



**ARKANSAS 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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GENERAL INFORMATION

About This Arkansas Supplement

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

The Arkansas Supplement applies only to Arkansas employees. It is intended as a resource containing specific provisions derived under Arkansas 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 Arkansas Supplement are different from, or more generous than those in the National Handbook, the policies in the Arkansas Supplement will apply.

The Arkansas Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the President/Owner of the Company or his or her authorized 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 the President/Owner of the Company or his or her 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, the Company is committed to equal employment opportunity and compliance with federal antidiscrimination laws. We also comply with Arkansas law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, religion, gender, pregnancy or related medical condition, age (40 and over), national origin or ancestry, citizenship, sensory, mental or physical disability, genetic information and military service. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

PAY PRACTICES

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, should run concurrently with meal and rest breaks already provided to the employee. If the break time cannot run concurrently with meal and rest breaks already provided to the employee, the break time will be unpaid. Where additional unpaid breaks are required, the employee should work with her supervisor regarding scheduling. The Company may, in its discretion, allow a nonexempt employee to make up the amount of time used during unpaid rest periods either before or after work.

The Company will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, for the employee to express milk. Employees should discuss with their supervisor, a DAHL representative the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy. The Company may not be able to provide additional break time or a private location for expressing breast milk, if doing so would substantially disrupt the Company's operations.

Employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work. The Company reserves the right not to provide such additional time if to do so would unduly burden operations.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

TIME OFF & LEAVES OF ABSENCE

Military Leave

Arkansas employees who are called to active state duty as a member of the state's armed forces, including the National Guard, a service component of the armed forces or the militia, are entitled to the same rights, privileges, benefits and protections as employees called to action to serve in the United States military. Employees called to active state duty in Arkansas are entitled to a leave of absence and reemployment rights in accordance with the Military Leave Policy set forth in the National Handbook.

Employees will not be denied retention in employment because of the employee's obligation as a member of the armed forces.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to a jury service summons or subpoena, 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 summons or subpoena, attend court for prospective jury service or serve as a juror.

Employees must provide their DAHL representative with notice of any jury summons or subpoena within a reasonable time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

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 for time spent responding to a summons and/or subpoena, for participating in the jury selection process, or for serving as a juror, will not be asked or required to use any annual, vacation or sick leave during the absence, although employees may be permitted to do so.

Time Off To Vote

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

Any employee who does not have sufficient time to vote outside of working hours may be excused from work for a reasonable period of time, to vote. The time off will be without pay for nonexempt employees.

The Company asks that employees request time off to vote from their supervisor at least one day prior to Election Day so that the time off can be scheduled to minimize disruption to normal work schedules. Proof of having voted may be required.

Bone Marrow or Organ Donation Leave

Employees who undergo a medical procedure to donate bone marrow or an organ will be provided with unpaid time off, not to exceed 90 days. Employees seeking leave under this policy must submit a written request to their supervisor, to their DAHL Representative

Leave under this policy is not available to an employee who is eligible for leave under the Family and Medical Leave Act.

Crime Victim Leave

Eligible employees who are the victim or the representative of a victim of a crime or sex offense will be provided with time off to:

Participate, at the prosecuting attorney's request, in the preparation of a criminal justice proceeding relating to the crime; or

Attend a criminal justice proceeding if attendance is reasonably necessary to protect the interests of the victim.

Time off under this policy will be unpaid, except that exempt employees will be paid when required by applicable federal or state law. Employees are eligible for time off if they are:

The victim of the sex offense or violent crime (felony resulting in physical injury to the victim or involving the use of a deadly weapon, terroristic threatening, and stalking) at issue in the proceedings;

A minor who is a victim of kidnapping, false imprisonment, permanent detention or restraint;

The victim's spouse, child by birth or adoption, stepchild, parent, stepparent or sibling; or

An individual designated by the victim or by a court in which the crime is being, or could be prosecuted.

Employees who are accountable for the crime or a crime arising from the same conduct are not eligible for leave under this policy.

Before employees may take time off from work for this purpose, they must provide their supervisor with advance notice and, if possible, a copy of the notice of proceeding.

Confidentiality of the situation, including the employee's request for the time off under this policy, will be maintained to the greatest extent possible.

The Company will not retaliate, nor tolerate retaliation, against any employee who seeks or obtains leave under this policy.

WORKPLACE SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking marijuana or any other substance that is illegal under federal law or Arkansas law anywhere on its premises.

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

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 DAHL Representative. Employees will not be disciplined or retaliated against for reporting a smoking violation or otherwise exercising their rights under Arkansas law or this policy.

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

Cell Phone Use/Texting While Driving

As set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes and driving a company-owned vehicle. Employees should also be aware that using a wireless telecommunications device while driving to (1) write, send, or read a text-based communication, or (2) access, read, or post to a social networking site are violations of Arkansas law, in addition to being a violation of company policy. Drivers are, however, permitted to read, select, or enter a telephone number or name in a wireless telecommunications device for the purpose of making a telephone call.

It is also a violation of Arkansas law for a driver to use a handheld wireless telephone for any reason, other than in an emergency, when passing a school building or school zone during school hours when children are present and outside the building.

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 generally 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.

However, in compliance with Arkansas law, the Company does not prohibit employees who lawfully possess firearms from transporting or storing their legally owned and lawfully possessed firearms inside their locked, privately-owned vehicles in the Company's parking lots. The Company reserves the right to make certain limited exceptions to this policy in accordance with Arkansas law. The firearm may not be removed from the employees' personal vehicle or displayed to others.