to take a reasonable meal period (of at least 30 minutes) as close to the middle of their scheduled shift as possible. Employees may, but shall not be required to, take their meal period sooner than three (3) hours after their shift commences or later than five (5) hours after their shift commences. Meal periods are unpaid.

Maryland

Minors will take an unpaid meal period of 30 minutes for every five hours they work in a workday.

Michigan

Minor employees are entitled to a meal break of 30 minutes for every five hours of continuous work.

New Jersey

Minor employees under age 18 who are scheduled to work five or more consecutive hours in one workday are entitled to take a non-compensated meal period each workday of 30 minutes.

New York

Employees are entitled to a 30-minute uncompensated lunch break between 11:00 a.m. and 2:00 p.m. for shifts of six hours or longer that extend over that period. Employees are also entitled to a 45-minute uncompensated meal break at the time midway between the beginning of any shift of more than six hours that starts between 1:00 p.m. and 6:00 a.m.

For workdays that extend from before 11:00 a.m. to after 7:00 p.m., employees are entitled to an additional 20-minute uncompensated meal break between 5:00 p.m. and 7:00 p.m.

North Carolina

Minor employees under age 16 who are scheduled to work five or more consecutive hours in one workday are entitled to take a non-compensated meal period each workday of 30 minutes.

Ohio

Minors under age 18 will be provided a 30-minute non-compensated period for meals or rest for every five continuous hours of work.

Tennessee

Employees working six or more hours in one workday are entitled to take a non-compensated meal period each workday of 30 minutes.

REST PERIODS

California

Employees will take a paid 10-minute rest period for every four hours worked or a major fraction thereof (i.e., any period exceeding two hours). However, a rest period need not be authorized for employees whose total daily work time is less than three and one-half hours. Any variances in rest periods are subject to advance management approval. Breaks should occur as close to the middle of each work period as possible.

By way of example, shifts of 3.5 to 6 hours require one 10-minute rest break; shifts of 6.1 to 10 hours require two 10-minute rest breaks; and shifts of 10.1 to 14 hours require three 10-minute rest breaks.

Colorado

Employees will take a paid 10-minute rest period for every four hours of work or for every major fraction of that time (i.e., more than two hours).

By way of example, shifts of 2 hours or fewer require no rest periods; shifts of 2.1 to 6 hours require one rest period, shifts of 6.1 to 10 hours require two rest periods; and shifts of 10.1 to 14 hours require three rest periods.

Florida

Minors age 17 and younger will be provided a 10 minute paid rest break for every four continuous hours of work.

Kentucky

Employees will take a paid ten-minute rest period for each four hours worked.

Maryland

Retail employees working four to six consecutive hours are entitled to take a paid break each workday of 15 minutes. Employees working more than six but fewer than eight consecutive hours are entitled to a 30-minute break. Employees who work eight or more consecutive hours are entitled to a 30-minute break plus a 15-minute break for every additional four consecutive hours.

LACTATION ACCOMMODATION

The Company provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to one year following the birth of a child. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from

intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

California

The Company provides a supportive environment to enable breastfeeding employees to express their milk during work hours. Accommodations under this policy include a private place (other than a bathroom) as well as unpaid time to express milk. If a dedicated lactation space is not possible, a multi-use area will be made available and a lactating employee will be given priority.

Employees should request lactation accommodations through their manager or Human Resources in person or by phone or email. Managers who receive requests for lactation accommodations should contact Human Resources or a member of the leadership team if they have any doubt about their ability to accommodate the request. The Company will respond to the request either by providing the requested accommodations in full or by providing what is possible and giving the employee a written explanation as to why any other part of the request could not be granted.

When possible, employees should take their lactation breaks concurrently with their meal and rest breaks, if applicable. Employees will be paid for the duration of their standard rest breaks, and additional time will be unpaid. Exempt employee pay will not be affected by lactation break time.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated. Employees who believe they are not being provided with accommodations as required by law may file a complaint with the Labor Commissioner.

Colorado

The Company provides a supportive environment to enable breastfeeding employees to express their milk during work hours for up to two years following the birth of a child. Accommodations under this policy include a private place (other than a bathroom) as well as unpaid time to express milk.

The Company will provide reasonable time for breastfeeding employees to express milk. When possible, employees should take their lactation breaks concurrently with their meal and rest breaks, if applicable. Employees will be paid for the duration of their standard rest breaks, and additional time will be unpaid. Exempt employee pay will not be affected by lactation break time.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

Connecticut

The company provides a supportive environment to enable breastfeeding employees to express their milk during work hours. The company will make reasonable efforts to provide a room or

other location in close proximity to the employee's work area (other than a toilet stall) where the employee can express milk in private. The room or location will be free from intrusion, shielded from the public, include or be situated near a refrigerator or employee provided portable cold storage device in which the employee can store milk, and include access to an electrical outlet (unless these criteria cannot be met without an undue hardship).

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

Georgia

The Company provides a supportive environment to enable breastfeeding employees to express milk during work hours. Accommodations under this policy include reasonable break time and a private place (other than a bathroom) that is close to the employee's work area to express milk. Lactation breaks on a Company worksite will be paid; all other lactation breaks will be unpaid.

When possible, time provided under the policy should be taken concurrently with other breaks to which the employee is entitled. Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

Illinois

The Company provides a supportive environment to enable breastfeeding employees to express milk during work hours. Accommodations under this policy include reasonable paid break time and a private place (other than a bathroom) that is close to the employee's work area to express milk.

When possible, time provided under the policy should be taken concurrently with other breaks to which the employee is entitled. Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

Kentucky

The Company provides a supportive environment to enable breastfeeding employees to express milk during work hours. Accommodations under this policy include unpaid break time and a private place (other than a bathroom) that is close to the employee's work area to express milk.

When possible, employees should take their lactation breaks concurrently with their meal and rest breaks, if applicable. Employees will be paid for the duration of their regular rest breaks, and additional time will be unpaid. Exempt employee pay will not be affected by lactation break time.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

New Jersey

The Company provides a supportive environment to enable breastfeeding employees to express milk during work hours. Accommodations under this policy include unpaid break time and a private place (other than a bathroom) that is close to the employee's work area to express milk.

When possible, time provided under this policy should be taken concurrently with other breaks to which the employee is entitled. Employees will be paid for the duration of their regular rest breaks, if applicable, and additional time will be unpaid. Exempt employee pay will not be affected by lactation break time.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

New York

The Company provides a supportive environment to enable breastfeeding employees to express milk during work hours. Employees may take breaks to express breast milk for up to three years following childbirth. The first 30 minutes of each break will be paid.

Upon request by the employee, the Company will designate a room or other location (other than a restroom or stall) which shall be made available for use by the employee to express breast milk. The Company will take reasonable efforts to ensure the room will be in close proximity to the work area, well lit, shielded from view, and free from intrusion from other persons in the workplace or the public. The room will include a chair, a working surface, nearby access to running water, and an electrical outlet..The employee shall be allowed access to refrigeration for the purpose of storing the expressed milk.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

Tennessee

The Company provides a supportive environment to enable breastfeeding employees to express their milk during work hours. Accommodations under this policy include a private place (other than a bathroom) as well as unpaid time to express milk.

When possible, employees should take their lactation breaks concurrently with their meal and rest breaks, if applicable. Employees will be paid for the duration of their standard rest breaks, and additional time will be unpaid. Exempt employee pay will not be affected by lactation break time.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated.

ATTENDANCE AND TARDINESS

Employees are expected to be at work and ready to go when their scheduled shift begins or resumes. If an employee is unable to be at work on time, or at all, they must notify their manager, preferably before the start of their scheduled work day. If an employee's manager is not available, the employee should contact another member of management. If an employee is physically unable to contact the Company, they should ask another person to make contact on their behalf. Leaving a message with a co-worker or answering service is not considered proper notification. Being tardy or absent from work is not considered acceptable job performance.

When an employee calls in absent, they should provide their expected time or date of return. The Company reserves the right to require proof of the need for absence, if allowed by law. If an employee is absent for three consecutive days and has not provided proper notification, the Company will assume that the employee has voluntarily quit their position and will proceed with the termination process.

If an employee becomes ill during their scheduled work day and feels they may need to leave before the end of their shift, they should notify their manager immediately. If an employee is unable to perform their job at an acceptable level, they may be sent home until they are well enough to work.

Absences should be arranged as far in advance as possible. When an employee needs to be absent during the workday they should attempt to schedule their outside appointment or obligation so that their absence has the smallest impact possible on business operations.

TELECOMMUTING

Hauser currently requires non-remote employees to be in the office four days per week. Non-remote employees are permitted to work from home (WFH) occasionally or regularly, depending on a number of factors and the arrangements they've made with Senior Leadership and Human Resources. Working from home is a privilege that may be revoked at any time. The Company may request that an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home for any reason, including business needs, employee performance, or viability of doing the work from home. To be eligible to WFH, an employee must have access to reliable internet and a space that is free from excessive noise or distraction.

Submitting Requests

Employees must submit their remote work request to their supervisor and notify appropriate team members. Requests for recurring or extended WFH arrangements will be considered after 3 months of employment, or in the case of a public health emergency.

Employees wishing to request additional remote workdays in any given workweek are required to speak with their manager in advance for approval. If approved, the employee must submit their request to their supervisor and notify appropriate team members.

Costs

The Company will supply employees who consistently work from home with a monitor, keyboard, and mouse. The Company may reimburse employees for other reasonable business-related expenses necessary for remote work. Employees must get pre-approval for expenses associated with working from home. Any equipment supplied by the Company is to be used for business purposes only, unless otherwise specified. Employees must take appropriate action to protect these items from damage or theft.

The Company is not responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture or lighting, or for repairs or modifications to the home office space.

Security

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary Company and customer information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Unless you live alone, computers should be locked when you walk away, and other household members should be not allowed access to or use of Company property.

Childcare Requirement for Remote Work

Employees working from home are expected to have appropriate childcare arrangements during their scheduled work hours. Remote work does not eliminate the need for childcare; employees must ensure that personal responsibilities, including childcare, do not interfere with their ability to perform work duties, attend meetings, or maintain required availability.

Expectations

When working from home employees must:

- Work their full, typical schedule.
- Attend all meetings in a virtual capacity.
- Achieve the same level of production as in the office.
- Maintain equivalent availability for colleague and client communication, supervisor questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods.
- Create a workspace that is conducive to productivity and free of distractions, including pets and children. This includes minimizing background noise, ensuring a comfortable environment and setting boundaries with household members.
- Respond promptly to communication via messaging app, email, and phone.
- Take all required break and rest periods, as if they were in the office.
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.)
- Ensure you have reliable and secure internet connectivity and the necessary technology to perform job duties effectively.
- Follow all company procedures and policies.

- Refrain from using alcohol or illegal drugs.
- Record all time worked (non-exempt employees).

Remote Employees are defined based on two specific criteria:

Location-Based Criteria:

Employees residing more than 50 miles from the office are not considered within reasonable commuting distance.

PERSONAL APPEARANCE AND HYGIENE

Employees are expected to present a professional image, both through behavior and appearance. Accordingly, employees must wear work-appropriate attire during the workday or any time they are representing the company. Clothing does not need to be expensive but should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The following are generally not acceptable:

- Bare feet or flip flops
- Spandex, sweats, or work out attire
- Sagging pants, sagging shorts, or sagging skirts
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Visible tattoos that are not appropriate in content

All employees are expected to maintain appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Managers are responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change into something more appropriate.

Reasonable accommodation will be made for employees sincerely held religious beliefs and disabilities when such accommodation does not cause an undue burden. Employees who would like to request accommodation or have other questions about this policy should contact their supervisor.

IN-PERSON AND VIRTUAL MEETING ETIQUETTE

To foster professionalism, engagement, and inclusivity in all meetings in-person or virtual, employees are expected to adhere to the following meeting etiquette guidelines.

- **Cameras On:** Employees are expected to have their cameras on during virtual meetings unless there is a specific reason (e.g., technical issues, bandwidth limitations, or an approved accommodation) for keeping the camera off. Having cameras on helps foster engagement, accountability, and a sense of connection among team members.
- **Professional Appearance:** Dress appropriately for virtual meetings, as you would for in-person meetings including one-on-one interactions. Ensure your background is tidy and free from distractions.
- **Minimize Distractions:** Silence cell phones and avoid multitasking during meetings. Focus on the discussion and respect the time of all participants.

CONFIDENTIALITY

Employees may not disclose any confidential information or trade secrets to anyone outside the Company without the appropriate authorization. Confidential information may include internal reports, financials, client lists, methods of production, or other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instrument, formulas and technology. Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act.

SOLICITATION AND DISTRIBUTION

Solicitation during work time and in work areas is prohibited. Solicitation is defined as the act of asking for something, selling something, urging someone to do something, petitioning, or distributing persuasive materials. This could include, but is not limited to, asking for donations for a child's school (including through sales of a product), attempting to convert someone to or from a religion, distributing political materials, or collecting signatures for a non-work related purpose or initiative. Work time includes time when either the person soliciting, or being solicited to, is scheduled to be performing their work duties. Work areas include areas where employees generally do work, such as cubicles, offices, or conference rooms, and does not include areas such as the lunch or break room.

This policy does not prevent employees from using their approved breaks and rest periods to solicit outside of working areas and is not intended to infringe an employee's Section 7 rights. Those not employed by the company are prohibited from solicitation on company property at all times.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Protecting the private information of our employees and clients is of the utmost importance to the Hauser Group. For that reason, we take seriously the privacy and security of Protected Health Information or "PHI" as required by the Health Insurance Portability and Accountability Act (HIPAA).

HIPAA is a federal law that requires covered entities and their business associates to take certain steps to safeguard the privacy and security of PHI. While Hauser is not a covered entity under the law, its employee group health plan is, and as the sponsor of that plan, Hauser must comply with the law regarding our employees' PHI when it comes to us because of our health plan. Furthermore, Hauser and Hauser Corporate Solutions both meet the definition of business associates under the law and are likewise subject to HIPAA's requirements regarding PHI.

The HIPAA Privacy, Security, Breach Notification, and Enforcement Rules all apply to Hauser Group. The Privacy Rule requires covered entities and business associates to keep PHI confidential. Specifically, it prohibits the use or disclosure of an individual's PHI without authorization except under limited and specific circumstances. The Security Rule requires covered entities and business associates to develop and document a security program to guard against real and potential threats of disclosure or loss including policies, procedures and safeguards to protect Electronic PHI (or ePHI). Under the Breach Notification Rule, covered entities and business associates have a responsibility to report breaches resulting in an unauthorized disclosure of PHI to the United States Department of Health and Human Services (HHS)-Office of Civil Rights (OCR). In addition, covered entities must notify affected individuals, and business associates must notify the covered entity that owns the disclosed data. Finally, the Enforcement Rule grants OCR the authority to investigate data breaches and other HIPAA violations and to impose civil penalties or, in some cases, bring criminal charges for failure to follow the rules.

To ensure we are fully protecting the PHI of our employees and clients, Hauser has developed a comprehensive set of HIPAA Policies and Procedures and provides HIPAA training to designated employees. While all employees should be cognizant of the responsibilities to protect sensitive information, those who work with the group health plan, Hauser Insurance Group, or Hauser Corporate Solutions must pay particular attention to protecting PHI. Unauthorized disclosures of PHI or other HIPAA violations may result in disciplinary action up to and including termination.

Hauser engages in regular evaluations of security risks to ePHI and implements policies and procedures to prevent, detect, contain, and correct security violations. As part of this ongoing effort, employees must remain vigilant, adhere to the Acceptable Use Policy, and follow established cybersecurity practices to prevent unintentional exposures of ePHI as well as malicious cyber events such as phishing or ransomware, which could compromise the confidentiality, integrity, or availability of ePHI.

If you have any questions or concerns regarding our HIPAA policy, a specific disclosure, or a disclosure request, please contact our HIPAA Privacy Officer [John Gaffney, jgaffney@thehausergroup.com] or our HIPAA Security Officer [Jason Wehby, jwehby@thehausergroup.com].

Please see the HIPAA Compliance Plan located on the intranet at [HAUSER-HIPAA-COMPLIANCE-PLAN--1.26](#).

CONFLICT OF INTEREST

A conflict of interest arises when an employee is engaged in activity that could be detrimental to the company. This includes when an employee improperly uses their position with the company for personal gain or the gain of someone with whom they have a relationship. *Improper use* includes behavior that is illegal, as well as behavior that is unethical or questionable to a reasonable person. These are some examples of a conflict of interest:

- An employee requesting or requiring gifts or discounts in exchange for starting or continuing a business relationship with a client or vendor
- An employee selecting a relative's company as a supplier when they have not produced the best proposal
- An employee taking a second job working for a competitor and sharing confidential company information with the competitor
- An employee taking a second job that interferes with their ability to do their work for the Company at their full potential, whether due to scheduling, exhaustion, or some other factor

Because how things appear, whether accurate or not, has a significant impact on the Company's reputation, employees should also avoid the appearance of a conflict of interest. If questions arise as to whether a certain activity or behavior is a conflict of interest, employees should speak with their manager or HR.

BUSINESS GIFTS

Employees are prohibited from directly or indirectly requesting or accepting a gift for themselves or the company that has a value of \$150 or more. If an employee is offered or given anything of value from any client, prospective client, vendor, or business partner in connection with company business, they should alert their manager immediately.

OUTSIDE ACTIVITIES

Employees may engage in outside employment during non-working hours, provided doing so does not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees should notify their manager in writing. The notice must include the name of the Company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job at any time, they may be required to limit or end their outside employment.

REPORTING IRREGULARITIES

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of Company funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it will be considered part of the problem and disciplined accordingly.

INSPECTIONS AND SEARCHES

Any items brought to or taken off of Company premises, whether property of the employee, the Company, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by the Company. Any inspection or search conducted by the Company may occur at any time, with or without notice. Failure to submit to a search will be grounds for discipline.

HARDWARE AND SOFTWARE USE

The following guidelines have been established for using the Internet and email in an ethical and professional manner. For the purpose of this policy, Company Internet includes productivity software, instant messaging applications, the Company cloud and networks, the intranet, and any other tool or program provided by or through the Company or its internet connection.

- Company Internet and email may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing, or obscene nature.
- Telephones should only be used for company business. Employees should be professional and conscientious at all times when using Company phones or when using a personal phone for company business.
- Use of personal cell phones or other devices should be held to a reasonable limit. Reasonableness will be determined by management.
- Disparaging, abusive, profane, and offensive language are forbidden.
- Employees must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Almost every piece of content is or could be copyrighted (a notice of copyright is not required), so employees should proceed with caution when using or reproducing materials.
- Unless necessary for work, employees should avoid sending or receiving large files, watching videos, mass-forwarding emails, or engaging in other activities that either consume large amounts of bandwidth or create electronic clutter.
- Employees may not download any programs, applications, browser extensions, or any other files without prior approval or upon request of a manager.
- Each employee is responsible for the content of all text, audio, or images they place on or send over the Company's internet and email system. Employees may not send messages in which they are not identified as the sender.
- Email is not guaranteed to be private or confidential. The Company reserves the right to examine, monitor, and regulate email messages, directories, and files, as well as internet usage.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation.

All company-issued hardware and software, as well as the email system and Internet connection, are Company-owned. Therefore, all Company policies are in effect at all times when they are in use. Access to the internet through the Company's network is a privilege of employment that may be limited or revoked at any time.

SOCIAL MEDIA

The Guiding Rule

Conduct that negatively affects an employee's job performance, the job performance of fellow employees, or the Company's legitimate business interests—including its reputation and ability to make a profit—may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's Section 7 rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward customers, employees, or other people or organizations affiliated with the Company. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about the Company or anyone associated with it, including fellow employees and clients. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain the confidentiality of Company trade secrets and confidential information. Trade secrets include, but are not limited to, information regarding the development of systems, products, and technology. Private and confidential information includes, but is not limited to, customer lists, financial data, and private personal information about other employees or clients that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for the Company unless requested to do so by management. If the Company is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the fact that they are employed with the Company but that their views do not necessarily represent those of the Company.

Accounts

Employees must not use Company email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of the Company should ensure that at least one member of management has all the login information needed to access the account in their absence.

Generative Artificial Intelligence (AI) Chatbot Usage Policy

Purpose

With the increasing popularity of generative AI chatbots such as OpenAI’s ChatGPT and Google’s Bard, it has become necessary to outline the proper use of such tools while working at Hauser, Inc. While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible use. Our goal is to protect employees, clients, suppliers, customers and the company from harm.

Overview

While AI chatbots can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or “prompt” the chatbot in a conversational manner to find answers to questions or to create or edit written content.

Some examples of what could be created using an AI chatbot include:

- Emails and letters.
- Blog posts, reports and other publications.
- Sales and advertising copy.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary company information or sensitive information about an employee, client, customer, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading or— in some cases—fabricated.

Eligibility

This policy applies to all employees of Hauser, Inc., and to all work associated with Hauser, Inc., that those employees perform, whether on or off company premises.

Policy - Open Use

The use of generative AI chatbots will largely be allowed while performing work for Hauser, Inc. Company email addresses, credentials or phone numbers can be used to create an account with these technologies. No proprietary company data may be submitted, copied, or typed, etc. into these platforms.

Employees wishing to use generative AI chatbots should discuss the parameters of their use with their manager or director. Managers may verbally approve, deny or modify those parameters as best meets company policy, legal requirements or other business needs.

All AI chatbot-generated content must be properly cited, as must the use of AI chatbot-generated content when used as a resource for company work, except for general correspondence such as email.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the chatbot, that information cannot be used for work purposes. As generative AI chatbots may produce content that is plagiarized from its knowledge base, including copyrighted works, no text generated or partially generated from a chatbot will be eligible to have a Hauser, Inc., copyright, trademark or patent at this time.

Any violation of this policy will result in disciplinary action, up to and including termination.

Ethical Use

Employees must use generative AI chatbots in accordance with all Hauser's conduct and antidiscrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination.

Monitoring

Hauser, Inc's Computer Use Policy, and relevant monitoring policies still apply when using generative AI chatbots with company equipment.

PERSONAL CELL PHONE USE

The use of personal cell phones, or work cell phones for personal matters, should be held to a reasonable limit during work hours and not interfere with an employee's productivity or the productivity of their coworkers. Reasonableness will be determined by management.

PERSONAL PROPERTY

The Company is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should not have their personal mail sent to the Company, as it may be automatically opened, and should check with their manager before having larger items delivered to the workplace.

PARKING

All parking is at an employee's own risk. Employees and visitors should lock their vehicles and take appropriate safeguards to protect their valuables, including removing them from the vehicle if appropriate under the circumstances. Employees are not to park in areas reserved for visitors. Employees should park on Levels P1 or P2.

EMPLOYMENT SEPARATION

RESIGNATION

The Company requests that employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an employee's manager. Dependent upon the circumstances, an employee may be asked to not work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

TERMINATION

All employment with the Company is "at-will." This means that either the Company or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all. An employee's at-will status can only be changed by written contract, signed by both the employee and the President or CEO.

PERSONAL POSSESSIONS AND RETURN OF COMPANY PROPERTY

All Company property, such as computer equipment, keys, tools, parking passes, or Company credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees should ensure that they take all of their personal belongings with them.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT*

I acknowledge receipt of the HAUSER, Inc. Employee Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; the Company or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. With the exception of the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my manager or Human Resources.

Signature _____

Printed Name _____

Date _____