



**ALABAMA SUPPLEMENT
2023**

ComplianceHR

Note: This Employee Handbook is not intended to apply to any particular employer or to provide legal advice or opinion. Such advice may only be given when related to specific handbooks and specific fact situations. In no circumstances should any employee handbook be adopted and issued to employees before the final draft has been approved by experienced labor counsel. These employee handbook templates generally include policies prompted by federal and state laws in the employee policy context, as well as leave of absence and scheduling policies intended to comply with local laws in major municipalities (i.e., those with 100,000 residents or more). The handbook templates do not include the following: social media policies; drug-testing policies; policies related to municipal laws other than those specified above; or policies specific to government contractors or certain industries. Generally, the templates do not address industry-specific requirements, except where indicated.

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About This Alabama Supplement

Dahl Consulting (“Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Alabama employees will receive the Company’s national handbook (“National Handbook”) and the Alabama Supplement to the National Handbook (“Alabama Supplement”) (together, the “Employee Handbook”).

The Alabama Supplement applies only to Alabama employees. It is intended as a resource containing specific provisions derived under Alabama law that apply to the employee’s employment. It should be read together with the National Handbook and, to the extent that the policies in the Alabama Supplement are different from, or more generous than those in the National Handbook, the policies in the Alabama Supplement will apply.

The Alabama Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. Only their authorized DAHL representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by their authorized representative.

If employees have any questions about these policies, they should contact their DAHL representative.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the National Handbook, DAHL is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Alabama law, which prohibits discrimination and harassment against any employees or applicants for employment based on age (40 and over). The Company will not tolerate discrimination or harassment based upon this characteristic or any other characteristic protected by applicable federal, state or local law.

TIME OFF AND LEAVES OF ABSENCE

Military Leave

In addition to the military leave rights set forth in the National Handbook, Alabama employees who are active members of the National Guard of Alabama or any other state, Alabama Naval Militia, the Alabama State Guard, the National Disaster Medical System, the Civil Air Patrol or any other reserve component of the United States armed forces are entitled to a military leave on all days that they are engaged in field or coast defense, training or other services ordered under the National Defense Act or the federal laws governing the United States military reserves.

Moreover, employees who are active members of the National Guard of Alabama or any other state enjoy the rights, privileges and responsibilities set forth in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), whenever they are called to state active duty or for federally funded duty (other than training) in a time of war, armed conflict or emergency proclaimed by the Governor of Alabama or the President of the United States.

Adoption Leave

The Company, in accordance with Alabama's Adoption Promotion Act and the federal Family and Medical Leave Act, provides time off for eligible employees who adopt a child.

To be eligible for adoption leave under this policy, employees must: (1) have worked for the Company for a total of at least 12 months; (2) have worked at least 1,250 hours over

the previous 12 months as of the start of the leave; and (3) have worked at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested.

Eligible employees will be allowed up to 12 weeks of unpaid leave to care for an adopted child within one year of the child being placed with the employee for adoption. See the Company's Family and Medical Leave policy in the National Handbook for additional information. Employees are expected to comply with the requirements set forth in that policy, including with regard to providing notice of the need for leave. This unpaid adoption leave cannot be taken on an intermittent basis unless the employee and Company mutually agree otherwise.

If an employee requests unpaid leave to care for an adopted child who is ill or has a disability, the Company will consider the request as it would consider a comparable request due to complications that arise from the birth of an employee's child.

The Company will not penalize any employee for exercising their rights under Alabama's APA.

For further information or to request leave under this policy, contact a DAHL Representative.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they respond to a jury service subpoena, attend court for prospective jury service or serve as a juror. Employees must, however, report to work on their next regularly scheduled hour after being dismissed from the jury.

Employees must provide their supervisor with notice of any jury summons or subpoena on the next day the employee reports to work after receiving the summons. Verification from the court clerk of having served may also be required.

Full-time employees will receive their regular compensation for absences to serve on a jury, less any fees or compensation received for serving as a juror. For part-time employees, time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty. Employees who are absent from work while participating in the jury selection process or while serving as a juror will not be asked or required to use any vacation, sick leave or unpaid leave (other than that provided under this policy) during the absence.

Crime Victim Leave

Eligible employees may take time off from work under this policy to respond to a subpoena to testify or to participate in the reasonable preparation of a criminal proceeding if:

- The employee is a victim of the crime at issue in the proceedings, or
- The victim is killed or incapacitated, and the employee is the victim's spouse, parent, child, sibling, or guardian

An employee who is accused of a crime or is in custody for an offense is not eligible for time off under this policy.

Before an employee may take time off under this policy, they must provide their supervisor with a copy of the notice scheduling the proceeding. If advance notice is not feasible, the employee must provide appropriate documentation within a reasonable time after the absence.

Time off under this policy will be unpaid, except that exempt employees may receive pay as required by applicable law.

Volunteer Emergency Responder Leave

Employees who serve as volunteer emergency workers may take time off from work or be excused for being late to work when responding to an emergency that occurred prior to the employee's regular hours of employment.

For purposes of this policy, a "volunteer emergency worker" means an individual who is not paid for their service as a volunteer firefighter, emergency medical technician, rescue squad member, volunteer deputy or a ham radio operator conducting storm spotter operations for an emergency management association. An "emergency" includes going to, attending to, or coming from any of the following: a fire call; a hazardous or toxic materials spill and cleanup; any other situation to which a volunteer fire department has been dispatched; or an actual medical emergency to prevent the imminent loss of life.

Time off under this policy will be unpaid, except that exempt employees will be paid when required by applicable law. Employees must make a reasonable effort to notify their supervisor that they may be absent from, or late to, work in order to respond to an emergency. The Company may require an employee to submit a written statement from the supervisor or acting supervisor of the fire department or emergency medical services stating that the employee responded to an emergency and documenting the time and date of the emergency.

The Company will not terminate volunteer emergency workers for being late, or failing to report, to work while responding to an emergency call.

Election Duty Leave

Employees who are properly appointed election officials will be provided time off from work to perform the election duties required by their appointment. Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law.

Employees taking leave under this policy must provide documentation of the appointment and dates of required service at least seven days prior to the leave.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who begin work two or more hours after the polls open or complete work at least one hour before the polls close will be deemed to have sufficient time outside of work hours to vote. When employees do not have sufficient time outside of work hours to vote, they will be provided up to one hour of time off to vote. Time off to vote will be without pay, except that exempt employees may receive pay, as required by applicable law.

Employees must provide reasonable advance notice of their need for time off to vote. Proof of having voted may be required.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside company facilities or in designated smoking areas during scheduled work breaks.

Employees have the right to designate their own work areas as non-smoking. Additionally, smoking will be prohibited in all common work areas unless a majority of workers who work in that area agree that the area will be a smoking area.

Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Alabama law or this policy.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

Cell Phone Use/Texting While Driving

As is set forth in the National Handbook, the Company prohibits employees from using handheld cellular phones for business reasons while driving or for any reason while

driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that using a wireless communication device to write, send or read a text-based communication while driving on a highway is a violation of Alabama law, in addition to being a violation of company policy.

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Company prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon. In compliance with Alabama law, the Company permits employees who lawfully possess firearms to store their firearms inside their locked, privately-owned vehicles in the Company's parking lots or other parking areas provided by the Company.

Such lawfully possessed firearms may not be removed from the employees' personal vehicle or displayed to others. Lawfully possessed firearms must be kept out of sight at all times. If the owner is not in the vehicle, the firearm must be locked inside a compartment or container that is inside or securely fixed to the vehicle.

An employee who has a valid concealed weapon permit may have a firearm in the employee's privately owned vehicle if the vehicle is operated or parked in a location where it is permitted to be and the employee lawfully possesses the firearm. In addition, an employee with a valid Alabama hunting license may have a firearm in the employee's privately owned vehicle if the vehicle is operated or parked in a location where it is permitted to be, the employee lawfully possesses the firearm and the following conditions are satisfied:

- The firearm cannot be a pistol;
- The firearm must be legal for hunting in Alabama;
- The weapon must be unloaded;
- The weapon is present during a valid hunting season in Alabama; and
- If the employee is not in the vehicle, the firearm must be locked inside the vehicle or locked inside a compartment or container that is inside or securely fixed to the vehicle.

The following employees are not eligible to have a firearm in their vehicle under the hunter's exception:

- Employees who have been convicted of murder, manslaughter (except manslaughter arising out of the operation of vehicle), rape, mayhem, assault with intent to rob, assault with intent to ravish, assault with intent to murder, robbery, burglary, kidnapping, or larceny;

- Employees who have been convicted of offenses involving danger to the person, as defined by Chapter 6 of Title 13A of the Alabama Code;
- Employees who are subject to a Domestic Violence Order;
- Employees who have a documented workplace incident involving a threat of physical injury or which resulted in physical injury;
- Employees who have been found guilty but mentally ill in a criminal case;
- Employees who have been found not guilty in a criminal case by reason of insanity or mental disease or defect;
- Employees who were declared incompetent to stand trial in a criminal case;
- Employees who asserted a defense of a criminal case of not guilty by reason of insanity or mental disease or defect;
- Employees who were found not guilty only by reasonable lack of mental responsibility under the Uniform Code of Military Justice;
- Employees who required involuntary inpatient treatment in a psychiatric hospital or similar treatment facility;
- Employees who required involuntary outpatient treatment in a psychiatric hospital or similar treatment facility based on the finding that the employee is an imminent danger to himself or others;
- Employees who required involuntary commitment to a psychiatric hospital or similar facility for any reason, including drug use.

A violation of this policy can lead to discipline, up to and including termination.